

1 **PROCEDURES FOR SELECTING AND MAINTAINING THE COLLECTION**

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

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6     ▪ Arrange (when possible) for firsthand examination of items to be purchased.  
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8     ▪ Use reputable, unbiased, professionally prepared selection aids when firsthand  
9 examination of media is not possible.  
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11     ▪ Judge gift items by standard selection criteria and, upon acceptance of such items,  
12 reserve the right to incorporate into the collection only those meeting these specified  
13 criteria.  
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15     ▪ Purchase duplicates of extensively used media.  
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17     ▪ Discard from the collection worn, obsolete, and inoperable media.  
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19     ▪ Purchase replacements for, worn, damaged, or missing media basic to the collection.  
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21     ▪ Evaluate carefully and purchase only to fill a specific need expensive sets of materials  
22 and items procured by subscription.  
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24     ▪ Determine a procedure for preventive maintenance and repair of equipment.  
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26 **PROCEDURES FOR RECONSIDERATION OF MATERIALS**

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28 Occasional objections to some materials may be voiced by the public despite the care taken in  
29 the selection process and despite the qualifications of persons selecting the materials.  
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31 If a complaint is made, the following procedures shall be followed:

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33     1. The complainant shall be informed of the selection procedures.  
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35     2. No commitments shall be made to the complainant.  
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37     3. The complainant shall be given a copy of the form, "Citizen's Request for the  
38 Reconsideration of Instructional Materials," (IIAC-E) and invited to submit a formal  
39 written complaint to the media advisory committee.  
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41     4. Upon receipt of the "Citizen's Request for the Reconsideration of Instructional  
42 Materials," the MTAC shall:  
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- 44           ▪ Re-examine the challenged material.
- 45           ▪ Survey appraisals of the materials in professional reviewing sources.
- 46           ▪ Seek information from State Department of Public Instruction consultants and/or
- 47           other authorities about the appropriateness of the materials.
- 48           ▪ Determine the extent the material supports the curriculum.
- 49           ▪ Weigh merits against alleged faults to form opinions based on the material as a
- 50           whole and not on passages isolated from context.
- 51           ▪ Discuss the material and prepare a written recommendation to the principal with a
- 52           copy to the complainant.

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56 APPROVED BY BOARD  
57 AND EFFECTIVE 5/7/84  
58 REVISED 8/19/91  
59 REVISED 5/1/92  
60 REVISED 11/21/05  
61 **REVISED** \_\_\_\_\_  
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