

<b>8320</b>	<b>Textbooks, Library Materials, and Other Instructional Materials</b>
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The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

### Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; e-books; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; e-books; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
  1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
  2. Courseware or other content-based instructional materials in an electronic format.

### Objectives in the Selection of Instructional Materials

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;

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- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

### **Approval of Instructional Materials**

#### Textbooks, Digital, and Printed Materials

As the governing body of the School District, the Board of Education shall be legally responsible for the approval of all printed and published materials used in the District. As the policy-making body, the Board of Education delegates authority to the Superintendent of Schools for the selection of textbooks, library resources, and other instructional materials. The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers. The District participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the District participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Superintendent of Schools is responsible for the handling of any objections to the materials being used and is directed to develop procedures outlining the processes to be utilized when an objection is raised.

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

#### Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

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Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each District school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board of Education, as the policy making and governing body of the Ballston Spa School District, is legally responsible for the selection of library media center materials. The Board of Education delegates' responsibility for this task to the Superintendent of Schools or his/her designee (school library media specialists). The Superintendent of Schools shall also direct the library media specialists to develop selection criteria and review and evaluation procedures for library resources.

When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

**Ballston Spa Central School Library Vision/Mission**

The Ballston Spa Central School Libraries are welcoming places where all who enter should feel safe, brave, and supported, foster a love of reading and learning, engage in media literacy, personal interests, and wonders while becoming critical thinkers.

In pursuit of the districtwide goal of promoting educational excellence, each library media center seeks to provide the school community with a balanced collection of learning resources and instructional materials with varying levels of difficulty and multiple points of view and representing a diversity of appeal and presentation.

Ballston Spa Central School District libraries are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library", the American Library Association's Freedom to Read Statement, and The Students' Right to Read Statement of the National Council of Teachers of English (Appendix 1).

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### **Objectives**

The objectives of the Ballston Spa Central School District library collections, as delegated to the Library Media Specialist by the Board of Education are:

- To support the learning and instructional needs of the school community both academic and recreational reading.
- To position the library as a partner in lifelong learning.

### **Acquisition (Selection) Procedures**

Responsibility for the selection of library materials has been delegated by the Board of Education to the Superintendent of Schools and/or their designee, including professionally trained library personnel. The Board of Education makes provision for funds to be budgeted for the purchase of library materials.

When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

The library may accept gifts from individuals. Gift materials will be added to the collection only if they meet the same criteria and standards established for the selection of all library materials. The School Library Media Specialist has the right to refuse and/or discard any unsuitable or inappropriate gift. When an individual or group wishes to make a gift to the library, such inquiries may be directed to the School Library Media Specialist and Building Principal.

Selection is an ongoing process that should include modifying materials. In order to maintain the quality of the collection, the Library Media Specialist will remove materials that are no longer used or needed, add materials, and replace lost and worn materials that still have educational value.

### **Selection Criteria**

- Selected materials will:
  1. enrich and support the curriculum with consideration for all students' learning styles and varied interests;

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2. stimulate growth in knowledge, literary appreciation, aesthetic values, and support individual recreational interests;
3. express various points of view so that students may apply critical thinking skills, analyze information and opinions and make informed judgments and decisions;
4. consist of multiple formats including books, periodicals, audiovisual and digital resources.

### **Deselection Procedures**

Ballston Spa Central School District School Library Media Specialist will evaluate collections regularly for deselection purposes.

Decisions for deselection will be made by Ballston Spa Central School District School Library Media Specialist based on deselection criteria and data collected during the evaluation process.

- Decisions for deselection will include ongoing considerations of the selection criteria as well as:
  - Usage
  - Relevance
  - Accuracy
  - Currency
  - Condition
  - Format

### **Sources**

Mardis, Marcia A. *The Collection Program in Schools: Concepts and Practices*. 6th ed., Santa Barbara, Libraries Unlimited, 2016.

"Selection and Reconsideration Policy Toolkit for Public, School, and Academic Libraries." *American Library Association*, Jan. 2018, [www.ala.org/tools/challengesupport/selection](http://www.ala.org/tools/challengesupport/selection)

policy toolkit.

20 USC §§ 1412, 1474, and 6311  
34 CFR § 300.172  
34 CFR Part 300, Appendix C

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Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602  
8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials  
#8330 -- Objection of Instructional and Library Materials

Adoption Date: May 22, 2024

**Appendix 1**

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and

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protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

Interpretations of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Interpretations of the Library Bill of Rights: Access to Resources and Services in the School Library

The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014.

Full statement at

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessresources>

American Library Association: The Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The Students’ Right to Read statement of the National Council of Teachers of English

<https://ncte.org/statement/righttoreadguideline/>