

### 2530 RESOURCE MATERIALS

#### I. Statement of Policy

The policy of the Rumson Borough Board of Education 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 teachers.

#### II. Definition

“Resource materials” are all those sources of information for the use of pupils that have not been designated as textbooks and generally must be shared by individual pupils. Resource materials include reference books, fiction and nonfiction books, maps, audio and audio-visual materials, CD ROM’s, pamphlets, periodicals, pictures, movies, and on-line references. Resource materials may be maintained in classroom library collections and/or in the school library or media center.

#### III. Objectives of Selection

- A. For the purposes of this statement of policy, the term “learning resources” will 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. Learning resources include textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, games, globes, kits, maps, models, periodicals, pictures, realia, slides, sound recordings, transparencies, electronic media, movies, and online databases.
- B. The primary objective of learning resources is to support, enrich, and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional 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.
- C. The Board of Education shall provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include reference books, other supplementary titles, maps, library print and non-print materials, movies, and other sources of information for use by pupils that are not designated as textbooks.
- D. The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:



1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;
  2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking;
  3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;
  4. Materials will be factually accurate and of genuine literary or artistic value;
  5. Materials will be of a quality and durability appropriate to their intended uses and longevity;
  6. Materials will relate to, support, and enrich the courses of study adopted by the Board.
- E.** The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.
- F.** The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. Any request for the removal of resource materials will be governed by Policy No. 9130, on public complaints.
- G. Selection Process**
1. The Principal in each school building will accept the written requests of teaching staff members for new and revised reference materials or movies. Each request should include the:
    - a. Name and originator of the work;
    - b. Its publisher or distributor;
    - c. A brief description of the material, and
    - d. The reason for the request, including the relevance of the material to the instructional program.



2. All recommendations will be forwarded to the Principal for consideration. The Principal, media specialist and/or Principal designee may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.
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4. The Principal, media specialist and/or Principal or designee will measure each recommendation against the standards for selection (see paragraph D) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
5. The media specialist or Principal designee is responsible for the evaluation and recommendation for selection of library materials under the direction of the Principal.
6. The Principal will present to the Superintendent a list of recommended purchases. The list will include multiple copies of material for which a high level of interest and need is anticipated.
7. A complaint about reference materials shall be handled in accordance with Policy No. 9130 and Regulation No. 9130.

Parents who wish, may, through an appointment arranged for by the school principal, be permitted to examine the titles and, if they wish the content of the district's supplementary books and materials for any or all of the curriculum offerings provided for their children.

Such arrangements shall be made so that they will provide the least disruption to the orderly processes for the functioning of the schools. A person designated by the Principal shall accompany the parent to show the material and to explain the plans and rationale for its use if any item is questioned.

The parent may, in writing, request that his child not be provided with specific supplementary books or materials, which shall be identified by title. Such a list must be renewed yearly, since items for which a child might be considered too immature at one age might be appropriate at another. It is entirely possible, as well, that the parents' values may change.



# POLICY

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In any event, the parent will bear full responsibility for the results of any restriction imposed.

Procedures for implementing this policy will be prepared by the administration and be made known and available by inclusion in all teachers' handbooks.

Adopted: 28 November 2012

Revised: 19 June 2013

