R 2530 RESOURCE MATERIALS

A. Definition

"Resource materials" means all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; on-line references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

B. Selection Process

1. The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member's school building. Each written request should include:

   a. The name and originator of the resource material;

   b. The publisher or distributor;

   c. A brief description of the resource material; and

   d. The reason for the request, including the relevance of the resource material to the instructional program;

2. All written requests will be forwarded to the Superintendent or designee for consideration; and

3. The Superintendent or designee shall evaluate each written request against the selection standards as outlined in C. below and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.

4. The Superintendent or designee will develop a list of recommended purchases. The list may include multiple copies of

resource materials when a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth below:

1. Resource materials will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.

2. Wherever appropriate, resource materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.

3. Wherever appropriate, resource materials will include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7.

4. Resource materials will be factually accurate, as appropriate, and of genuine literary or artistic value.

5. Resource materials will be of a quality and durability appropriate to their intended uses.

6. Resource materials will relate to, support, and enrich the curriculum adopted by the Board of Education.

7. Resource materials will support the New Jersey Student Learning Standards.

D. Periodic Removal of Resource Materials

1. The Superintendent or designee shall conduct a periodic review of resource materials for their:

   a. Continuing usefulness;

   b. Relevance to the curriculum and the New Jersey Student Learning Standards;

   c. Representation of the needs and interests of all grade levels, subject areas, and departments; and

   d. Balance of content, types of resource materials, and manner of presentation.

2. Standard resource materials subject to frequent use that are worn or missing should be replaced periodically.

3. Outdated resource materials and resource materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.

4. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

Request for Removal of Resource Materials

Mandatory Provisions

The form shall require the individual with a vested interest to specify which sections of the library material the individual objects to and an explanation of the reasons for the objection.

Request for Removal Form

Please complete all sections of this form to request a formal review of library material. Incomplete forms will not be processed. This form is devised pursuant to N.J.S.A. 18A:34A-1, et seq.

(Check all that apply.) Note that if you do not meet one of the following criteria, your request will not be considered:

□ Parent/Guardian of current student
□ Teaching staff member employed by the board of education
□ Current student

Requestor Information

Name:

Address:

Phone:

Email:

Material Information

Title:

Author/Creator:

Publisher: Edition or Printing

Copyright Date: Format:

ISBN or Call Number (if applicable):

Have you examined/read the entire work? □ Yes □ No

If no, what sections have you examined?

1. Please cite specific passages, pages, or sections that are of concern (include page numbers):

2. What specific concerns do you have about this material?

3. For what age group would you recommend this material, if any?

4. Have you consulted literary/professional evaluations of this material? □ Yes □ No
   If yes, please cite sources or provide documentation of professional evaluation(s):

5. What action do you recommend the library take regarding this material?
   □ Remove entirely
   □ Limit access
   □ Other (specify):

6. Please provide any additional material or information on this topic that you would like the committee to consider.

Acknowledgement

I understand that, pursuant to N.J.S.A. 18A:34A-1, et seq.:

- Submission of this form will initiate a formal review process.
- The material will remain in circulation during the review.
- The board of education will provide the final determination as to the outcome of the request for removal.
- A board of education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
- A board of education determination issued in accordance with the policy which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.SA.18A:6-9.
- An individual with a vested interest may file a petition of appeal of the board's final determination to the Commissioner through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

Please note that this request is subject to the Open Public Records Act, pursuant to N.J.S.A.10:4-6.

Signature: Date:

For Office Use Only:

Date Received: Received by:

Date of prior challenge of material and outcome (if applicable):

(Note: If multiple challenges are raised concurrently against the same library material, challenges to that library material may be consolidated.)

Review Committee Formation Date:

Final Determination Date:

Adopted:

Issued: