

Appendix B: Instructions to Evaluating Committee*

1. In making your decision about individual materials, bear in mind the principles of the freedom to learn, to read, and to view and base your decision on these broad principles. Freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all materials referred to you and read available reviews. The general acceptability of the materials should be determined by consulting standard evaluation aids and local holdings of other schools.
3. Don't evaluate a work by extracting passages or parts out of context. The values and faults should be weighed against each other and the opinions should be based on the materials as a whole.
4. Your report, presenting both majority and minority opinions, if any, will be presented by the Superintendent to the complainant at the conclusion of the discussion of the questioned materials.

Quoted and adapted from *Censorship and Selection: Issues and Answers for Schools*, by Henry Reichman. American Library Association and American Association of School Administrators, 1988.