

**PURPOSE**

The purpose of the selection process is to obtain expertly selected material to further the educational growth and development of students who attend North Summit School District. This process will include: informational, reference, educational and general reading materials used in the Media Centers and classrooms of the District.

**SELECTION CRITERIA**

In the selection of material, the District subscribes to the position that all people have the right to read. The District's policy is to purchase materials, within budgetary limitations, in formats, which best satisfy the needs of students and other clientele. The selection of materials will be based on the following criteria:

1. Authoritativeness
2. Social significance
3. Presentation of various sides of controversial issues
4. High standards of quality in content, expression, and format
5. Accurate information
6. Clear presentation and readability
7. Timeliness or permanence of the material
8. Potential use or patron demand
9. Appropriateness to instructional goals

The over-all value of the material is the chief criterion of selection. Materials will be judged on the basis of the work as a whole, not by a part taken out of context. Committees appointed by the Superintendent, principal, or Media Director, will be used to assist in the selection of materials where appropriate.

**PARENTAL RESPONSIBILITY**

Every effort will be made to select material, which is appropriate for the students and other patrons. However, responsibility for supervising the reading material of minors rests primarily with their parents. The selection of material should not be unduly influenced by the possibility that minors may come into possession of material considered by some parents to be inappropriate.

**IRS Tax Credit**

Donors who desire to obtain a receipt for tax purposes should prepare and submit with the gift an Internal Revenue Service form no.8283. Donors must obtain advice from their own advisers as to whether gifts to the District are tax deductible. The District will sign and return a properly prepared form 8283 to give the donor a record that the District received the gift. The District will not otherwise certify as to the value of property that is donated in kind.

## **Approval of District**

Prior to donating a gift, approval must be obtained from the District for conditions, which may be attached to the gift. Gifts of property given in kind must be reviewed prior to acceptance to make sure that the property:

- 1) Will be useful to the District
- 2) Is in acceptable condition and
- 3) Is not subject to liens and claims that would cause expense to the District.

Gifts to specific school programs of equipment, such as computers and audio-visual equipment, must be approved in advance to assure that the District is not compelled by a gift to undertake expenses in support of the donated equipment or make other management decisions in order to use the gift, such as allocating space to donated equipment, that the District deems to be unwise.

As a general rule the District will not commit to name classrooms in a building or a building itself with the name of a donor as a quid pro quo for a gift. The action to name buildings or parts of buildings is within the power of the Board of Education, however, and in a particular case the Board may by resolution agree to name a facility for someone designated by a donor. The Board does not delegate this authority.

## **PATRONS REVIEW PROCEDURES**

Concerns about materials selected for the North Summit School District Media Centers and classrooms will be handled according to the following procedures. When a complaint about a particular work is received, the individual will be asked to submit a "Request for Review", enumerating objections to the material. This written request will be referred to the Principal or Media Center Director in the case of media center materials. If the matter is not resolved at this level, the principal or media center director will appoint an ad hoc committee to review the complaint and the material in question. Representation on this committee will include members of the community, teachers, and others with relevant expertise. After a thorough review, based on the above selection criteria, the committee, by majority vote, will recommend a course of action. The Principal and patron who filed the "Request for Review" will be notified of the committee's decision. If either the patron who filed the "Request for Review," or the principal is still unsatisfied, he/she may request review of the decision in person with the committee. If still unsatisfied, the patron or principal may request a review by the Board whose decision will be final.

## **MATERIAL MAINTENANCE**

Instructional materials will be maintained and updated through continual re-evaluation. Material found to be obsolete, inaccurate, or in poor physical condition will be withdrawn. Materials valuable to the collection will be rebound or replaced.

