

**SERIES 300
INSTRUCTION**

Board Rule 361.2

LIBRARY/ INSTRUCTIONAL MATERIALS SELECTION PROCEDURES

A. Definitions

Audiovisual Resources: Instructional materials other than printed materials, especially those that require use of listening or viewing equipment. Includes, but is not limited to videos, cassettes, CDs & DVDs.

Instructional Materials: Printed and audiovisual materials used in all kinds of teaching and learning activities. Includes books, magazines, audiovisual materials, charts, games, manipulative devices, specimens, and computer software.

Media Materials: Materials primarily purchased through requisitions made by the certified library/media specialist. These are materials that are usually centrally housed within the library/media center and include but are not limited to, books, reference & professional resources, newspapers, and periodicals (print & digital).

B. Criteria for Selection

Educational goals of the school district, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and networking arrangements should be considered in the selection process. Guidelines for the evaluation and selection of curricula resources are listed.

Materials should:

- Aid the curriculum – Does it offer information suited to the curriculum?
- Provide individual inquiry – Does it further the interest of the student?
- Represent daily living – Does it characterize daily life truthfully, or are false values and situations presented?
- Provide information – Is the presentation honest, not forced just to convey that particular bit of information?
- Provide illustrations – Are they in good taste and/or appropriate?
- Reflect literary quality – Will it contribute to our literary heritage, in its own way, as does a proven classic?
- Be of acceptable technical quality – Does it have clear narration and sound, synchronized pictures and sound?
- Be readable – Is it typographically well balanced?

C. Procedures for Selection

In selecting materials for school media programs, the certified library/media personnel will: evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids. Recommendations for acquisition may be solicited from faculty and students.

D. Gift Materials

School librarians, in cooperation with principals, the district administrator and board members, may accept or reject any offers of gift materials, both print and non-print. Materials will be judged on the following points:

1. Usefulness of the material as a supplement to the existing materials collection and curriculum.
2. Overall purpose and importance of the subject matter
3. Reputation and/or significance of the author, editor, artist, composer, producer or publisher
4. Material must present facts accurately and impartially with up-to-date information
5. Concepts and vocabulary must be at the level of the intended users. Religious and political ideologies must be factual, unbiased and broadly representative
6. The materials must conform in all other respects with the district's instructional materials selection policy and procedures.

Any of the following restrictions imposed by the donor would be grounds for rejection of the gift:

1. That the donated materials be shelved in a special area rather than with like materials
2. That the materials be made "non-circulating" unless they fit into the reference category
3. That only specified groups have access to the materials
4. That the librarians not be allowed to weed the donated materials along with similar materials when they are no longer pertinent
5. That donated periodicals or manuscripts be bound at the expense of the school district
6. That after receiving the initial volume(s) of an expensive set of materials, the school district must purchase the balance of the set to fulfill the gift's potential usefulness.

Monetary gifts will be accepted and a "Donated by" or "Memorial" bookplate inserted in materials purchased with the funds. Materials suggested for purchase by the donor must conform to established selection standards. Restrictions imposed by the donor similar to those outlined above would also serve as a grounds for rejection of the monetary gift.

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