



Book	AUFSD Policies
Section	Section 8000: Instruction
Title	Textbooks, Library Materials, and Other Instructional Materials
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SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

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 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; slides; specimens.
- 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; slides; and specimens.
- c. "Textbook" means a text, or a text-alternative, 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.

Overview of Instructional Materials

Textbooks

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used.

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 (without any additional cost to the contract).

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 contingency 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.

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 delegates its authority to designate library materials to be used in the District to the school library media specialist(s). 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 secure 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.

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 programs, 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 perspectives on controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed judgments and decisions;

- e. Offer global perspectives and promote diversity by including materials by authors and illustrators representing a broad range of cultures -- i.e., materials will not be excluded because of the race, nationality, religion, gender, gender identity or expression, sexual orientation, political or social affiliation of the author;
- f. Provide staff and students with a wide range of up-to-date instructional materials of varying 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); and
- g. Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

The Board recognizes that students within a particular classroom, grade level, or building may reflect a wide range of personal experiences and maturity levels. To the extent any District staff member responsible for selecting library or instructional materials reasonably believes that any such material contains depictions of actions or events that are likely to be distressing (e.g., depictions of violence, abuse, or self-harm) to students for whom the material is intended and/or available, the District encourages the staff member to consider taking steps to provide prior notice or labeling to that effect. Such notice/labeling will not limit the discretion of District staff to select or make available such materials as provided under this policy; rather, it is intended to assist students and families to: (1) make informed decisions regarding the selection of optional materials (e.g., library books), and (2) take appropriate steps to minimize potential distress associated with such content.

20 USC Sections 1412, 1474, and 6311

34 CFR Section 300.172

34 CFR Part 300, Appendix C

Education Law Sections 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602

8 NYCRR Sections 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials
#8110 -- Curriculum Development, Resources, and Evaluation
#8330 -- Objection to Instructional and Library Materials and Controversial Issues

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