

PROCEDURES FOR SELECTING AND MAINTAINING THE COLLECTION

In coordinating the selection of media, the superintendent/designee, assisted by the Media and Technology Advisory Committee (MTAC), shall:

- Arrange (when possible) for firsthand examination of items to be purchased.
- Use reputable, unbiased, professionally prepared selection aids when firsthand examination of media is not possible.
- Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.
- Purchase duplicates of extensively used media.
- Discard from the collection worn, obsolete, and inoperable media.
- Purchase replacements for, worn, damaged, or missing media basic to the collection.
- Evaluate carefully and purchase only to fill a specific need expensive sets of materials and items procured by subscription.
- Determine a procedure for preventive maintenance and repair of equipment.

PROCEDURES FOR RECONSIDERATION OF MATERIALS

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the materials.

If a complaint is made, the following procedures shall be followed:

1. The complainant shall be informed of the selection procedures.
2. No commitments shall be made to the complainant.
3. The complainant shall be given a copy of the form, "Citizen's Request for the Reconsideration of Instructional Materials," (IIAC-E) and invited to submit a formal written complaint to the media advisory committee.
4. Upon receipt of the "Citizen's Request for the Reconsideration of Instructional Materials," the MTAC shall:

- Re-examine the challenged material.
- Survey appraisals of the materials in professional reviewing sources.
- Seek information from State Department of Public Instruction consultants and/or other authorities about the appropriateness of the materials.
- Determine the extent the material supports the curriculum.
- Weigh merits against alleged faults to form opinions based on the material as a whole and not on passages isolated from context.
- Discuss the material and prepare a written recommendation to the principal with a copy to the complainant.

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