EUT POLICY ON INSTRUCTIONAL AND LIBRARY-MEDIA MATERIALS SELECTION

The EUT is legally responsible for all matters relating to the operation of its three schools, including the provision of instructional materials and maintenance of library-media resources that support the EUT's curriculum.

While the EUT retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for such staff to be involved in the recommendation of instructional materials. The EUT delegates responsibility for the selection of instructional materials and library-media resources to the professionally trained personnel employed by the District, subject to the criteria and procedures for selection and the EUTs' policy on challenged materials as described below.

With the assistance of professional staff, the Director shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Director will be responsible for overseeing the purchase of instructional materials within budgetary parameters set by the EUT. The EUT endorses the alignment of instructional materials with the implementation of the State learning standards through the EUT's curriculum development and evaluation process.

Each school shall maintain a library-media program that includes books and other print materials, multimedia materials, online Internet resources and information technology that support the curriculum. A library-media specialist will be responsible for overseeing the library-media program, under the supervision of the Director. As with instructional materials, the EUT delegates responsibility for selection of library media materials and technology and Internet resources to the Districts professionally trained staff, subject to the criteria and procedures for selection and the EUTs' policy on challenged materials described below.

Definitions

1. "Instructional materials" include textbooks and other print materials, software and other electronic materials, digital and online resources, including textbooks and other materials, and supplies and other materials to support instruction in subject areas and implementation of the state learning standards.

2. "Library-media resources" include books, print materials, digital and online resources including textbooks and other materials, multimedia materials and information technology that, as part of the library-media program, support the District curriculum.

Objectives of Selection

The EUT recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend and enrich the educational programs of the schools. Quality instructional materials and library-media resources are essential to student learning. In preparing students to meet the content standards of the State learning standards, in supporting the achievement of the Districts' educational goals and objectives, and in providing enrichment opportunities that expand students' interests and contribute to a desire for lifelong learning, it is the responsibility of the instructional

program and the library-media centers of the schools to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

Criteria for Selection

Instructional and library-media materials selected should:

1. Support achievement of the content standards of the State learning standards;

2. Support the goals and objectives of the EUT's educational programs;

3. Enrich and support the curriculum.

4. Take into consideration the varied interests, abilities, and maturity levels of the students served.

5. Foster respect and appreciation for cultural diversity and varied opinions.

6. Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups to our American heritage;

7. Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis.

8. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

9. Provide a background of information that will enable students to make intelligent decisions in their daily lives;

10. Respect the constraints of the District budget.

Other factors that should be considered are accuracy and currency of material; importance of the subject matter; scholarship; quality of writing and production; and reputation and significance of the author, artist or composer.

In evaluating software, multimedia materials and digital and online resources, additional factors that should be considered include purpose for use; content; format (degree of interactivity or student involvement); appropriate use of graphics, sound and animation; feedback provided; and ease of use.

Procedures for Selection

Meeting the needs of the individual schools, based on the knowledge of the curriculum and the existing collections of instructional and library-media materials, shall be the highest priority. Basic learning materials, i.e., those that are the predominant instructional materials used by most members of the class, are used for a significant portion of the course or receive major emphasis during a course, or are essential

to student achievement of content standards of the State learning standards are to take priority in the selection process.

Before recommending materials for purchase, professional staff should evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all curriculum areas and grade levels.

Social studies and science textbooks should not be older than five years unless up-to date supplemental materials are also made available.

Whenever possible, purchase of non-print materials and multimedia, Internet and technology resources shall be made only after personal evaluation by the librarian/media specialist and/or other appropriate professional staff. Reviewing aids may be used in lieu of personal evaluation.

Multiple copies of outstanding and much-in-demand materials should be purchased as needed. Worn or missing standard items should be replaced periodically. Out-of-date or no-longer-useful materials should be withdrawn from the collection/circulation.

Donated Materials

Gift materials are to be evaluated by the same criteria as purchased materials and are to be accepted or rejected by those criteria and in accordance with EUT policy on gifts and donations.

Parental Authority

A student's parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. Building Administrator will be responsible for developing and implementing procedures for providing access to instructional material within a reasonable time after such a request is made.

If a parent/guardian wishes to restrict their child's access to particular instructional materials, the procedure in EUT Policy IMBB shall be followed.

Library-media center materials will not be removed from the collection because of criticism except in accordance with EUT policy.

Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the EUT recognizes that objections may be raised occasionally by students, parents, school staff or community members.

In the event a complaint is made, the following procedures will apply:

1. The complaint shall be heard first by the person providing the materials in question.

2. If the complaint is not resolved, the complainant shall be referred to the building Principal and requested to fill out the "Citizen's Challenge of Educational Media Form" (IJJ-E1). A copy of the form will be forwarded to the Director.

3. A committee comprised of the Principal and at least two faculty members shall be formed to review the complaint.

4. The Ad Hoc Faculty Review Committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.

5. The report of the Ad Hoc Faculty Review Committee shall be forwarded to the Director who will inform the complainant of the results.

6. No materials shall be removed from use until the Ad Hoc Faculty Review Committee has made the final decision.

7. The Ad Hoc Faculty Review Committee's decision may be appealed to the Director. The Director will announce a decision in writing not later than 30 days from the date the Ad Hoc Faculty Review Committee decision is received.

Obsolete Materials

Obsolete textbooks and instructional materials shall be disposed of in a manner approved by the Director in accordance with state policies.

Legal Reference: 20-A MRSA §§1001(10-A); 1055(4); 4002
Ch. 125 §§ 9.01, 9.03 (Me. Dept. of Ed. Rules)
P.L. 107-110 § 1061 (No Child Left Behind Act)