

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Administrative Procedure 6161**

Adopted: October 15, 2002

Page 1 of 5

**INSTRUCTION**

**Instructional Materials**

Instructional materials, such as books, pamphlets, periodicals, textbooks, workbooks, audio- visual aids, and other library materials are selected according to administrative procedures established by the Assistant Superintendent of Curriculum and by Board policy.

Such instructional materials shall be purchased as indicated in the paragraph above within the limits of the various budgets of the District.

I. Procedures for Selection

- A. Requests for materials will be received by the Assistant Superintendent of Curriculum from the supervisory staff, principals, librarians and teachers.
- B. Request or review is to be measured against selection policies. If there is a question as to whether or not the request is to be approved, a review copy shall be obtained and examined.
  - 1. If the request is found satisfactory, the title is to be ordered within budget limitations.
  - 2. When the new material is received, it shall be examined. If it does not meet the selection criteria identified in Section II, it is to be returned. If there is still a question, the material shall be referred back to the person requesting for evaluation. If still unresolved, the material shall be referred to a materials evaluation committee. A majority vote by this committee is to be accepted as final.
- C. District Materials Evaluation Committee
  - 1. A District Materials Evaluation Committee will be convened whenever in the opinion of the Assistant Superintendent of Curriculum or by Board policy, the services of such a committee are needed for a specific project. This committee shall be appointed by the Assistant Superintendent.
  - 2. The term of office of the District Materials Evaluation Committee shall be for one purchasing request only, as called by the Assistant Superintendent, to review

specific materials that the Assistant Superintendent may wish to present to the Committee members for their opinion; or as called upon to evaluate challenged materials in accordance with VIII, Item C.

3. The District Materials Evaluation Committee shall employ the criteria set forth in II of this section in evaluating instructional materials.
4. Decisions of the Committee shall be made in writing as a group.

## II. Criteria for Selection

The following criteria shall be the basis for selection of instructional materials to be acquired either by purchase or by gift:

- A. Is the item needed by the school district?
- B. Is it among the best of its kind?
- C. Does it enrich the course of study?
- D. Are the substance and format suitable for the grade for whom it is to be used?
- E. Does it appeal to the children or youth for whom it is intended?
- F. Does it fulfill the responsibility of the school library as expressed in the "School Library Bill of Rights"?
- G. Does it appear on the approved lists of the following recognized authoritative reviewing media?

1. Recognized authoritative selection lists:

*A Basic Book Collection for Elementary Grades.*

Joint Committee of the American Library Association, Association for Childhood Education, and the National Council of Teachers of English. Chicago: American Library Association. Latest edition.

*A Basic Book Collection for Junior High Schools.*

Chicago: American Library Association. Latest Edition.

*Children's Catalog.* A classified Catalog of Books recommended for Public and School Libraries. New York: H.W. Wilson Co. Latest edition.

*Supplements to the Children's Catalog.* Latest editions.

*Standard Catalog for High School Libraries.* A classified Catalog of Books

Recommended for Junior High and Senior High School Libraries. New York: H.W. Wilson Company Latest Edition.

Supplements to the Standard Catalog for High School Libraries. Latest editions.

Publications and selection lists prepared by or approved by persons recognized by educators and librarians as knowledgeable in the field of literature for young people and children.

Journals and bulletins of professional associations of educators or of librarians and selections lists appearing in such publications.

2. Favorable reviews or selection lists in current authoritative reviewing media:

American Library Association, Booklist and Subscription Books Bulletin.

The Horn Magazine

The School Library Journal

University of Chicago. Bulletin of the Children's Book Center.

The Wilson Library Bulletin.

### III. Subjects That May Have Limitations

- A. *Diversity.* When a book opens a clearer vision of life, develops understanding of other people or breaks down intolerance, we weigh these values against the possible harm to be done by some regrettable word or passage in the book.
- B. *Religion.* The District shall provide materials which are representative of the many religious and cultural groups and their contribution to our American heritage. Only well written books, or well-presented audio-visual materials that make no attempt to sway the emotions of the student toward or against any one faith or denomination should be included in the collection.
- C. *Narcotics.* The district shall exclude books, or other materials in which there is either:
  1. Presentation of pleasurable effects of drug use.
  2. Detailed description of methods of taking or administering narcotics.
- D. *Communism.* This doctrine is recognized as an enemy of democracy. The best way to combat it is truth - truth as to what it is and what its dangers are. Therefore, material which meets the criteria of selection within the policies already stated shall be used.

VI. The Assistant Superintendent of Instruction shall:

- A. Be responsible for the selection of instructional materials.
- B. Be responsible for the maintenance of the basic instructional materials lists for the District.
- C. Establish the initial collection of books, and of other materials for a new school to be purchased by the District.
- D. Be responsible for the maintenance of the instructional materials collection in the district.
- E. Consult the recognized and accepted selection lists and/or reviews of library materials for recommended new titles.

V. Processing, Distribution, Inventory and Maintenance

- A. The Assistant Superintendent of Curriculum shall establish procedures for distribution to the various schools of the District and for the continued inventory and maintenance of instructional materials.
- B. All books purchased for Cambrian School District libraries or for use of library reading in the classroom, or as audio-visual aids, whether from District funds or other funds, shall be purchased with the approval of the Assistant Superintendent of Curriculum.
- C. All books on the shelves of the various school libraries shall meet the standards of content and presentation as set by the District.
- D. All instructional materials, whether accepted as gifts or purchased by gift money or by school district funds shall be processed according to standard, uniform procedures established by the Assistant Superintendent.
- E. The criteria used in the selection of instructional materials shall apply to selection of all textbooks, whether purchased from District funds or from gift funds, or supplied as gifts or by loan. Selection of textbooks and workbooks shall require the approval of the Assistant Superintendent.

Where five or more copies of a title are acquired for a single school, that title shall be considered to be a textbook *in that school*.

VI. Duplication

Need is the criterion for duplication of material, It is better to spend funds on different titles instead of large numbers of copies of one title. If a need is shown for duplicates, they will be purchased.

## VIII. Replacement

It is not the District practice to automatically replace books or other materials withdrawn because of loss, damage or wear. The need for replacement in each case will be weighed with regard to several factors:

- A. Number of duplicate copies.
- B. Existence of adequate coverage of field.
- C. Other similar material in the collection, especially later and better material.
- D. Demand for the particular title or subject.