

Selection of Learning Resources Protocol

Pickens High School

I. **Professional Responsibility**

The purchase of instructional materials is legally vested in the Pickens County School Board of Education. Each person involved with the instructional program is expected to know and to implement system policies and procedures governing the selection and use of instructional materials and equipment.

The responsibility for planning, developing and coordinating the instructional media program is delegated to the Superintendent and/or a designee or designees. The media specialist is responsible for performing the functions identified in the Library Media Services section at the Georgia Department of Education website.

The principal in each school shall appoint an instructional media committee. The committee is to be composed of administrators, media specialist, teachers, parents, students and a community representative(s). The committee shall meet bi-annually with the principal.

II. **Media Program Implementation**

A. **Program Priorities**

Media programs and services for the Pickens County School System shall meet all requirements of the Georgia Board of Education and the accreditation principles of the various accrediting commissions in which the system holds membership. The program shall meet the instructional goals of the system.

B. **Selection of Instructional Media**

The responsibility for the selection of instructional media is delegated to the professionally trained personnel employed by the school system. Selection of media involves principals, teachers, media specialists, students, parents, and appropriate system level personnel.

III. **Selection – Evaluation of Classroom Instructional Materials**

At the building level, the principal has the final approval of classroom materials and learning resources. Selection and adoption of equipment and materials shall be made according to rules, regulations and policies of the State and local boards of education. Instructional materials shall be carefully selected on the basis of the appropriateness for the purposes and grade level for which they are selected. In order to accomplish this, the following criteria are to be used:

1. Overall purpose
2. Readability and popular appeal
3. Accuracy
4. Reputation of publisher/producer
5. Relevancy or permanent value
6. Quality of writing/production
7. Format
8. Price
9. Authoritativeness
10. Reputation and significance of Author, etc.
11. State standards

The principal shall recommend the purchase of textbooks based upon need, state and local regulations and recommendations from the instructional staff and/or a textbook committee.

IV. **Use of non-school owned materials/equipment**

Any print or non-print media brought to the school by teachers; students or parents for possible classroom use shall be subject to the same criteria as that established for school-owned materials.

In no instance shall media and/or equipment be used in such a manner as to violate Board Policy of the law.

V. **Removal of Surplus Media Materials**

Out-of-date or no longer useful materials will be withdrawn from the collection periodically. The principal and the Board of Education must approve the removal of materials to be discarded.

VI. **Copyright Compliance**

The Pickens County School System shall adhere to the Federal Copyright Law. (P.L. 94-553).

VII. Challenged Learning Resources

The Board of Education acknowledges the right of parents and other citizens to raise questions through established procedures when materials appear inappropriate for public school use.

Though care is taken to select valuable materials for students and teachers, there may be occasional objections by the public as to the selections that have been made.

In the event that a complaint is made, the following separate procedures should be followed for (A) classroom learning resources and (B) media center learning resources:

A. Classroom Learning Resources

1. The principal is the designated leader of the school, and in, concert with the staff, is responsible for the orderly operation of the school. If a student or parent has concerns about the classroom learning procedures, the following procedures are established to address the complaint:
 - i. The teacher receiving the complaint shall explain to the complainant the selection process utilized and the procedures for challenged classroom instructional materials, but make no commitments as to personal opinion, etc. Alternative learning resources can be requested by the parent for their student if there are concerns. Written documentation of this contact should be filed with the school principal.
 - ii. In the event that the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection process and refrain from expressing personal opinion.
 - iii. At the building level, the principal has the final approval of classroom materials and learning resources. The principal may undertake immediate corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.
2. If the parent is not satisfied with the principal's decision regarding the challenged classroom learning resource, the complaint can follow the steps outlined in the current *Pickens County Schools Code of Conduct* with regarding parent involvement in policy-making (see Parent Involvement).

B. Media Center Learning Resources

1. The teacher receiving the complaint shall explain the selection process utilized and the procedures for challenged materials, but make no commitments as to personal opinion, etc. Written documentation of this contact should be filed with the school principal.
2. In the event that the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process and refrain from expressing personal opinion.
 - i. If, after consultation, the complainant desires to file a formal complaint, a copy of the challenged material form shall be given to the complainant by the principal.
 - ii. The principal shall inform the complainant that the form must be completed in its entirety and submitted to the principal. It must be emphasized to the complainant that incomplete forms will be considered invalid and will not be recognized.
 - iii. After the challenged materials form is completed and signed by the complainant, it is to be filed with the principal and copies sent to the Reconsideration Committee. The Reconsideration Committee will include the following five members:
 1. The Assistant Principal in charge of Curriculum and Instruction
 2. Two parent representatives selected from the PHS School Advisory Council
 3. One certified teacher chosen by the principal
 4. One member of the district staff chosen by the superintendent (if requested by the Reconsideration Committee)
 - iv. When referred to the Reconsideration Committee, as a minimum the committee shall do the following:
 1. Read and examine materials referred to it;
 2. Check general acceptance of the materials by reading reviews;
 3. Compare values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context;
 4. Meet to discuss the material and to prepare a report on it;
 5. Present the report to the appropriate personnel.
 - v. The decision of the reconsideration committee is binding for the individual school.
 - vi. No parent has the right to determine reading, viewing or listening matter for students other than his or her own children.

- vii. Access to challenged material shall not be restricted during the reconsideration process.

VIII. Organization of Materials and Equipment

Organization of materials in the media center shall be based on nationally recognized system and designs for school media centers. Equipment shall be organized so as to provide accurate circulation, maintenance and inventory records.

IX. Accessibility of Facilities and Resources

Provision shall be made to assure accessibility of the media center for both individual students and groups simultaneously through the instructional day during each day of the school year.

Provision shall be made for access to media resources to support instruction in any Georgia Board of Education approved course when offered outside regular instructional time.

When the entire class uses the media center, the teacher is the instructional leader. The purpose of the visit is planned cooperatively with the media specialist.

***Procedure for Removing Learning Resources for the Media Center
as approved by the PHS Media Committee***

Your Name:

Are you a parent or a student: Y / N

Name of the Book:

Author:

Have you read the book in its entirety? Y / N

*If you have not read the book in its entirety, it is strongly recommended that you do so. If you have not read the book in its entirety, please list at least three book reviews or provide an expanded response to the reason(s) why the book should be removed.

Summary of the book in your own words:

Reason for proposed removal of the book:

Please be specific as possible so that we can best address your concerns. If necessary, attach a longer rationale in a separate document.

What do you feel will be the result of reading this book?

What did you like about or find positive in the book?

Who is this book appropriate for? What age groups should this book be made available for?

What action would you like the school to take?

What now?

The action determined by the PHS Reconsideration Committee will be final. Please, be aware that during the reconsideration process – which will take no more than 45 days – the material referenced by this form can only be made unavailable for your own child and not the school as a whole.

American Library Association Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies guide their services.

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

