

Instructional Resources/Instructional Materials

Selection of Instructional Materials

1. Responsibility for Selection of Materials
 - a. The responsibility for the selection of instructional materials is delegated to the superintendent. For the purposes of this regulation the term “instructional materials” includes print and nonprint materials, including digital content of software in a format such as electronic and internet or web-based materials or media, whether considered classroom materials or media center materials..
 - b. The responsibility for coordinating the distribution of instructional materials to classes shall rest with the superintendent. “Instructional materials” includes print and nonprint material provided for use by a total class or a major segment of such a class.
2. Procedure for Selection
 - a. Media
 - (1) In purchasing materials for the media center, the librarian, under supervision of the principal, shall evaluate the existing collection and the curriculum needs and shall consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this procedure, the term “media” includes all materials considered part of the library collection, and all nonprint instructional materials housed in resource centers and classrooms.
 - (2) Recommendations for purchase shall be solicited from staff and students.
 - (3) Gift materials shall be judged by the district’s instructional materials objectives and selection criteria and shall be accepted or rejected using those criteria.
 - (4) Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials of educational value.
 - b. Instructional Materials
 - (1) Instructional materials committees may be appointed if determined by the administration at the time that adoption areas are determined.
 - (2) The general criteria for materials selection shall be followed by the committees.
 - (3) The committee shall present its recommendation(s) to the superintendent.
 - (4) The superintendent shall submit the committee’s recommendation(s) to the Board.