

Instructional Materials Selection

A. Responsibility for Selection of Materials

1. The responsibility for the selection of instructional materials is delegated to the superintendent. For the purposes of this procedure the term “instructional materials” includes print and nonprint materials (not equipment), whether considered classroom materials or media center materials.
2. While selection of materials involves many people (principals, teachers, parents, students, supervisors, community persons and librarians) the responsibility for coordinating the selection of most instructional materials and making the recommendation for purchase rests with library/media personnel and building principal. For the purpose of this procedure the term “media specialist” means librarians.
3. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the superintendent. For the purpose of this rule the term “instructional materials” includes print and nonprint materials provided in multiple use by a total class or a major segment of such a class.

B. Procedure for Selection

1. **Media**
 - a. In purchasing materials for the media center, the librarian under supervision of the building principal will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this procedure, the term “media” includes all materials considered part of the literary collection, plus all nonprint instructional materials housed in resource centers and classrooms.
 - b. Recommendations for purchase will be solicited from staff and students.
 - c. Gift materials shall be judged by the district’s instructional materials objectives and selection criteria and shall be accepted or rejected by those criteria.
 - d. Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.
2. **Instructional Materials**
 - a. Instructional materials committees may be appointed if determined by the administration to be appropriate at the time that adoption areas are determined. Appropriate subject area and instruction level will be included in each committee if that procedure is employed.
 - b. The general criteria for materials selection shall be followed by the committees.
 - c. The committee shall present its recommendation(s) to the superintendent.
 - d. The superintendent shall submit the committee’s recommendation(s) to the Board.