

Guidelines & Procedures  
Selection of Materials

**Criteria for Selection:**

1. Needs of the individual school
  - a. Based on the knowledge of the curriculum
  - b. Based on requests from administrators and teachers
2. Needs of the individual students
  - a. Based on the knowledge of children and youth
  - b. Based on requests of parents and students
3. Provision of materials of high artistic and literary quality
4. Provision of materials with superior format, were available
5. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal, and the representation of different points of view
6. Must meet instructional objectives when used in the classroom

**Principles for the Selection of Materials:**

1. Reputable, unbiased, professionally prepared selection aids should be consulted as guides in the selection of instructional materials.
2. The maintenance of qualitative standards for the selection of materials is essential, with all materials being carefully evaluated before purchase. Gift materials shall be evaluated by the same criteria as purchased materials.
3. The materials should be continually re-evaluated in relation to changing curriculum content, new instructional methods, and/or current needs of teachers and students.
4. In selecting library materials collections should be developed systematically so that they are well-balanced and represent coverage in all subjects, types of materials, and variety of content.
5. When staff have concerns around a topic being age appropriate they should seek input from other staff including but not limited to teaching colleagues, building administration, district administration.
6. Staff should use the rubric at the end of this appendix to help guide them in decision making.

All of the above criteria for selection and principles for the selection of materials must be met in reviewing materials and making final selection.

**Requests for Review:**

Requests for review should come only after the complainant and staff have met on an informal basis.

If instructional materials are challenged, requests for their review shall be made in writing on forms provided by the building principal. Upon receipt of a written complaint, the principal shall

notify the superintendent, curriculum director, department head or team leader, and faculty member involved.

The review council will attempt to settle the issue within two weeks by:

1. Reviewing the material, and
2. Approving or removing it from the collection.

A written explanation must be given for either action. If the matter remains unresolved, the complainant or staff member, within 10 school days from receipt of the decision, appeal to the Superintendent of Schools. The Superintendent shall communicate his/her decision to the complainant and staff member in writing within 5 school days of receipt of the appeal. If the matter is not resolved at this level, the complainant or staff member may, within 10 school days from the receipt of the Superintendent's decision, request a hearing before the School Board and the School Board's decision shall be final.

No materials shall be removed from use pending review council study and final action.

**Review Council:**

The materials review council shall:

1. Give the opportunity for both staff member and complainant to make a verbal and/or written presentation and answer questions that the review council may present.
2. Review and discuss materials in closed session.
3. Render a decision.

The materials review council shall consist of the following persons:

1. The building principal
2. Department head, team leader or grade level representative
3. Two lay person appointed by the board of education\*
4. One teacher appointed at large from subject area with which the material deals.  
(Appointed by the principal)

\*Different individuals will be appointed each time a review council is convened.

**Alexandria Public Schools**  
**Resource Selection Criteria**

Descriptor	Recommend	Neutral	Not Recommend
Connection to Curriculum	Resource has a direct connection to curriculum or standards within a content area	Resource has an indirect connection to curriculum or standards within a content area	Resource does not have direct connection to curriculum or standards within a content area
Reviews (including literature experts, library associations and other standard media reviewers)	Positive reviews from multiple sources	Positive reviews from limited sources	Negative reviews from multiple sources
Recognition	Resource is recognized by numerous organizations	Resource is recognized by some organizations	Resource is not recognized by organizations
Recommendations	Resource is an award winning piece from multiple organizations	Resource is an award winning piece from limited organizations	Resource is not an award winning piece
Age appropriate (consider content topic and vocabulary)	Resource fits age appropriateness	Resource moderately fits age appropriateness	Resource does not fit age appropriateness

