

Instructional Resources and Materials

As the governing body of the School District, the Board is legally responsible for the selection of all instructional materials. Since the Board is a policymaking body, it delegates to professional personnel of the District the authority for the selection of instructional and library materials in accordance with this policy.

Materials for school classrooms shall be selected by the appropriate professional personnel in consultation with the administration. Final decision on purchase shall rest with the Superintendent (*or his/her designee*).

Objectives of Selection

The primary objective of the school's educational media center shall be to implement, enrich, and support the education program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

Responsibility for Selection

The Board shall be ultimately responsible for the selection of instructional materials. However, it may delegate responsibility for recommending selections to the professionally-trained personnel employed by the District.

Selection of materials involves many people: principals, teachers, supervisors, and media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase shall rest with the professionally-trained media personnel.

Criteria for Selection

Needs of the individual school, based on knowledge of the curriculum and of the existing collection, shall be given first consideration.

Materials for purchase shall be considered on the basis of overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing and production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, and format and price.

Requests from faculty and students shall be given consideration.

Gift materials shall be judged by basic selection standards and shall be accepted or rejected by these standards.

REGULATIONS:

In selecting materials for purchase, the media specialist shall evaluate the existing collection and consult reputable, unbiased, professionally-prepared selection aids;

specialists from all departments and/or grade levels; and the media committee appointed by the principal to serve in an advisory capacity in the selection of materials.

In specific areas, the media specialist shall follow these procedures:

1. Multiple items of outstanding and much-in-demand media shall be purchased as needed.
2. Worn or missing standard items shall be replaced periodically.
3. Out-of-date or no longer useful materials may be withdrawn from the collection.
4. Sets of materials and materials acquired by subscription shall be examined carefully and purchased only to fill a definite need.
5. Salesmen must have permission from the principal's office before going into any of the schools.

LEGAL REF.: C.R.S. 22-1-104 (2)
C.R.S. 22-32-109 (1)(t)
C.R.S. 22-32-110 (1)(o),(p),(q),(r)
C.R.S. 22-53-108 (2)

CROSS REF.: **DB, Annual Budget, and subcodes**
IB, Academic Freedom
IJJ/IJK/IJL, Textbook Selection and Adoption
IJNC, Resource Centers/Media Centers/School Library
IMB, Teaching About Controversial/Sensitive Issues
KEC, Public Concerns/Complaints about Instructional Resources