

### **Public Concerns/Complaints about Instructional Resources**

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. The principles of the freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.

A file shall be kept on materials likely to be questioned or considered controversial. If a complaint is made, the procedures shall be as follows:

1. Be courteous, but make no commitments.
2. Invite the complainant to file his/her objections in writing and offer to send him/her a prepared questionnaire such as the one prepared by the National Council of Teachers of English, so that s/he may submit a formal complaint to the media committee.
3. Inform the Superintendent and the media supervisor.

The media committee will:

1. Read and examine materials referred to it.
2. Check general acceptance of the materials by reading reviews.
3. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
4. Meet to discuss the materials and to prepare a report on it.
5. File a copy of the report in the school and administrative offices.

CROSS REF.: IJ -- Instructional Resources and Materials  
IJJ -- Textbook Selection and Adoption  
IJL -- Library Materials Selection and Adoption  
IJNC -- Resource Centers/Media Centers/School Library