

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: June 9, 2010

REVISED:

HANOVER AREA SCHOOL DISTRICT

<p>1. Authority SC 801, 803 Title 22 Sec. 4.13 Pol. 100</p> <p>2. Definition</p> <p>3. Delegation of Responsibility SC 803</p> <p>Pol. 105.1</p> <p>4. Guidelines</p>	<p style="text-align: center;">109. RESOURCE MATERIALS</p> <p>The Board shall provide resource materials that implement, support and enrich the educational program of district schools.</p> <p>Resource materials shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia materials, maps, software and instructional material.</p> <p>The Superintendent shall be responsible for the selection and recommendation of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school district.</p> <p>Selection of materials involves principals, teachers, supervisors and media specialists. The responsibility for coordinating the selection of instructional materials and making recommendations for purchase rests on the professionally trained media personnel.</p> <p>The Superintendent or designee shall establish administrative regulations for selecting resource materials.</p> <p>A list of resource materials provided by the district shall be maintained by the Superintendent and shall be available to Board members, district staff, students, parents/guardians and community members.</p> <p><u>Criteria For Selection</u></p> <p>Needs of the individual school, based on knowledge of the curriculum and the existing collection, are given first consideration.</p>
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Materials purchased are considered on the basis of:

1. Overall purpose.
2. Timeliness or permanence.
3. Importance of the subject matter.
4. Quality of the writing/production.
5. Readability.
6. Popular appeal.
7. Authoritativeness.
8. Reputation of the publisher/producer.
9. Reputation and significance of the author/artist/composer/producer, etc.
10. Format and price.

Requests from the faculty and students shall also be given consideration.

Selection Procedure

In selecting materials for purchase, the Assistant Superintendent shall evaluate the existing collection and consult reputable, unbiased professionally prepared selection aides, specialists from all departments and/or all grade levels, and the media committee appointed by the principals to serve in an advisory capacity in the selection of materials.

The Assistant Superintendent shall be guided by the following:

1. Materials shall be selected by basic selection standards and are accepted or rejected by these standards.
2. Multiple items of outstanding and in demand media may be purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date or no longer useful materials are withdrawn from the collection.

5. Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill definite need.

References:

School Code – 24 P.S. Sec. 801, 803

State Board of Education Regulations – 22 PA Code Sec. 4.13

Board Policy – 000, 100, 105.1, 107