

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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PRINT / NON-PRINT MATERIALS

- I. The purpose of this section is to implement Board Policy 2521 Selection of Instructional Materials and Equipment. The principles and procedures for the selection of instructional materials shall adhere to the educational philosophy of the school district and the objectives as stated in the Selection Policy.
- II. The success of the school in meeting the needs of the pupils and staff depends to a great extent upon the size, range and quality of the resource materials available. Foremost consideration in the selection of materials for school use (books and other materials for direct purchase, software, internet-based resources, gift materials, and the withdrawal of out-of-date or no longer useful materials) shall be given to those materials that contribute most to the fulfillment of the curriculum.
- III. The Board of Education is legally responsible for all matters relating to the operation of schools in this district.
- IV. The responsibility for coordinating the selection of instructional materials and for making recommendations for purchase rests with media personnel and building administration. Selection study committees may include administration, teachers, supervisors, media specialist. Students, parents, and other community resource specialists may be consulted in the selection process.
- V. The word “materials” as used in this policy statement, includes books, software, internet-based resources, periodicals, pamphlets, pictures, maps, videos, recordings, and all other materials which are used by students and faculty. Criteria for the selection of materials will include:
 - A. Potential use
 1. Supports curriculum
 2. Stimulates personal growth and development
 3. Answers needs for recreational reading
 - B. Reliability
 1. Relevance
 2. Reputation of author and publisher/producer

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3. Accuracy of information
 - C. Quality of writing/production
 1. Realistic portrayal of characters
 2. Logically developed plot
 3. Creative presentation
 4. Aesthetic value
 - D. Format
 1. Quality construction/technical features
 2. Attractiveness
 3. Appropriateness of subject matter to media
 4. Price/usefulness
- VI. In selecting materials for purchase, consideration is given to the existing collection and reference is made to:
 - A. Reputable, unbiased, professionally prepared selection aids.
 - B. Specialists from all departments and/or grade levels.
- VII. In specific areas, the media specialist follows these procedures:
 - A. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
 - B. Multiple copies of outstanding and much in demand materials are purchased as needed.
 - C. Standard items that are worn or having missing parts are replaced periodically.

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- D. Out-of-date or no longer useful materials are withdrawn from the collection. Such materials shall be taken off the accession list and shall be discarded.
- E. Sets of materials and materials acquired by subscription are to be examined carefully, and are purchased only to fill a definite need.
- F. Salesmen must have permission from the District Office or Principal's office before visiting with staff.

VIII. Technology resources

- A. Audio-visual equipment and software are available in each building and staff members are encouraged to use this material to enhance their teaching so as to enrich the learning experiences for all students.
- B. All A-V materials remain the sole property of the district and do not belong to individuals or to single departments. A complete building inventory of A-V materials will be taken annually by the building library media specialist who will serve as custodian of such equipment. A catalog will be made available to all staff and an in school and interschool loan program will be established by the library media specialists.
- C. Teachers are encouraged to recommend new materials for the building collection. The audio-visual budget contains funds for the purchase of new software and internet-based resources. All requisitions for A-V materials must bear the signature of the building library media specialist as well as that of the building principal. Monies for the purchase of new equipment and for the replacement of old equipment must be placed in the appropriate budget accounts at budget preparation time.
- D. The general maintenance of all equipment will be the responsibility of the building library media specialist. Teachers must report defective or non-operating equipment to the library media specialist as soon as it is noticed. An attempt will be made to keep a supply of simple parts for quick local repairs and also to standardize equipment so that part stock can be minimized.

IX. Printed and electronic textbooks

- A. Students are responsible for their proper care and will be charged for lost or misused books. Each teacher shall keep a record of all textbooks issued and their condition at the time of issue. This record shall be checked when books are returned at the end of the school year.

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- B. By statute, the Board of Education must approve all textbook adoptions. All such recommendations must be made by the building principal(s), must be coordinated by the curriculum coordinator and must be presented to the Board Curriculum Committee for its' approval prior to being submitted to the entire Board of Education.
- C. Sample copies of the proposed texts and a textbook adoption form (appendix) is to be submitted to the Curriculum Committee and to the full Board for review. Textbook adoptions should be prepared in early spring so that books may be ordered before school is dismissed in June.
- D. The inventory taking of textbooks is the responsibility of individual teachers and will be done by departments. Textbooks should be stamped and individually identified prior to circulation. Inventories shall be taken annually on forms provided by the District Office.
- E. When possible, the following textbook adoption cycle should be followed:
 - Year 1 – Pre-adoption year – curriculum study
 - Year 2 – Adoption year – evaluate texts and adopt in spring
 - Year 3 – Post adoption year; evaluation of new adoption; first year in new adoption
 - Year 4 – Second year in new adoption
 - Year 5 – Third year in new adoption
 - Year 6 – Beginning of new cycle

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