

Guidelines for Reviewing Books Prior to Student Use (High School and Middle School - Required)

Guidelines for New Book Purchases

In the media center:

Books being considered for purchase will be reviewed through educational resources to include School Library Journal, the Bulletin for the Center for Children's Books, the Guide to Sources in Educational Media, and Sparknotes. The information gathered from these sources will guide the media coordinator in the selection or rejection of specific titles.

For classroom sets of novels:

The teacher will read all titles proposed for purchase. If the teacher wishes to purchase the book as a classroom set after reading, then he or she, along with the media specialist will check the title against the Johnston County Schools Review List and through the educational resources noted above that are available through the media center. If the title is not found on the Johnston County Schools Review List and there are no issues raised by the search of the educational resources, the book may be purchased. The teacher and media specialist will complete and sign a Novel Research Documentation form to be filed in the media center. If there are any issues either because of information found in the educational resources or by the book being found on the Johnston County Schools Review List, then the teacher and media specialist complete the Johnston County Schools Instructional Rationale Form and submit the form and the book for final approval by the principal.

Guidelines for Reviewing Books Currently in the School

In the media center:

The Executive Director of Instructional Technology and Media Services will review the current collection against the Johnston County Schools Review List. Any questionable materials will be selected for a committee review. A Johnston County Schools Instructional Rationale Form will be completed and submitted to the Associate Superintendent of Technology and Accountability Services for a final decision regarding removal.

For classroom sets of novels:

The Directors of High School and Middle School Curricula will review the titles of the classroom novel sets that are currently in the schools against the Johnston County Schools Review List. If any set is not found on the list it will be assumed to be acceptable. If a novel set is found on the list, the teacher will complete the Johnston County Schools Instructional Rationale Form. The completed Form will be submitted to the Associate Superintendent for Curriculum and Instruction for a final decision regarding removal.

Novel Research Documentation Form

Teacher:

Date of Review:

Title:

Author:

ISBN:

Review Sources: (Check all that were utilized)

- School Library Journal
- Bulletin for the Center for Children's Books
- Guide to Sources in Educational Media
- Sparknotes.com
- Other source: _____

Teacher's Signature _____

Media Coordinator's Signature _____

My signature indicates that I have read this book and reviews from JCS approved sources and found it to be both curriculum-oriented, no issues with sex, violence, or language, and age-appropriate for my students.

JCS Rationale for Instructional Materials Form

School:

Teacher:

Title:

Author:

ISBN:

Grade:

Course:

This book will be (check one or more):

- Studied by the whole class.
- Studied by small groups.
- Placed on a reading list.
- Placed in a classroom library.
- Recommended to individual students.
- Part of a larger study of (explain):
- Other (explain):

Ways in which the book is specifically appropriate for students in this class:

Ways in which the books is specifically pertinent to the objectives of the course or unit:

Special issues that might arise in relation to the book:

- Adult Language -- specific citations and situations:
- Graphic Violence -- specific citations and situations:
- Sexual Content -- specific citations and situations:

Planned strategies to address the issue:

Other appropriate books a student might read in place of this book if a parent challenges the content:

Instructional use of this book is endorsed by:

(Administrator's signature)

(Date)