

# REGULATION

UNION COUNTY EDUCATIONAL  
SERVICES COMMISSION  
PROGRAM

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[See POLICY ALERT No. 236]

## R 2530 RESOURCE MATERIALS

### A. Definition

“Resource materials” **means** ~~are~~ 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** ~~books~~;; fiction and nonfiction books;; maps;; audio and audio-visual materials;; ~~CD-ROM’s~~; pamphlets;; periodicals;; pictures; ~~and~~ 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** ~~may be maintained in classroom library collections and/or in the school library or media center.~~

### 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.** ~~The \_\_\_\_\_ in each school building will accept the written requests of teaching staff members for new and revised reference materials.~~ Each **written** request should include ~~the~~:
  - a. **The nName and originator of the resource material;** ~~work,~~
  - b. **The Its 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** ~~recommendations~~ will be forwarded to the **Superintendent or designee** \_\_\_\_\_ for consideration; ~~and. The \_\_\_\_\_ will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.~~

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- ~~3. The \_\_\_\_\_ may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.~~
34. The **Superintendent or designee** \_\_\_\_\_ shall **evaluate** ~~will measure~~ each **written request recommendation** against the **selection** standards ~~for selection as outlined in (see C. below paragraph C)~~ and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
45. The \_\_\_\_\_ ~~will present to the Superintendent or designee~~ **will develop** a list of recommended purchases, ~~no later than \_\_\_\_\_ each year.~~ The list ~~may~~ **will** include multiple copies of **resource materials** **when** ~~for which~~ 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:** ~~in Policy 2530, repeated here.~~

1. **Resource mMaterials** will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever **appropriate possible**, **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 possible**, **resource** materials will **include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7** ~~represent the many religious, ethnic, and cultural groups and their contributions to American heritage.~~
4. **Resource mMaterials** will be factually accurate, **as appropriate**, and of genuine literary or artistic value.
5. **Resource mMaterials** will be of a quality and durability appropriate to their intended uses ~~and longevity.~~

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6. **Resource materials** will relate to, support, and enrich the **curriculum** ~~courses of study~~ adopted by the Board of ~~Education~~ **Directors**.
7. **Resource materials will support the New Jersey Student Learning Standards.**
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

D. **Periodic Removal of Resource Reference Materials**

1. The **Superintendent or designee** \_\_\_\_\_ **shall will** conduct a periodic review of **resource materials** ~~reference collections~~ 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.
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
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~~ **Directors** approval.
4. **Any request by an individual for the removal of resource materials will be governed by** ~~A complaint about reference~~

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~~materials shall be handled in accordance with~~ Policy and  
Regulation 9130.

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