

SUPERINTENDENT'S REGULATION 6-5.6(A)**PROCEDURE FOR REQUISITION OF SUPPLEMENTARY MATERIAL**

The primary objective in the selection of instructional materials is to provide those materials which implement, enrich, and support the educational program of the school. It is the responsibility of the school system to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. Since there are varying points of view represented in a collection, the inclusion of an item does not necessarily mean that the school or library/media center advocates or endorses contents of that item.

The following procedures have been established for selecting supplementary materials:

Libraries

In selecting materials for purchase, the librarian evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids; specialists from all departments and/or all grade levels; and the library committee appointed by the principal to serve in an advisory capacity in the selection of materials.

The process of selecting materials for the library should be expedited by consulting reviews, recommended lists, standard bibliographic tools, and special releases.

Subject Areas

1. Before supplementary materials are purchased and/or used with students, at least two (2) members of a department or grade level shall review all supplementary materials and share their observations with the principal or his/her designee and the department/grade level chairman via the Request for Requisition of Supplementary Materials form as attached. The material shall be reviewed as to its content, its literary value, its relevancy to that which it is to supplement, and its readability level for the students with whom it will be used. Written and audio-visual materials shall be reviewed to ensure that disabled individuals are not portrayed in an offensive or demeaning manner.
2. The principal makes the final determination of materials ordered and used in the school.
3. A record of the written evaluations of supplementary materials shall be kept on file in the principal's office for as long as the materials are being used in the school. After materials have been selected for use by students, individual teachers are responsible for informing students that a substitute work may be assigned when the supplementary material conflicts with the personal, moral, or religious values of the student.

Requests for the requisition of supplementary materials should be made on the attached form.

**POQUOSON CITY PUBLIC SCHOOLS
REQUEST FOR REQUISITION OF SUPPLEMENTARY MATERIALS**

TITLE _____ TYPE OF MATERIAL _____

AUTHOR _____

PUBLISHER _____

1. State briefly the manner in which you envision this material being used.
2. What is the purpose of this material?
3. What is the theme of this material?
4. What elements of the material might make it objectionable to some persons?
5. Cite specific sections, if any, which you feel might be offensive to some individuals.
6. How does the value of the purpose outweigh the possible objectionable or controversial sections of the materials?
7. How do you plan to treat any objectionable passages or areas?
8. What alternatives do you have for students/parents who object to this particular material?

Teacher's Signature

Principal's or Designee's Signature

Department Chairperson/Grade Level
Leader's Signature

Date

Comments:- _____
