

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 109-AR. SELECTION OF RESOURCE MATERIALS

The Board provides resource materials recommended by the Superintendent for use in district schools, in accordance with Board policy.

Resource materials will be selected in accordance with the following objectives:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served.
2. Provide materials for staff and students that will encourage growth in knowledge and will help develop literary, cultural and aesthetic appreciation.
3. Provide materials that reflect the ideas and beliefs of a variety of religious, social, political, historical, and ethnic groups and their contribution to local, national and world heritages and cultures.
4. Provide a variety of electronic formats, as well as print materials, to support student learning needs, including resources found on the Internet and other online networks.
5. Place principle above personal opinion and reason above prejudice in selecting materials of the highest quality in order to ensure a comprehensive collection appropriate for the users.
6. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the educational program.

The district's professional library/media center staff will participate in the process of selecting resource materials, through the building principals. Selection will be based upon consultation with relevant district staff, professional library tools and review materials.

When selecting resource materials, the designated staff members will be guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, and standards adopted by the American Association of School Libraries.

The library/media center professional staff will submit their recommendations, with supporting documentation, to the Superintendent or designee.

The library/media center professional staff will utilize the following process for selecting and maintaining resource materials:

1. Arrange for firsthand examination of items to be purchased, when appropriate.
2. Use catalogs and recommendations of reputable vendors and publishers.
3. Use reputable, unbiased, professionally prepared reviewing sources.
4. Consider recommendations from district staff, students and parents/guardians.
5. Purchase duplicates of extensively used material.
6. Purchase replacements for worn, damaged, or missing items basic to the collection.
7. Determine a procedure for preventive maintenance and repair of material.
8. Judge gift items by the standard selection criteria and reserve the right to incorporate into the collection only those meeting the established criteria.

#### Criteria For Selection

The library/media center professional staff will select resource materials meeting high standards, based on the following criteria:

1. Educational significance and relevance.
2. Factual content.
3. Attractive and appropriate format.
4. Readability.
5. Authenticity/accuracy.
6. Artistic quality or literary style.
7. Interest and appeal.
8. Information is clear, comprehensive, well-organized and unbiased.
9. Price, including license fees.

Materials that represent opposing points of view on controversial issues and encourage individual analysis will be reviewed and evaluated.

The literary style of a work must be examined as a whole; the impact of an entire work will be considered, transcending individual words, phrases and incidents.

Resource sharing will be considered in purchasing decisions. Networking, collaborative relationships with other area collections, and individual schools' needs will be considered.

Materials will be purchased in a variety of formats, with efforts made to incorporate emerging technology when they meet the criteria outlined above.

Professional materials will reflect research and trends in education, as well as meet general selection criteria.