

CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS

362-Rule

A. Criteria for Selection of Instructional Materials

The criteria is as follows:

- Overall purpose
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing/production
- Readability and popular appeal
- Authoritativeness
- Format and price

Requests from faculty and students are given consideration.

B. Procedures for Selection

In selecting materials for purchase, the media specialist for the IMC and the Director of Instruction for curriculum materials evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, and specialists from all departments and/or all grade levels. Whenever possible, the media specialist will examine actual materials through preview, employing the opinions of the faculty who join in the preview process.

In specific areas, the media specialist follows these procedures:

1. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
2. Multiple items of outstanding and much in demand media are purchased when needed.
3. Worn or missing standard items are replaced periodically.
4. Out of date or no longer useful materials are withdrawn from the collection and sold or recycled/donated as appropriate.
5. Sets of materials acquired by subscription are examined carefully, and are purchased only to fill order.

Adopted: 11/8/82

Revised: March 1994
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Waunakee Community School District