

INSTRUCTION

Instructional Resources

Textbooks will be selected in the manner described in policy and procedure 2311. Materials to be included in a library/media center shall be selected as outlined.

Suggestions for Acquisition. Suggestions may originate from students and teachers. Those suggestions are considered by the library/media staff member who weighs requests, evaluates materials and selects those which fulfill the needs of the instructional program.

Criteria for Selection. Selection of materials is a continuous process. New materials become available daily. The factors to be employed in selection are:

- A. Needs of the school, curriculum and/or individual student. (The program should provide for a wide range of materials on appropriate levels of difficulty with a diversity of appeal and presentation of a variety of viewpoints);
- B. Artistic and literary quality;
- C. Reliability and breadth of information with particular concern for the contributions (current and historical) of both sexes and members of the several specific religious, ethnic, political and cultural groups;
- D. Accents on sex, profanity, obscenity subjected to a stern test of literary merit and reality; and
- E. Professional reviews. The library/media staff member employs professional reviewing materials, the judgments of other professions – teachers and librarians – to aid in the selection process. Professional reviewing materials include:
 - 1. Current reviews – Library Journal and School Library Journal, Booklist, Hornbook, English Journal, Choice and other professional and commercial periodicals which review materials objectively.
 - 2. Published lists of appropriate materials – H.W. Wilson’s Children’s Catalog, ALA Basic Book Collection series, Bowker’s Best Books for Children, AAAS Science Book List for Young Adults; materials suggested by the National Councils of Teachers of English and Social Studies; plus Washington superintendent of public instruction Books for School Libraries; and other professional publications which evaluate material.

Complaints or Concerns about Materials. Complaints and/or concerns about the use and/or availability of specific materials should be directed to the principal. The complainant wishing to protest the use and/or availability of specific materials shall use the form requesting reconsideration of instructional materials. (See Form 2311F.)