

## **Supplementary Materials Selection Procedure**

### **Reading and Audio-Visual Lists Compiled by the Teacher**

Selection of materials shall be based on the scope and sequence of the subject area involved.

Materials shall be selected by the teacher from approved sources (see following criteria) and review with the school instructional materials specialist (librarian).

The teacher shall note on his/her lists the library and audio-visual collections where each title is available to students.

Lists shall be submitted to, and approved by, the principal before use.

### **Criteria and Sources of Selection**

General criteria to be considered:

1. What is the overall purpose of the material?
2. What contribution does the subject matter make to the curriculum and to the subject interests of the students?
3. What favorable reviews of the title are found in the selection sources?
4. What favorable recommendations based on preview and examination of materials are available from a district specialist?
5. What is the reputation and significance of the author and the standards of the publisher?
6. What is the audio-visual producer's reputation for authenticity of presentation?
7. What is the quality, timeliness and/or permanence of the material?
8. How does the material contribute to breadth of representative viewpoints on controversial issues?
9. Has consideration been given to specific criteria appropriate for each subject area and type of material?
10. Is the price reasonable and format suitable?

Sources to be used include the following:

1. Book selection aids published by the American Library Association;

2. Recommendations of national professional associations, such as:
  - a. National Council of Teachers of Social Studies;
  - b. National Council of Teachers of Mathematics;
  - c. Department of Audio-Visual Instruction;
  - d. National Council of Teachers of English;
  - e. American Association for the Advancement of Science.
3. H.W. Wilson Catalog series;
4. Educational Media Index;
5. Reviews in current periodicals of recognized merit.