

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**361.1 – Rule (1)**

**INSTRUCTIONAL MATERIALS SELECTION AND EVALUATION PROCEDURES**

For the purpose of this rule, the term “instructional materials” includes printed materials and varied media formats including but not limited to computer software, audio-visual media and online subscriptions. Such materials include both classroom materials and library media center materials

**I. Responsibility for Selection of Materials:**

The selection process is delegated to professional staff including the Library Media Specialist (LMS), Technology Coordinator/Director and other staff members assigned to participate on review or textbook committees. The process shall involve representatives of the professional staff directly affected by the selection. Input may be sought from other people including support staff, administrators, parents and students. The selection process may incorporate information from other professional resources including approved lists, exhibits, displays, course studies, and organizations.

Textbooks and Other Classroom Materials: Selection of textbooks and other classroom materials, including varied media formats, shall be made by the appropriate committees and departments, with approval of the principals and district administrator. Selection recommendations shall be submitted to the board for approval when required.

Library Media Center Materials: The selection and purchase of library materials including varied media formats are responsibilities of the Library Media Specialist who is familiar with the curricula, current holdings, and professional selection aids.

**II. Criteria for Selection of Materials:**

The District shall select instructional materials that meet the following criteria:

1. Enrich and support the curriculum taking into consideration the varied interests, abilities and maturity levels of the students served.
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Reflect the cultural diversity and pluralistic nature of American society.
5. Meet the highest quality standards to assure a comprehensive collection appropriate for students.
6. Provide educational significance.
7. Obtain favorable reviews in standard selection sources and favorable recommendations based on preview and examination of materials by professional staff.
8. Reflect a quality reputation and high significance of the author, producer and publisher.
9. Be valid, relevant, appropriate and up-to-date.
10. Contain format quality and variety.

**III. Discarding (Weeding) of Materials**

To maintain a quality collection of instructional materials it is necessary to discard items regularly when these no longer meet the needs of students and faculty. Factors to be considered in making decisions about discarding materials include:

- a) Poor physical condition
- b) Minimal circulation in the past five years
- c) Outdated and/or inaccurate content
- d) Poor audio-visual quality
- e) Inappropriate reading level
- f) Superseded by new or revised materials

Materials shall be disposed of at the discretion of the LMS and other school personnel based on the reason the item is not needed or wanted. Materials may be recycled or donated when appropriate.

#### **IV. Fines, Loss, or Damage to Library Media Center Materials**

The Library Media Center encourages proper care and handling of borrowed materials. Students are responsible for returning materials on time and in good condition. Fines are charged for overdue materials. Fees charged for lost or damaged materials are based on the following considerations:

- a) Students shall be assessed a fee for materials that are damaged due to negligence, depending upon the type and extent of damage.
- b) Students shall be charged full replacement costs, including shipping and processing, for materials that are lost or damaged beyond repair.
- c) For materials that are out-of-print and cannot be replaced the charges shall be:
  - \$10.00 Hardcover Books
  - \$ 5.00 Paperback Books
  - \$ 5.00 Magazines
- d) Charges for missing materials shall not be refunded if the lost materials are found after being replaced.

#### **V. Donated materials:**

When individuals and/or groups offer to donate instructional materials, the district reserves the right to accept or reject such materials. Upon acceptance, the materials become the property of the district and the district shall decide how to distribute, use, retain, store and discard the materials in accordance with established board policy and procedures governing the selection of other materials.

Approved: March 17, 1997

Revised (WASB): February 28, 2011