Materials & Selection Policies

Or – You’ll Never Regret Planning Ahead!
Considerations

• What Do You Have?
  – District Selection Policy – Library/Media Center?
  – District Textbook Policy?
  – Acceptable Use Policy?
  – Current or outdated?
  – No policy for Library?

• What Do You Need?
  – Comparing What You Have with What You Need
  – Update vs. Create Policies
Selection Policy

• Stakeholders
  – Principal, curriculum coordinator/teacher, Board of Ed, parents, students, etc.

• Library vs. Textbook Materials
  – Compare for language, responsibilities, etc.
  – Is there language that is inclusive for digital content?

• Educational Philosophy
  – District Mission & Goals – Reflect in Policy

• Intellectual Freedom
  – First Amendment; Library Bill of Rights

• Process/Criteria for Selection
  – Responsibility for Selection
  – How decisions are made (professional journal reviews, requests, etc.)
  – “Special” considerations (teacher only, gifts, etc.)

• Ultimate Responsibility for Decisions
  – Board of Education
Challenge Policy (Reconsideration)

• Clear Language and Understanding of Process
  – In writing with all steps, persons responsible for what, and forms

• Challenges to What Materials? (Classroom vs. Library)
  – Classrooms may offer alternative text for 2 student
  – Library challenges impact all students

• Who May Submit a Complaint
  – Community/school resident; employee; anyone?

• Steps to Follow for a Complaint
  – Be clear: Informal through Formal process
  – Responsibility for speaking with complainant and getting materials to them

• Submission & Process of (Formal) Complaint
  – Timeline for review and decision

• Item Under Reconsideration
  – What happens to material while under review?

• Reconsideration Appeal Process
  – Who has the final way? How does that happen?
Acceptable Use Policy

• Most Districts Have One
  – Ask who developed it – Technology Dept? Teachers? Committee?
  – Who is making the decisions?

• Look at Wording to Compare with Library Policy
  – Does it discuss what happens with complaints about what is accessible?
  – What happens if a person complains about what is allowed? (Process)

• Does It Include Wording About Software Purchases?
  – District responsibility

• Personal Devices
  – Policy about what can and can't be on a device
  – Does who own it make a difference?
Next Steps ...
Have a Plan

• What is Your Goal?
• What is Your Timeline?
• Where Do You Start?
• How Do You Involve Others?
• What Do You Anticipate as Roadblocks?
• What Can You Compromise?
• Where Can You NOT Compromise? Why?
One More Thing …

• WEEDING!
  – Should that be part of your selection (Deselection?) policy?
  – Who makes the decisions?
  – What happens to the materials?
  – What do you do when THAT process is questioned??