

Board of Education Policy 3.6110/3.6120  
Administrative Procedure

Instructional Resources

It is the policy of the Catawba County Schools to select resources that support the educational goals and objectives of the system. These resources are provided in order to implement, enrich, and support the education program for the students.

**Definition of Instructional Resource**

An instructional resource is defined as being any type of print or non-print resource with accompanying equipment used to implement and enhance the instructional program in grades pre-K through 12.

**Responsibility for Selecting Instructional Resources**

In accordance with PUBLIC SCHOOL LAWS OF NORTH CAROLINA, **General Statute 115C-98(b)**, "Local boards of education shall adopt written policies concerning the procedures to be followed in their local administrative units for the selection and procurement of supplementary textbooks, library books, periodicals, and other instructional materials needed for instructional purposes in the public schools of their units." The Catawba County Board of Education, at all times, has the sole authority and discretion to select instructional resources. *Board Policy 3.6110* establishes the policy for the Catawba County Schools. The Board delegates the responsibility for the selection of instructional resources to the professional personnel in the administrative unit. When selecting resources, the professionals involved shall adhere to the objectives and criteria established in this policy. Staff who select and use instructional resources not owned by the school system shall also adhere to the objectives and criteria stated in this policy.

The selection of textbooks is the responsibility of the professional staff in each school as outlined in *Board Policy 3.6120*.

Each school shall have a Media Technology Advisory Committee (MTAC). The Media Technology Advisory Committee is appointed by the principal and chaired by the media coordinator. This committee includes the principal or his/her designee, teachers representing each subject area or grade level, a technology representative, one or more students (if maturity level is appropriate), and one or more community representatives. Under the leadership of professional media personnel, this group sets priorities for resources to be acquired based on school wide goals and objectives and on strengths and weaknesses in the existing collection. It is also the first level of response to any challenge of resources.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **Objective for Selecting Resources**

The primary objective of instructional resources is to support and enrich the curriculum of the school. To this end, the Catawba County Board of Education, in keeping with *Board Policy 3.6110*, the ideas expressed in the “Library Bill of Rights” and with the concept of academic freedom outlined in *Board Policy 3.1100*, assert that resources provided shall support and enrich the curriculum by accommodating a wide range of abilities and respecting diverse points of view.

## **Criteria for Selecting Resources**

Teaching and learning styles, the curriculum, and the existing resources are given consideration in determining the needs in individual schools.

After a careful needs assessment, resources considered for acquisition are judged on the basis of the following criteria:

- Purpose: Overall purpose and its direct relationship to instructional objectives/curriculum
- Reliability: Accurate, authentic, up-to-date, authoritative
- Treatment: Clear, skillful, well-organized, unbiased, comprehensive, well-balanced
- Technical Quality: Relevant to content, sound and visuals consistent with state-of-the-art capabilities
- Format: Well-organized, attractive, appropriate
- Construction: Durable, manageable
- Intended Use: Individual, small group, large group, introduction, in-depth study, curriculum support, remediation, enrichment

## **Procedures for Selecting and Maintaining Instructional Resources**

- Professional personnel shall evaluate available resources, assess curricular needs, consider networking arrangements, and consult reputable, professionally prepared selection aids and other appropriate sources. The actual resource shall be examined whenever possible.
- All network software must be reviewed and approved by the Technology Department before purchasing.
- Recommendations for purchase involve administrators, teachers, students, district personnel and community persons, as appropriate.
- Donated resources shall meet the criteria outlined in this policy.
- Selection is an ongoing process. It includes adding new resources to support the curriculum and users’ needs, the removal of resources no longer appropriate, and the replacement of lost and worn resources still of educational value.