

EAST RAMAPO CENTRAL SCHOOL DISTRICT

Spring Valley, New York

Definition of Library Book:

- “Library Book” is defined as supplementary prepared educational materials which are subject oriented for use by students.
- Audio-visual DVDs should be requested under library books.

Definition and Examples of Religious, Denominational and Sectarian Materials

- Materials whose primary purpose is to teach or reinforce a particular religious dogma (e.g., Bible - Old Testament & New Testament, Navi, Kesuvim, prayers, blessings, religious laws, religious holidays, stories that pertain to the above).
- Materials with displayed religious symbols (Torah, Cross, etc.) whose content is culturally exclusive and therefore defines it as denominational, despite a secular tone.
- Authoritative or official approval by a religious figure endorsing a book as a good religious book to read.
- Teachings of religious leaders (Rashi, Rambam, etc..) in relation to the interpretation of above prohibited materials.
- Materials used as part of religious studies program vs. secular studies program.
- Biographies of religious leaders are permissible, however, they must pertain to the individual’s life, not explain their religious teachings.

Library Book Policy and Guidelines

- Library book loans are the sole property of the East Ramapo Central School District. Proper care of loaned materials is expected.
- *Library book loans may not contain religious, denominational, or sectarian material. (see definition and examples above).*
- Library books must be requested from the most current publisher catalog.
- Schools may not purchase or return library book directly from/to vendors. The Book Depository must process all purchasing and returns of library books. East Ramapo Central School District will not reimburse schools for purchases made directly through a vendor/publisher.
- Library books will be shipped to the Book Depository for processing. After the books are processed The Book Depository will notify the school, via email, when the school can pick the books up from the Book Depository.
- There will be random checks of nonpublic school inventory for audit purposes.
- Library books may not be disposed of without written permission from the Office of Funded Programs. Schools disposing of library books without permission may be required to reimburse the East Ramapo Central School District for their cost.
- Nonpublic schools are expected to **thoroughly research library books before ordering**. If library books cannot be returned to the publisher for a refund, the East Ramapo Central School District will not purchase replacements.