

INSTRUCTION

Instructional Resources

All textbooks will be selected in the manner described in Policy No. 2311 and Administrative Regulation No. 2311. Materials to be included in a library/media center shall be selected as outlined.

Suggestions for Acquisition: Suggestions may originate from teachers, students or citizens. Those suggestions are considered by the library/media staff member who weighs requests, evaluates materials and selects those which fulfill the needs of the instructional program.

Criteria for Selection: Selection of materials is a continuous process. New materials become available daily. The factors to be employed in selection are:

1. Needs of the school, curriculum and/or individual student. (The program should provide for a wide range of materials or appropriate levels of difficulty with a diversity of appeal and presentation of a variety of viewpoints.)
2. Artistic and literary quality.
3. Reliability and breadth of information with particular concern for the contributions (current and historical) of both sexes and members of the several specific religious, ethnic, political and cultural groups.
4. Accents on sex, profanity and obscenity will be subjected to a stern test of literary merit and acceptable community standards.
5. Professional reviews. (The library/media staff member employs professional reviewing materials, the judgments of other professionals--teachers and librarians--to aid in the selection process.) Professional reviewing materials may include:
 - a. Current reviews - Library Journal and School Library Journal, Booklist, Hornbook, English Journal, Choice and other professional and commercial periodicals which review materials objectively.
 - b. Published lists of appropriate materials - H.W. Wilson's Children's Catalog, ALA Basic Book Collection series, Bowker's Best Books for Children, AAAS Science Book List for Young Adults; materials suggested by the National Councils of Teachers of English and Social Studies; plus Washington Superintendent of Public Instruction Books for School Libraries; and other publications which evaluate material.

Complaints or Concerns About Materials: Complaints and/or concerns about the use and/or availability of specific materials should be directed to the principal. The appellant wishing to protest the use and/or availability of specific materials shall use the form requesting reconsideration of instructional materials.

Administrative Regulation No. 2310.1
Instructional Resources – Continued

Depreciation Scale of Damaged or Lost Textbooks, Library and Supplementary Materials: All textbooks furnished for student use must be returned in good condition, except for normal wear, when called for by the instructor of the course.

Depreciation Scale for Textbooks and Supplementary Materials:

1. The replacement cost will be charged for all lost or destroyed hardback textbooks.
2. Classroom paperback materials may be depreciated within a one-year period of time, depending upon the extent of usage during that year.

Depreciation Scale for Library Materials: Library materials that are lost or damaged beyond repair shall cost the patron the amount recorded in the shelf list, unless the item is one that should be weeded. Then there will be a minimum charge.

Fair and Equitable Depreciation Scale: In all cases, care should be exercised to be fair and equitable with the student and/or parent.