



Selection and Use of Learning Resources Guidelines

Statement of Policy

Primary responsibility for the selection of materials for the HIS library is delegated to the professional Librarian who coordinates suggestions from the Principal, teaching staff, and HIS library community of users. The Director of School has final authority for approving school library material selections. The Campus administration is charged with establishing guidelines and procedures for selection and use of learning resources, as well as procedures for challenging the suitability of resources or their use.

Objectives of Selection

The primary objective of learning resources is to support, enrich, and help to implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the role of professional faculty to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.

Professional Faculty Responsibilities

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, cultural backgrounds, sensitivities, and age-appropriateness of the students served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, intercultural understanding, and global awareness.
- Provide materials on various sides of controversial issues so that students may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives.
- Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our global community.
- Place principles above personal opinion, and reason above prejudice, in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

Responsibility for Selection of Learning Resources

While selection of learning resources involves many people (administrators, teachers, students, community persons, library personnel), the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the Principal and the Professional Faculty. If a teacher has any doubt as to suitability of any learning resource or instructional strategy, the issue should be raised with the respective Vice-Principal prior to use or purchasing. The Vice-Principal will inform the Principal of the main issues of concern, if any. The Principal will determine if the suitability or instructional use of the learning resource is acceptable, unacceptable, or needs consideration by a Resource Review Panel. In addition, a Formal Request for Review of the selection or use of any learning resource may be submitted by a student, faculty, or parent. The process is established to provide greater collaboration in the selection process and use of controversial and sensitive material, as well as to provide faculty with sufficient time to

consider curriculum and departmental budgetary implications. It is in the best interest of the school and its community that any issue regarding the selection or use of learning resources is resolved as quickly and informally as possible.

Formal Request for Review

If a question about a learning resource or its use cannot be resolved informally, the following procedure will begin upon the Principal's recommendation or receipt of a Formal Request for Review form. The form will be available at the Director of School and Principal's offices, the libraries, and appended in the Staff Handbook.

- The Principal shall convene a Resource Review Panel that shall be comprised of the following: the Principal or his/her designee, the Librarian, two faculty members (one of whom represents the department and/or grade level for which the material serves as a resource), a member of the parent community, and a student council representative (preferably who represents the grade level for which the material serves as a resource).
- The Resource Review Panel will consider the challenged material within ten days to determine if it conforms to the Criteria for Selection and Use of Learning Resources (as below). They will then make a written report and recommendation to the Director of School.
- Final disposition authority of the selection or use of a learning resource rests with the Director of School.
- The questioner will be notified of the final decision through the Director of School's office.

Criteria for Selection and Use of Learning Resources

- Learning resources shall support and be consistent with the general educational philosophy of the school and goals for the specific courses.
- Learning resources shall meet high standards of quality in factual content and presentation.
- Learning resources, and instructional strategies employed for their use, shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are intended.
- Learning resources shall be selected for their strengths rather than rejected for their weaknesses.
- Particular consideration should be given to the context of use, historical timing and display of potentially controversial/sensitive materials.
- Biased or slanted learning resources may be provided to meet specific curriculum objectives; for example, to recognize propaganda and its purpose in a given context or to balance an argument.
- The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social, political, and economic problems.

Formal Request for Review of Learning Resources

Board Policy designates use, selection, and evaluation of learning resources to the professional faculty and requires established review procedures to address concerns about those resources. It is in the best interest of the school and its community that any issue regarding the selection or use of learning resources is resolved as quickly and informally as possible. If informal measures to address a concern do not satisfy a query regarding a learning resource, a formal review may be requested. Completion of this form is the first step in those procedures. If you wish to request a review of the selection or use of a resource(s), please return the completed form to the Principal on the affected campus. Please use the reverse side or additional pages if necessary.

Name _____ Date _____
Address _____ Phone _____
_____ E-mail _____

Do you represent yourself? _____ If not, who do you represent? _____

1. Resource on which you are commentating

____ Magazine ____ Newspaper ____ Library Program
____ Video ____ DVD ____ Audio Recording
____ Display ____ Other ____ Electronic Information

Other (please specify) _____

Title _____ Author _____

2. What brought this resource or its use to your attention?

3. Are you requesting review of a part or the entire resource?

4. What concerns you about the resource or its use?

5. Are there other resources or alternatives you would suggest that provide additional information and/or other viewpoints on this topic?