

**Administrative Guidelines**  
**Criteria For Selection Of Textbook & Instructional Materials**  
**Wrightstown Community School District**

- A. The general criteria for the selection of commercially produced material for the instructional program are:
  - a. The material shall be appropriate in terms of reading level and content with respect to the students with whom the material is to be used.
  - b. The material shall be of high literacy and grammatical quality, as well as illustrating basic skills and concepts clearly.
  - c. The material shall not contain any language, references or inferences that would be morally, gender, ethically or racially objectionable to the general public in the school district.
  - d. The material shall provide for a balanced reflection showing different sides of the issue.
  - e. The material shall be of good construction and reflect good workmanship that would make the material durable for use.
  - f. The material shall be timely and contain current data and information.
  - g. Textbooks selection shall be based on a curriculum scope/sequence developed jointly by department, curriculum advisory committee members and administration.
  - h. The purchase of texts and supplies should basically follow the "cycle" included in the district's curriculum/development plan.

**CRITERIA FOR SELECTION FOR OTHER MEDIA MATERIALS**

- A. Needs of the individual school based on knowledge of curriculum and of existing collection are given first consideration. Favorable recommendations and requests from faculty and students are considered.
- B. All materials, including print, non-print, and electronic media, will be purchased based on the following criteria:
  - a. Favorable reviews found in reputable, professionally prepared selection aids such as retrospective bibliographies and current reviewing media
  - b. Educational significance
  - c. Overall purpose
  - d. Organization of contents
  - e. Freedom from stereotyping
  - f. Timeliness and permanence
  - g. Quality of the writing/production
  - h. Readability and popular appeal
  - i. Authoritative, valid, and objective treatment
  - j. Reputation and significance of the author/artist/composer/producer/publisher/etc.
  - k. Durability of format and price.
  - l. Technical qualities as applies including, but not limited to, sound clarity, graphics, compatibility to current systems and hardware, ease of installation and maintenance, ability to network, availability of user manuals and of support services by vendor.

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**PROCEDURES OF SELECTION AND COLLECTION MAINTENANCE**

- A. Selection:
  - a. Based on an analysis of the current collection and curricular needs, the media professional will select materials using the following procedures:
    - i. Requests, suggestions and reactions for the purchase of materials will be gathered from staff to the greatest extent possible and students when appropriate.
    - ii. Reviews of proposed acquisitions would be sought in the literature of reputable professional organizations and others reviewing sources recognized for their objectivity and wide experience. Materials will be examined by professional staff, to extent necessary or practicable, to apply the above listed criteria for selection.
- B. Gifts of material are accepted provided:
  - a. They meet the same standards of selection as applied to original purchases.
  - b. They can be integrated into the collection.
  - c. The media staff may dispose of the gift at their discretion if it is out-of-date, in poor physical condition, or no longer of value to the collection.
- C. Library Content Review and Update: Selection is an ongoing process, which includes the removal of materials no longer appropriate and the replacement of lost and worn materials that still have educational value. The removal of materials from the collection will take place at the discretion of the media professional based on the following criteria:
  - a. Cost of repairing worn or damaged materials which exceeds its value.
  - b. Outdated materials that are inaccurate or no longer meet selection criteria.
  - c. Circulation statistics show that material is no longer used due to curricular revisions or change in student interests.
  - d. The evaluation, inventory, and replacement of materials in the collection on a yearly basis to ensure a maintained collection that meets the objectives and criteria established in the selection policy.
  - e. Removed materials will be given to students free of charge where appropriate.
- D. Lost or damaged material:
  - a. These shall be replaced and repaired at the expense of the students who checked out the material.