

<b>Windham School District</b>	<b>IJL</b>
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**SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS  
AND LIBRARY/MEDIA CENTER MATERIALS**

**I. RESPONSIBILITY FOR SELECTION OF MATERIALS**

The Windham School Board is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of materials is delegated to the professionally trained personnel employed by the school board. Selection of materials may involve: principals, department heads, teachers, students, community members, district library media specialist and other media staff. The responsibility for purchasing and coordinating the selection of materials for the Library Media Center rests with the district library media specialist. Responsibility for instructional materials selection rests the Superintendent, Curriculum Committee, building principals, and instructional staff.

**II. CRITERIA FOR SELECTION OF MATERIALS**

The prime consideration in the selection of materials is curriculum needs. Materials for purchase are considered on the basis of:

- \* overall purpose
- \* overall value to the existing collection
- \* timeliness or permanence
- \* importance of the subject matter
- \* quality of writing/production
- \* readability/view ability
- \* popular appeal
- \* authoritativeness
- \* reputation of the publisher/producer
- \* reputation and significance of the author/artist/composer, etc.
- \* format
- \* ease of use
- \* price

All materials shall support and be consistent with the curriculum and educational goals and objectives of the Windham schools. Materials shall provide information on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.

**Legal References:**

Windham School Board	Policy Code: IJL
Approved: June 19, 2012	

### III. PROCEDURES FOR SELECTION

#### Library/Media Center

In selecting materials for the library/media center, the district library media specialist evaluates the existing collection, and then may consult subject specialists within the schools for recommendations, as well as reputable, unbiased, professionally prepared selection aids.

Whenever possible, purchase of materials shall be done only after personal evaluation by the district library media specialist or other professional staff or if favorably reviewed in one or more of the aforementioned selection aids.

Evaluation of the library/media center collection will be an on-going process. The district library media specialist will evaluate the collection for areas of weakness through the use of: circulation data, student and teacher requests, professional staff input, and suitability and sufficient quantity of materials to supplement the curriculum. Input and requests from the staff will be considered prior to ordering new materials to determine subject area or specific items desired for addition to the collection. Requests shall be fulfilled when considered to be of value to the collection and when monies are available.

Out-of-date or no longer used materials shall be withdrawn from the collection according to acceptable professional practices in an on-going basis. Such materials shall be disposed of at the discretion of the district library media specialist in consultation with subject specialists. Replacement copies of worn or missing materials shall be purchased as necessary.

#### Textbooks and Textbook Programs

The Board shall officially adopt textbooks and textbook programs for use in the district upon recommendation of the Superintendent. Responsibility for review and evaluation of textbooks to be recommended to the Board shall rest with the curriculum committees. Membership on such committees shall include teachers who will be using the textbooks, building administrators, the Curriculum Director, special education teachers, and any other desirable members.

#### Supplemental Classroom Instructional Materials

Responsibility for selection of supplemental instructional materials used in the classroom rests with each building principal and his/her instructional staff.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

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Gift Materials

Gift materials are judged by the same standards as materials for purchase, and are accepted or rejected by those standards. These donations will be accepted on the condition that the district library media specialist has the authority to make whatever disposition of the materials deemed advisable.

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