

**EL DORADO UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**Instruction**

**SUPPLEMENTARY  
INSTRUCTIONAL/LIBRARY MATERIALS  
AR 6161.11**

**A. CRITERIA FOR USE OF NON-BOARD ADOPTED INSTRUCTIONAL MATERIALS**

State certified educators shall select and use non-Board adopted instructional/library materials in accordance with the following criteria:

1. The material shall directly relate to the objectives of the basic course or subject in which the material is being utilized and be compatible with the overall goals and objectives of the El Dorado Union High School District's educational program.
2. The material shall contribute to the learning process of the students in the class/group.
3. The material shall be appropriate to the age and maturity level of the student in the class/group.
4. The material shall not reflect adversely upon citizens because of race, ethnicity, religion, sex, national origin or ancestry unless the material is selected as an example of such material as a part of instruction.
5. The material shall not advocate any sectarian, partisan or denominational belief unless the material is selected as an example of such material as a part of instruction.
6. The material shall not advocate or teach communism with the intent to indoctrinate or inculcate in the mind of any pupil a preference for communism unless the material is selected as an example of such material as a part of instruction.
7. The material shall not be obscene or pornographic in the context of current societal standards.
8. The material shall not contain undue commercial messages, either overt or subliminal, unless the material is selected as an example of such messages as a part of instruction.

**B. LIBRARY MATERIALS SELECTION POLICY**

The mission of the library/media program is to help students and staff become information literate. The information literate student and staff member has the... “ability to access, evaluate, and use information from a variety of sources.” (Christian Doyer, *Information Literacy in an Information Society: A Concept for the Information Age*)

1. Responsibility for Selection

Although the Board of Trustees is legally responsible for the operation of the school, the responsibility for the selection of library materials is delegated to the certificated library/media personnel.

2. Criteria for Selection

The following criteria are used as a guide to the selection of materials:

- literary and artistic excellence
- lasting importance or significance to a field of knowledge
- contribution to the curriculum and the educational goals of the school
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel, adults with special expertise, or students
- reputation and significance of the author, producer, and publisher
- currency or timeliness of material
- contribution to the breadth and diversity of representative viewpoints on controversial issues
- contribution to multicultural and pluralistic awareness
- high degree of potential user appeal
- quality, durability, and variety of format
- suitability of format and appearance for intended use
- value commensurate with cost and/or need.

3. Objections of Selection

- To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
- To provide a background of information which will enable pupils to make intelligent judgments in their daily lives
- To provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis
- To provide materials that realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage

- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the user.

4. Selection Tools

The following lists and tools may be consulted in the selection of materials, but are not limited to these resources:

a. Bibliographies, using the latest editions and supplements:

- American Historical Fiction
- The Bookfinder
- Guide to Sources in Educational Media
- Reference Books for School Libraries
- Wilson's Senior High School Catalog
- Follett Titlewave Selection Guide
- YALSA and ALA Award Winning Books

b. Current reviewing media, for example:

- American Film and Video Association Evaluations
- Book Links
- Booklist
- English Journal
- Kliatt
- Language Arts
- Library Journal
- School Library Journal
- Wilson Library Bulletin

c. Selection Process

Requests and suggestions are sought from school staff, parents, and students. Concurrently, reviews are culled from the literature of professional organizations and other reviewing sources recognized for their expertise. The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process. Gift materials, free and inexpensive vertical file resources, and sponsored materials are evaluated by the same criteria as purchased materials.

The material shall be used consistent with law and District Policies and Procedures. (Examples: Copyright laws & procedures; right of exemption from sex education; parent rights to preview materials about human reproduction.)

Citizens having complaints concerning non-Board adopted instructional materials shall follow the established district procedures for complaints about materials, as described in Board Policy 1312.3b.

Appeals of a principal's decision may be made by either the citizen or the teacher directly involved. The procedure for such an appeal shall be the same as those for a citizen, beginning with step 4, Rules & Regulations 1312.3b.

### **C. PROCEDURES FOR RECONSIDERATION/CHALLENGES OF MATERIALS**

Occasional objections to instructional/library materials will be made, despite the quality of the selection process. The Board of Trustees supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and Students' Rights to Read of the National Council of Teachers of English. In the event that materials are questioned, the principals of intellectual freedom, the right to access materials, and the integrity of the certificated library media personnel must be honored.

If a complaint is made, the following procedure should be followed:

1. Inform the complainant of the selection procedure and make no guarantee of the outcome.
2. Request that complainant submit a formal "Request for Reconsideration of Materials."
3. Inform the Superintendent, or designee, and other appropriate personnel.
4. Keep challenged materials on the shelves during the reconsideration process.
5. Upon receipt of the completed form, the principal will request review of the challenged material by an *ad hoc* materials review committee within 15 working days, and notify the Asst. Superintendent of Educational Services that said review is being done. The review committee is appointed by the principal with the concurrence and assistance of the certificated library/media personnel, and includes media professionals, representatives from the classroom teachers, one or more parents, and one or more students.
6. The review committee takes the following steps after receiving the challenged materials:
  - Reads, views, or listens to the material in its entirety

- Checks general acceptance of the material by reading reviews and consulting recommended lists, including the California Recommended Reading List
  - Determines the extent to which the material supports the curriculum
  - Judges the material for its strength and value as a whole and not in part.
7. Present a written recommendation of the review committee to the Superintendent who will make a recommendation to the Board of Trustees.
  8. Retain or withdraw the challenged material in accordance with the recommendation of the Superintendent, or designee, and the action of the Board of Trustees.

**D. INSTRUCTIONS TO THE MEMBERS OF THE EVALUATING COMMITTEE**

Freedom of inquiry is an essential ingredient of education in a democracy and part of the District's philosophy.

1. Consider the principles of freedom to learn and to read.
2. Base your decision on these broad principles rather than on the defense of sections or citations from the literature.
3. Read thoroughly all the material referred to you, including the available reviews and the full text of the challenged material.
4. Consider passages and parts within the entire context of the literary work.
5. Base your opinions on the material as a whole.
6. Bear in mind that learning resources are selected for their strengths rather than rejected for their weaknesses.
7. Consult standard evaluation sources and local holdings in other schools.

The committee chairperson will present your report, including both majority and minority opinions, as appropriate.

**SUPPLEMENTARY INSTRUCTIONAL/  
LIBRARY MATERIALS (continued)**

**AR 6161.11**

***Legal Reference:***

*EDUCATION CODE*

- 18111 Exclusion of books by governing board*
- 44806 Duty re instruction in morals, manners and citizenship*
- 51510 Prohibited study or supplemental materials*
- 51511 Religious matters properly included*
- 51550 Sex education materials*

*McCarthy v. Fletcher, 207 Cal. App. 3d 130, 1989*

*SRVEA v. San Ramon Valley Unified School District, No. C88-0516 (Contra Costa Super. Ct., July 30, 2990)*