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SELECTION OF
INSTRUCTIONAL MATERIALS:
A MODEL POLICY and
MODEL RULES

Iowa Department of Education
Revised 1995

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SELECTION OF INSTRUCTIONAL MATERIALS

A Model Policy and Rules

4th Edition

**Revision Prepared by a Practitioner Committee
Chaired by Kay Rewerts**

**Edited by
Betty Jo Buckingham
with assistance from
Ann Marie Brick**

This document is advisory only

State of Iowa

Department of Education

1995

State of Iowa
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The Iowa Department of Education wishes to acknowledge the efforts of those who created the original document on which this edition is based in 1975, those who worked on subsequent editions and those who assisted with the preparation of this edition. The original committee included Larry Bartlett, then legal consultant in the department, Betty Jo Buckingham, library media consultant, Sharon Slezak, Chief of Publications Section, and Marjean Wegner, a school library media specialist, with assistance from Mary Lou McGrew and Ann Marie Williams. Subsequent revisions were prepared by Betty Jo Buckingham with assistance from Kathy Collins, department legal consultant during that period. The Iowa Educational Media Association has been significantly involved in all editions.

The fourth edition is based on revisions proposed by a committee appointed by the president of the Iowa Educational Media Association and Betty Jo Buckingham of the Department. It was chaired by Kay Rewerts, Library Media Coordinator for the Waterloo Schools. Professor Barbara Safford of the Library Science Division of the University of Northern Iowa, Kathy Geronzin, Librarian, Northeast High School, Goose Lake, Iowa; Dennis Hinrichs, Media Specialist, Mount Pleasant High School; Barbara Safford, Professor, University of Northern Iowa, Division of Library Science; and Jean Van Deusen, Professor, University of Iowa School of Library and Information Science served on the committee. Ann Marie Brick, current legal consultant for the Department, has assisted with the preparation of this edition.

INTRODUCTION

For a number of years the State Department of Education has demonstrated its concern for careful selection of library materials, information and technology and for text materials and classroom technology as well as for intellectual freedom for teachers and students. In 1968 the Department cosponsored a conference concerned with censorship and selection with the Iowa Association of School Librarians. A paper developed for the conference, "Selection Policies for School Libraries," was printed and distributed by the Department. In 1971 the Department began distribution of "Policies and Procedures for Selection of Instructional Materials," a paper published by the American Association of School Librarians. And in 1973 the Department began helping with the distribution of INTELLECTUAL FREEDOM DO-LINE, published by the Iowa Library Association and the Iowa Educational Media Association. [The Iowa Association of School Librarians mentioned above merged with the Audiovisual Education Association of Iowa to form the latter group.]

Both before and since the distribution of these documents the Department has advocated the establishment of selection policy and procedures to help achieve appropriate assignment of selection responsibility, and quality selection, and to guard against unwarranted censorship of materials.

In 1975 the Department offered its own model for such policy and procedures statements, **SELECTION OF INSTRUCTIONAL MATERIALS, A Model Policy and Rules**, emphasizing the ongoing nature of selection, involving assignment for responsibility for selection and continued evaluation by school staff members and providing for appropriate consideration of community concerns. This document was reprinted in 1977 and revised in 1980. Flow charts and an index were provided in that revision. Also in 1980 the Department reprinted **COMMITTEE ON DECENCY VS NORTHWEST SOUTHEAST COMMUNITY SCHOOLS, A Simulation**, by Mary Lou McGrew and Lucille Lettow of the University of Northern Iowa, designed to help people understand the Reconsideration Procedure in the **SELECTION OF INSTRUCTIONAL MATERIALS**. The Department also published a report on a survey of the districts in Iowa with selection policies and the dependence of those districts on the

Department's model policy, **SURVEY OF THE STATUS OF MATERIALS SELECTION POLICIES IN IOWA PUBLIC SCHOOL DISTRICTS IN 1983 AND COMPARISONS WITH STATUS IN 1979**, which was proposed by Mary Lou McGrew.

In 1987 **SELECTION OF INSTRUCTION MATERIALS** was again revised. The flow charts and the index had proved less needed than anticipated and were dropped from this edition which looked forward to the newly proposed state educational standards. Now, the standards have been in place for a time. Technology has burgeoned. School districts and approved nonpublic schools have been addressing many new challenges

relating to size and finance as well as the standards and technology. Many are also faced with increasing interest and/or attempts to control from parents, communities and outside groups. It, therefore, seemed an appropriate time to offer a new look at policies and rules. *We wish to state clearly that this document is advisory only. School districts and approved nonpublic schools are required to have some policies and procedures in place. Those should reflect the needs and philosophy of the local school as well as the legal requirements. Those local policies and procedures should not be a restatement of the model or example offered here but should address local school district concerns.*

It is of the utmost importance that a delineation be made between "policy" and "rules." Policy is that general statement of direction given by the board of directors to all concerned. Rule is that procedure developed by the school administration [and under Iowa law, adopted by the Board] by which the policy is to be carried out. Rules detail the application of policy to specific circumstances. Proposed policies and rules should always be reviewed by legal counsel.

Since 12.5(22) of the Administrative Code of Iowa states that "The board shall adopt a policy and procedure for selection, replacement, gift acceptance, weeding, and reconsideration of school media center and text materials," the model or sample policy and rules include all of those considerations. A district or school might choose to express these as separate policies and rules although they are closely related.

MODEL STATEMENT OF POLICY

Code No. 606.1

INSTRUCTIONAL MATERIALS SELECTION

The Board of Directors of the ANYTOWN School District hereby declares it to be the policy of the District to provide a wide range of instructional materials and information on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and to provide for review or reexamination of allegedly inappropriate library or classroom materials. Materials and information shall be included which foster respect for women, minority, ethnic and religious groups and the handicapped, and which realistically represent our pluralistic society, along with the roles and life styles open to both men and women, and to the handicapped, in today's world. Materials and information shall be included which are designed to help students gain awareness and understanding of the contributions made to our civilization by women, minority, ethnic and religious groups and the disabled.

Legal Reference: Iowa Code Sec. 279.8,
280.3; Chap. 301 (1993)
IAC 281-12.5(22)

Code No. 606.2

LIBRARY AND TEXT MATERIALS REPLACEMENT

The Board of Directors of the ANYTOWN School District hereby declares it to be the policy of the District to provide within the budget for replacement of library media center [and text] materials and technology according to a calendar prepared by the library media center staff [by the Curriculum Director for text materials] and adopted by the administration and Board. This calendar shall be based on the life expectancy and projected usefulness of each category of materials or equipment.

Legal Reference: Iowa Code Sec. 279.8,
280.3; Chap. 301 (1993)
IAC 281-12.5(22)

Code No. 606.3

GIFT ACCEPTANCE

The Board of Directors of the ANYTOWN School District hereby declares it to be the policy of the District to judge and accept gift materials based on the same criteria

applied to materials selected and purchased by the District and to accept controversial materials only if the District can provide materials of equal value and usefulness representing other viewpoints in the controversy.

Legal Reference: Iowa Code Sec. 279.8,
280.3; Chap. 301 (1993)
IAC 281-12.5(22)

Code No. 606.4

WEEDING

The Board of Directors of the ANYTOWN School District hereby declares it to be the policy of the District to provide for the regular weeding or discard of library and text materials and technology.

Legal Reference: Iowa Code Sec. 279.8,
280.3; Chap. 301 (1993)
IAC 281-12.5(22)

MODEL STATEMENT OF RULES

I. Responsibility for Selection of Materials

A. The Board of Directors is legally responsible for all matters relating to the operation of the ANYTOWN School District.

B. The responsibility for the selection of library information and materials is delegated to the library media specialist(s) employed by the District. Responsibility for selection of text materials is delegated to ad hoc and standing text selection committees proposed by the administration and approved by the Board. *For purposes of this rule the term "materials" includes printed, non print, computer and other electronic materials and information (not equipment) whether considered text materials or library media center materials, including information accessed through the use of educational technology.*

C. While the responsibility for final selection and recommendation for purchase rests with the licensed school media personnel for library materials and with designated committees with text materials, suggestions will be welcomed from principals, teachers, students, supervisors, and community members. Forms for collection of suggestions will be provided upon request.

II. Criteria for Selection of Materials

A. The following criteria will be used as they apply:

1. Materials and information shall support and be consistent with the general educational goals of the district and the objectives of specific courses.
2. Materials and information shall meet high standards of quality in factual content and presentation.
3. Materials and information shall be appropriate for the subject area and for the age, emotional development and ability level, and the social development of the students for whom the materials are selected.
4. Materials and information shall have aesthetic, literary, or social value.
5. Materials and information chosen shall be by competent and qualified authors and producers.
6. Materials and information shall be chosen to foster respect for women and minority and ethnic groups and shall realistically represent our pluralistic society, along with the roles and life styles open to both women and men in today's world. Materials and information shall be designed to

help students gain an awareness and understanding of the many important contributions made to our civilization by women and minority and ethnic groups.

a. Materials and information shall clarify the multiple historical and contemporary forces with their economic, political and religious dimensions which have operated to the advantage or disadvantage to both women, minority groups, and ethnic groups. These materials shall present and analyze intergroup tension and conflict objectively, placing emphasis upon resolving social and economic problems.

b. Materials and information to make clear the important role religion has had in shaping every age and culture shall be included with emphasis on objectivity and balance.

c. Materials shall be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in a pluralistic, nonsexist society.

7. Materials and information shall be selected for their strengths rather than rejected for their weaknesses.

8. Biased or slanted materials and information may be provided to meet specific curriculum objectives.

9. Physical format and appearance of materials and information shall be suitable for their intended use.

B. The selection of materials and information on controversial issues will be directed toward maintaining a balanced collection representing various views.

III. Procedure for Selection

A. School Library Media Center Materials

For the purposes of these rules School Library Media Center is used as a synonym for School Media Center and School Library. School Library Media Specialist is used as a synonym for School Media Specialist or Librarian. The term Materials is used for any materials or information regardless of format.

1. In selecting materials and information for purchase for the school library media center, the school library media specialist will evaluate the existing collection and the curriculum needs, consider the weeding and replacement plans and consult reputable, professionally prepared selection aids and other appropriate sources.

2. Recommendations for purchase will be solicited from faculty and student body. Opportunities to make suggestions for purchases will be provided to parents and community members. Such recommendations will be seriously considered but are not binding on the library media specialists.

3. Materials and information offered as gifts shall be evaluated by the criteria in Section II and shall be accepted or rejected by those criteria. Such materials will not be accepted if subject to restrictions on use or disposal or if they would produce an imbalance the library media center cannot afford to redress.

4. Selection is an ongoing process. It shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. This process shall be guided by the policies and procedures for replacement and weeding.

5. Selections shall be forwarded to the designated business or administrative office for purchase throughout the year.

B. Text Materials

The term Text Materials is used for any formal teaching or class based materials - or information regardless of format.

1. Text materials committees shall be appointed at the time that text adoption areas are determined. Appropriate subject area, instructional level, and library media and technology personnel shall be included on each committee.

2. Criteria for text materials consistent with the general criteria for materials selection listed in Section II will be used and supplemented by the text materials committee.

3. Each text materials committee shall present its recommendations to the designated administrator.

4. The Superintendent, the Superintendent's designee and the text materials committee shall present the recommendations to the Board for adoption.

C. Interlibrary Loan, Networks, Telecommunications, etc.

The content of materials received from other sources such as interlibrary loan, telecommunications, networks, electronic bulletin boards, etc. cannot

be viewed beforehand or controlled. These sources are made available to meet educational goals and objectives, for teaching research skills; and for providing materials of interest that are not available locally. These sources of information help acquaint students with information from the world at large.

D. Confidentiality of School Library Media Center

The employees of ANYTOWN School District recognize that circulation records of the School Library Media Centers are confidential in nature and that these records shall not be made available to anyone including any agency of state, federal, and local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative investigatory power. This is done to protect the freedom of users to read and peruse information without fear of intimidation or harassment. The purpose of these records is for the retrieval of overdue materials and for statistical analysis of library use.

E. Copyright Law

The ANYTOWN School District shall obey the Copyright Act of 1976 and the guidelines for fair use established by the Copyright Office.

Section 107 of the Act provides that:

the fair use of a copyrighted work. . . for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include --

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

IV. Weeding

A. The library media specialist(s) shall remove from the library media center materials, equipment and furniture no longer of value to the library media program following general selection, replacement, and weeding guidelines [See, e.g., WEEDING THE SCHOOL LIBRARY MEDIA CENTER COLLECTIONS, Iowa Department of Education, 1994].

The library media specialist [for protection of the library media specialist, some schools may prefer to add "and the principal" or "and the library committee"] shall then review the items deselected to determine their possible intrinsic worth to other groups or individuals in the following priority order:

1. To another school library media center in the school system. If deemed of value, items will be offered for examination and transfer by a stated time.
2. To another unit of the school. This should basically be used for equipment and furniture. There should be very little or no transfer of old print, audiovisual or computer related software to classrooms. If deemed of value, items will be offered for examination and transfer by a stated time.
3. To other libraries supported by public funds. If deemed of value, items will be offered for sale at a stated time.
4. To the general public. If deemed of value to the public, items will be offered for sale at a stated time. The district will advertise and take bids before selling any "district property" [Iowa Code Chapter 297.23]. If no bids are received the district may offer items for sale at a stated time or give them away.
5. If items are determined to be of no value, or if no group or individual under points 1 - 4 above claims them, items shall be discarded in a manner consistent with the District's procedures for discard.

B. Text Materials committees or other designated teachers or teacher committees may remove text materials no longer of value to the instructional program following general selection, replacement, and weeding guidelines. The materials will be reviewed by the committee or person designated to determine their possible intrinsic worth to other groups or individuals in the following priority order:

1. To another unit of the school.
2. To other school in the district.
3. To the general public. If deemed of sufficient value, the district will offer items for sale at a stated time.
4. If items are determined to be of no value, or if no group or individual under points 1 - 3 above claims them, items shall be discarded in a manner consistent with the District's procedures for discard.

V. Replacement

A. A replacement calendar based on the following criteria [and **PLANNING THE SCHOOL LIBRARY MEDIA CENTER BUDGET**, State of Iowa, Department of Education, 1994] will be submitted by the library media staff with the proposed library media center budget:

1. Computer and computer related programs (including CD-ROMS, etc.) will generally be replaced or updated biennially.
2. Subscriptions will be renewed annually.
3. Annual statistical sources, indexes and directories will be replaced or added annually.
4. Encyclopedias and other reference sources for which currency is paramount will be replaced or added on a cycle of five years or less.
5. One third of the "popular" paperback collection will be replaced each year. Nonfiction paperbacks subjected to "typical" as opposed to "popular" circulation will be treated as "general collection."
6. Eight percent of the general collection will be replaced annually.
7. Equipment will be replaced according to a schedule based on repair and assumed period of usefulness submitted to the administration by the library media specialist(s) and the technology committee.

B. A replacement calendar, tied to curriculum revision and based on a five year schedule of examination and/or replacement, shall be developed by the curriculum coordinator. In no case shall a subject area go more than five years without curriculum revision or ten years without new text materials adoption.

VI. Review or Reevaluation

A. Any resident or employee of the school district may ask that a specific title or titles in the instructional materials used in the district's educational program be reviewed or reexamined. *[The term "review" used in this section will refer to reexamination or reevaluation of material based on a complaint or "request for review. It should not be confused with the normal reviewing process as a part of selection.]* This will not be considered to reflect adversely on the qualifications of the person or persons who made the selection.

1. The school official or staff member receiving a request for review or reexamination regarding library or text materials shall try to resolve the

issue informally. The materials shall remain in use unless removed through the formal procedure herein provided.

a. The school official or staff member initially receiving a request for review shall explain [or seek assistance in explaining] to the requester the school district's selection procedure, criteria, and the qualifications of those persons selecting the material.

b. The school official or staff member initially receiving a request for review shall explain [or seek assistance in explaining] to the requester the place this material occupies in the educational program, its intended educational usefulness, and additional information regarding its usefulness.

2. In the event that the person asking for the review is not satisfied with the initial explanation, the person raising the question should be referred to the person designated by the principal [or person in charge of the attendance center] to work with such questions, or to the library media specialist. If after this discussion, the person wishes to file a formal request for review, the school official should assist in filling out a "Request for Review" form.

3. The school official or staff member receiving the initial inquiry should notify the principal of the appropriate attendance center about the inquiry in writing by the end of the following school day. The written notification should indicate name, material and resolution if any. The principal or other designated person will file a report for the Review Committee's records.

4. The selection policy and review procedures shall be discussed with the staff annually. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board of Directors and firmly entrenched in law. Complaints shall be handled with courtesy and integrity.

B. Request for Review

1. Each attendance center and the school district's central office will keep on hand and make available "Request for Review" forms. All formal requests for review must be made on this form.

2. The "Request for Review" form must be signed by the person making the request and filed with the Superintendent or the Superintendent's designee.

3. Within five days after receiving the form, the Superintendent or designee will file the request with the standing Review Committee.

C. Review Committee

1. The Review Committee shall be made up of eleven members.

- a. One teacher designated annually by the superintendent.
- b. One school library media specialist designated annually by the superintendent.
- c. One member of the central administrative staff designated annually by the superintendent [district media director or curriculum coordinator, e.g.].
- d. Five members from the community appointed annually by the Executive Committee of the Parent-Teacher-Student Association. This shall include at least two parents.
- e. Three high school students, selected annually from and by the Student Advisory Committee.

2. The chairperson of the Committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.

3. The Committee shall first meet before the end of September at a time and place designated by the Superintendent and made known to the members of the Committee at least three school days in advance.

4. A calendar of subsequent regular meetings for the year shall be established and a chairperson and a secretary selected at the first meeting. The calendar shall be made public pursuant to board policy regarding the publication of notice.

D. Review Process

1. At the first regular meeting following receipt of a Review Request form, the chair will:

- a. Distribute copies of the written Review Request.
- b. Give requester or group spokesperson an opportunity to expand on the Review Request form contents.
- c. Distribute reputable, professionally prepared reviews of the material if available.
- d. Distribute copies of the material if available.

2. At a subsequent meeting interested persons, including the person requesting the review, may have the opportunity to share their views. The Committee may request individuals with special knowledge to present information to the Committee.

3. The person requesting the review shall be kept informed by the secretary concerning the status of the review through the committee process. All known interested parties shall be given appropriate notice of Committee meetings.

4. At the second or subsequent meeting, as desire, the Committee shall make its decision in open session to:

- a. Take no action.
- b. Remove all or part of the material from the total school environment.
- c. Limit the educational use of the material.

The sole criteria for the final decision is the appropriateness of the material for its intended educational use.

5. The written decision and its justification shall be forwarded to the Superintendent for appropriate action and to the person initiating the request and to the appropriate attendance centers.

6. A decision of the Committee to remove or limit use of the material shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.

7. A request to review materials which have previously been before the Committee must receive approval of a majority of the Committee members before the materials will be reconsidered. Requests with less than a two year lapse will not be considered. Every Request for Review shall receive a response from the Committee.

8. Committee members directly associated with the selection, use, or request for review of materials shall be excused from the Committee during the deliberation on such materials. The Superintendent may appoint a temporary replacement for the excused Committee member, but such replacement shall be of the same general qualifications of a member excused.

9. If not satisfied with the decision, any person may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

10. Any person dissatisfied with the decision of the Board may appeal to the State Board of Education pursuant to Iowa Code Chapter 290.

REQUEST FOR REVIEW

Request for Review of Print or Non print Library or Text Material *[Submit to Superintendent]*

Item Description (fill in all applicable information)

Author _____

Title _____

Publisher or Producer (if known) _____

Date of Publication or Production _____

Type of Material (book, video, computer disk, etc.) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

School(s) in which item is used _____

Person making the request represents _____ self _____ group.

Name of group _____

Address of group _____

1. Did you review the entire item? If not, what sections did you review?

2. To what in the item do you object? (Please be specific. For example, if it's a book, cite pages)

3. In your opinion what harmful effects upon pupils might result from use of this item?

4. In your opinion what is the instructional value in the use of this item?

5. Should the opinion of any additional experts in this field be considered?

Yes. Please list suggestions if any: _____

No.

6. In place of this item would you be to recommend other material which you consider to be equal or superior in quality for the purpose intended?

Yes. Please list suggestions: _____

No.

7. What action do you recommend the Review Committee take:

a. to remove all or part of the challenged material from the school environment.

b. to limit the educational use of the challenged material.

c. to keep the material unrestricted.

d. to give my child/children an alternate assignment.

e. other. _____

8. Do you wish to make an oral presentation to the Review Committee?

Yes. a. Please also call the Office of the Superintendent _____

b. Please be prepared when you call to indicate the approximate length of your presentation

No.

Date _____ Signature _____

INSTRUCTIONS TO REVIEW COMMITTEE

The policy of the ANYTOWN School District related to selection of learning materials states that any resident or employee of the district may formally request a review of instructional materials used in the district's educational program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their opinions known. The task of the Review Committee is to provide an open forum for discussion of such materials and to make an informed decision on the request to review.

The most critical component of the reconsideration process is the establishment and maintenance of the Committee's credibility in the community. For this purpose, the Committee is composed primarily of community members. The community should not, therefore, infer that the Committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the Committee.

The presence of a school library media specialist and an administrative staff member on the committee will assure continuity from year to year as well as lend professional knowledge of the selection process. Student members are essential since they are the closest to the student body and will be immediately affected by the decision of the Committee.

The reconsideration process, the task of the Committee, is just one part of the selection continuum. Material is purchased to meet an educational need. It is reviewed and examined, if possible, prior to purchase; it is periodically reevaluated through updating, discarding, or reexamination. The Committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school personnel regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering materials, the role of the Committee, and particularly the chairperson, is to produce a climate for a free exchange of ideas. The Committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

The party asking for review of materials may choose to make an oral presentation to the Committee to expand and elaborate on the request. The Committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the Committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the Committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed continuously of the progress of the request for review.

The Committee will listen to the views of all interested persons before reaching a decision. In deliberating its decision, the Committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the Committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the Committee is, "Is the material appropriate for its designated audience at this time?"

The Committee's final decision will be: (1) to take no removal action, (2) to agree on a limitation of the educational use of the materials or (3) to remove the challenged material from the total school environment.

The Committee chairperson will instruct the secretary to convey the Committee's decision to the office of the Superintendent. The decision should detail the rationale on which it was based. A letter will be sent to the complainant and to the appropriate attendance centers, outlining the Committee's final recommendation.

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ASSOCIATIONS CONCERNED WITH INTELLECTUAL FREEDOM

American Library Association. 50 E. Huron Street, Chicago, IL 60611. 312-944-6780 or 1-800-545-2433.

American Association of School Librarians (Division of American Library Association). 50 E. Huron Street, Chicago, IL 60611. 312-944-6780 or 1-800-545-2433.

American Civil Liberties Union, 132 W. 43rd Street, New York, NY 10036. 212-994-9800.

Americans United for Separation of Church and State. 8120 Fenton Street, Silver Spring, MD 20910. 301-589-3707. Bunny Reidel, Chapter Organizer for Iowa.

Iowa Chapter, Americans United for Separation of Church and State. P. O. Box 22122, Des Moines, IA 50325.

Iowa Civil Liberties Union. 446 Insurance Exchange Building, Des Moines, IA 50309. 515-243-3576.

Iowa Council for the Social Studies. Donald Fett, Executive Secretary. 1507 Tracy Lane, Iowa City, IA 52240-5832. 319-338-9389.

Iowa Council of Teachers of English/Language Arts. Contact Lory Johnson, Language Arts Consultant, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319. 515-281-3145.

Iowa Educational Media Association. Paula Behrendt, Executive Secretary, 2306 Sixth, Harlan, IA 51537. 712-755-5918.

Iowa Library Association. 823 Insurance Exchange Building, Des Moines, IA 50309. 515-243-2172.

Iowa State Education Association. 4025 Tonawanda Drive, Des Moines, IA 5312. 515-279-9711.

Iowans for Democracy. Contact Jody Ripper, Northhaven Company, 501 Oak Lane, West Des Moines 50265. 515-222-4478.

National Coalition Against Censorship. 2 West 64th Street, New York, NY 10023. 212-724-1500.

National Council for the Social Studies. 3501 Newark Street, NW, Washington, DC 20016. 202-966-7840.

National Council of Teachers of English, 1111 Kenyon Road, Urbana, IL 61801. 217-328-3870.

National Education Association of the U. S. 1201 16th Street, NW, Washington, DC 20036. 202-833-4000

Office for Intellectual Freedom (Unit of American Library Association). 50 E. Huron Street, Chicago, IL 60611. 312-944-6780 or 1-800-545-2433.

People for the American Way. 2000 M Street, NW, Suite 400, Washington, DC 20036. 202-467-4999.

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