

**I. PURPOSE**

The purpose of this policy is to provide direction for selection and adoption of learning resources.

**II. GENERAL STATEMENT OF POLICY**

- A. The School Board recognizes that selection of learning resources is a vital component of the school district’s curriculum. The school board also recognizes that it has the authority to make final decisions on the selection of learning resources.
  
- B. The policy of the School Board of Independent School District 194 is to provide a wide range of learning resources at varying levels of difficulty with diversity of appeal and the presentation of different points of view to meet the needs of students and the instructional staff.

**III. DEFINITIONS**

- A. Learning resources refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes.
  
- B. Learning resources include textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, videos, games, globes, transparencies, computer software and the Internet.

**IV. OBJECTIVES OF SELECTION**

- A. The primary objective of learning resources is to support, enrich and help to implement the educational program of the school through the interaction of licensed instructional personnel and other members of the school community. It is the duty of the licensed staff to provide students with a wide range of materials at varying levels of difficulty with diversity of appeal and the presentation of different points of view.
  
- B. To this end, the School Board of Independent School District No. 194 affirms that it is the responsibility of its licensed instructional staff:
  - To provide learning resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
  
  - To provide learning resources that will stimulate growth in factual knowledge; literary appreciation, aesthetic values and societal standards;

--To provide learning resources on various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and to make informed judgments in their daily lives;

--To provide learning resources representative of many religious, ethnic and cultural groups and their contributions to our national heritage and the world community;

--To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

## **V. RESPONSIBILITY FOR SELECTION OF LEARNING RESOURCES**

- A. The School Board is legally responsible for all matters relating to the operation of District 194 schools. The School Board delegates the responsibility for the selection of learning resources to the licensed staff employed by the school system, and declares that selections made shall be held to **the standard set** by the School Board of Independent School District No. 194.
- B. While the school board retains its authority to make final decisions on the selection of learning resources, the school board recognizes the expertise of the professional and the vital need of such staff to be primarily involved in the recommendation of learning resources. Accordingly, the school board delegates to the Director of Curriculum, Instruction, and Assessment the responsibility to direct the professional staff in formulating district-wide recommendations to the School Board regarding learning resources.
- C. The Director of Curriculum, Instruction, and Assessment shall be responsible for keeping the School Board informed of progress on the part of the staff and others involved in the selection and adoption of learning resources during a major curriculum adoption.
- D. The Director of Curriculum, Instruction, and Assessment shall present a recommendation to the School Board on the selection of learning resources after completing a review process during a major curriculum adoption.
- E. While selection of learning resources involves many persons (administrators, teachers, students, community persons, resource center personnel), the responsibility for coordinating the selection of building-specific learning resources and making the recommendation for building-specific purchases rests with the building principal and licensed personnel. These resources shall be aligned with district selections.

## **VI. CRITERIA FOR SELECTION OF LEARNING RESOURCES**

- A. The following criteria will be used as they apply:
1. Learning resources shall support and be consistent with the general educational goals of the state and the district, and the aims and objectives of individual schools and specific courses.
  2. Learning resources shall be chosen to enrich and support the curriculum and the instructional needs of the individual school based upon knowledge of the existing collection.
  3. Learning resources shall meet high standards of quality in presentation, physical format, educational significance, readability, authenticity, artistic quality/literary style, and factual content.
  4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
  5. Learning resources shall be designed to provide a background of information which will motivate students and staff to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
  6. Learning resources shall provide information on opposing sides of controversial issues so that users may develop the practice of critical analysis.
- B. The selection of learning resources on controversial issues should be directed toward maintaining a balanced collection representing various views. Learning resources should clarify historical and contemporary issues by objectively presenting and analyzing social and economic problems.
- C. District 194 does not encourage or promote the selection of learning resources which are patently offensive to prevailing standards in the adult community and/or which lack serious literary, artistic, political or scientific value for students. In addition, the District does not encourage or promote the selection of materials which are obscene to minors, are pervasively indecent or vulgar, contain indecent or vulgar language, depict sexually explicit acts or deface a person's character, race, religion or ethnic origin.

## VII. PROCEDURES FOR SELECTION OF LEARNING RESOURCES

A. In selecting learning resources, licensed instructional personnel will evaluate available resources and curriculum needs and consult reputable, professionally prepared selection aids and other appropriate sources to guide decisions. Among sources to be consulted for favorable review are:

1. Bibliographies (latest edition available, including supplements):

American Historical Fiction  
Basic Book Collection for Elementary Grades  
Basic Book Collection for Junior High Schools  
The Best in Children's Books  
Children and Books  
Children's Catalog  
Elementary School Library Collection  
European Historical Fiction and Biography  
Guide to Sources in Educational Media  
Junior High School Catalog  
Reference Books for School Libraries  
Senior High School Catalog  
Subject Guide to Children's Books in Print  
Subject Index to Books for Intermediate Grades  
Subject Index to Books for Primary Grades  
Westinghouse Learning Director

And as a part of the vertical file index, other special bibliographies, many of which have been prepared by educational organizations for particular subject matter areas.

2. Current Reviewing Media:

AASA Science Books and Films  
American Library Association for Children's Books  
Bulletin of the Center for Children's Books  
Horn Books  
Kirkus Reviews  
Previews  
School Library Journal  
Wilson Library Bulletin

Other reputable selection sources will be consulted as appropriate.

- a. Learning resources will be examined and previewed prior to purchase whenever possible. Such preview should occur prior to affixing District

ownership marking and approval for final payment.

- b. Learning resources accepted as gifts or donations and those not owned by the District shall be previewed and judged by the criteria outlined in this policy and accepted or rejected on that basis.

*Legal References:* Minn. Stat. § 120B.11, Subd. 2 (Adopting Policies)

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)

Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)

MSBA Policy 603

F230 Reconsideration of Learning Resources

F231 Parental Involvement in Curriculum-Content Review/Objection