

# Harney County School District 3

Code: **IIA-AR(3)**  
 Revised/Reviewed: 6/25/91; 6/11/13  
 Orig. Code(s): IIAA-AR(2)

## Instructional Material Selection and Adoption - Evaluation Form

School \_\_\_\_\_

Title of Material \_\_\_\_\_

Author \_\_\_\_\_

Author's Background and Qualifications \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

Subject Field \_\_\_\_\_ List Price \_\_\_\_\_

Secondary Course Title or Elementary Grade Level \_\_\_\_\_

	Yes	No
1. Is the author's viewpoint consistent with the Board of Education's Statement of Educational Philosophy?		
2. Is the author's viewpoint consistent with the teaching and learning objectives for the subject?		
3. Does the book substantially meet these 10 criteria for selection?		
a. Is the material needed by the school, department or course?		
b. Is it among the best of its kind available for the use intended?		
c. Does it help to implement the course of study?		
d. Are its contents, vocabulary and format generally suitable for the students?		
e. Does it have literary merit and interest appeal?		
f. Have any available reviews been examined?		
g. Have staff members read and examined the material and recommended the title for purchase?		
h. Has the area specialist or department chair reviewed the material?		
i. Does it contribute to a balanced presentation of the subject matter?		
j. Does it fairly portray ethnic, racial, religious and sex roles?		

	<b>Excellent</b>	<b>Good</b>	<b>Unsatisfactory</b>	<b>None</b>
4. Appropriateness of material for student learning:				
a. Interesting and challenging at level of student comprehension				
b. Correct and up-to-date				
c. Logical organization of content				
d. Pertinence of pictures and graphic presentations				
e. Discussion topics, questions, student activities				
f. Student references and bibliographies				
g. Tables of content, indexes, glossaries, appendixes, annotations				
h. Summaries				
i. Suggested student activities				
j. Student manuals and workbooks				
k. Student self-tests				
	<b>Excellent</b>	<b>Good</b>	<b>Unsatisfactory</b>	<b>None</b>
5. Appropriateness of material for instruction:				
a. Teacher's guide or manual				
b. Teacher references and bibliography				
c. Suggested supplementary materials and aids				
d. Suggested instructional methods				
e. Separately published achievement tests				
f. Separately published diagnostic tests				
g. Provision for teaching different ability groups				
h. Content generally free of material that may be considered offensive according to accepted community standards				

	<b>Excellent</b>	<b>Good</b>	<b>Unsatisfactory</b>	<b>None</b>
6. Physical characteristics:				
a. Cover design and use of color throughout book				
b. Style and size of type				
c. Layout of pages				
d. Clear pictures and graphic illustrations				
e. Binding, quality of paper and size of book				

Date: \_\_\_\_\_

Approved \_\_\_\_\_  
 Department Chair/Curriculum Committee Chair