

R 2530 RESOURCE MATERIALS**A. Definition**

“Resource materials” are all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include reference books, fiction and nonfiction books, maps, audio and audio-visual materials, pamphlets, periodicals, pictures, apps, programs, and online references. Resource materials may be maintained in classroom library collections and/or in the school library or media center.

B. Selection Process

1. The principal or content supervisor in each school building will accept the written requests of teaching staff members for new and revised reference materials. Each request should include the:

- a. Name and originator of the work,
- b. Its publisher or distributor,
- c. A brief description of the material, and
- d. The reason for the request, including the relevance of the material to the instructional program.

2. All recommendations will be forwarded to the Director of Curriculum & Instruction for consideration. The Director of Curriculum & Instruction will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.

3. The Director of Curriculum & Instruction, administrators, and other staff members may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.

4. The Director of Curriculum & Instruction will measure each recommendation against the standards for selection (see paragraph C) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.

5. The Director of Curriculum & Instruction will present to the Superintendent a list of recommended purchases, generally no later than March 15th each year. The list will include multiple copies of material for which a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth in Policy No. 2530, repeated here.

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever possible, materials will provide major opposing views on controversial issues so that students may develop under guidance the practice of critical reading and thinking.
3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage.
4. Materials will be factually accurate and of genuine literary or artistic value.
5. Materials will be of a quality and durability appropriate to their intended uses and longevity.
6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

D. Removal of Reference Materials

1. The administrators, and designated staff members will conduct a periodic review of reference collections for their:
 - a. Continuing usefulness,
 - b. Relevance to the curriculum,
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments, and
 - d. Balance of content, types of material, and manner of presentation.
2. Standard materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated materials and materials no longer relevant to the curriculum may be withdrawn from the collection on Board approval.
4. A complaint about reference materials shall be handled in accordance with Policy No. 9130 and Regulation No. 9130.

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