

REGULATION

BAYONNE SCHOOL DISTRICT

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AUDIO-VISUAL/MEDIA RESOURCE MATERIALS

R 2530 AUDIO-VISUAL/MEDIA RESOURCE MATERIALS

A. Selection of New Material

The integrated curriculum of the Bayonne Public Schools requires that both students and teachers have access to a wide variety of instructional materials such as books, films, filmstrips, globes, maps, pamphlets, periodicals, pictures, realia, recording, transcripts, slides, and all new media developed to aid learning. To meet this need, the following procedure shall be used.

1. Actual examination of materials (by reading, viewing, listening) is desirable to determine their usefulness. However, the large volume of available materials make use of carefully selected lists a practical necessity. Sometimes a comparison of several reviews may also give insight into the specific qualities of materials being considered.

2. Involvement of students and teachers is important in the selection process. A teacher may have personal knowledge of materials from examination or use as well as a more general knowledge of a given subject area. The teacher's cooperation is thus valuable in the choice of new materials and in the evaluation of existing collections. Students may also contribute an understanding of their interests and points of view as well as expertise in special fields.

3. Making available aids to selection of materials to both teachers and students is desirable, and setting up procedures and opportunities for encouraging their cooperation is a necessary part of the selection procedure.

4. Criteria for selection should include:

a. Needs of the individual school based on knowledge of the curriculum and on requests from administration and teachers;

b. Needs of the individual student based on knowledge of children and youth and on requests of parents and students;



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c. Provision of a wide range of materials on all levels of difficulty with a diversity of appeal and the presentation of different points of view;

d. Provision of materials with superior format.

5. The Department of Instructional Technologies with the assistance of the principal, curriculum director, teachers, media personnel, and students shall recommend purchase of media material and equipment to the Superintendent for Board of Education review.

B. Evaluation of Collection

The collection of materials must be examined continuously to identify areas that need to be strengthened, types of materials that need to be added or duplicated, and out-of-date materials which must be discarded or replaced. It also involves examining worn materials and deciding whether to repair or replace them. Criteria used for the selection of new materials apply also to the evaluation of the existing collection. Cooperation of teachers and students is desirable in these activities also.

C. Acceptance of Gifts

Offers of gifts shall be submitted to the Board for approval. A recommendation based on the criteria for selection should accompany the request for approval.

D. Cataloging of Materials

1. The Department of Instructional Technologies and building principals with the cooperation and assistance of the curriculum directors, teachers, and school librarians are expected to organize the ordering and use of audio-visual/media materials so as to provide a wide range of materials in all curricula areas and to achieve the effective utilization of such resources.



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2. All audio-visual/media materials, both print and nonprint, are to be cataloged and housed in the library/media center in each school so as to be centrally located and easily accessible to teachers and students.

3. The Department of Instructional Technologies shall be responsible for:

a. Scheduling use of audio-visual equipment in the building;

b. Identifying all audio-visual equipment and materials to be sent to the central office for repairs;

c. Overseeing the acquisition and the return of loan films from the Hudson County Audio-Visual Library as requested from the faculty;

d. Assisting teachers, when needed, in the operation and use of audio-visual equipment for classroom use;

e. Contacting the audio-visual/media office at the request of the principal or faculty member for assistance in determining media formats for classroom instruction or special programs and projects as well as the production of media materials for curriculum development.

4. The Department of Instructional Technologies and media staff will periodically hold an in-service workshop in audio-visual equipment and material utilization and techniques for the professional staff and for the students.

E. Materials and Equipment Utilization

1. At the beginning of each school year, every teacher shall be provided with a list of all available audio-visual/media materials: filmstrips, filmloops, films, slides, transparencies, media kits, supplies and services within the building as well as services and programs available from the central audio-visual media office.



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2. Teachers shall also be provided with a list of all available audio-visual equipment within the building as well as a specialized list of equipment which may be obtained from the technology office.

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