

REGULATION GUIDE

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Resource Materials
Nov 25

[See POLICY ALERT No. 236]

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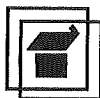
R 2530 RESOURCE MATERIALS

A. Definition

“Resource materials” **means** ~~are~~ all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, **but are not limited to**, reference **materials** ~~books~~; fiction and nonfiction books; maps; audio and audio-visual materials; ~~CD-ROM’s~~; pamphlets; periodicals; pictures; ~~and~~ on-line references; **other supplementary titles; and other sources of information for use by students that are not designated as textbooks.** Resource materials **are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535** ~~may be maintained in classroom library collections and/or in the school library or media center.~~

B. Selection Process

1. **The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member’s school building.** ~~The _____ in each school building will accept the written requests of teaching staff members for new and revised reference materials.~~ Each **written** request should include the:
 - a. **The nName** and originator of the **resource material**; ~~work~~;
 - b. **The Its** publisher or distributor;
 - c. A brief description of the **resource** material; and
 - d. The reason for the request, including the relevance of the **resource** material to the instructional program;



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2. All **written requests** ~~recommendations~~ will be forwarded to the **Superintendent or designee** _____ for consideration; **and**, The _____ will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.
3. ~~The _____ may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.~~
34. The **Superintendent or designee** _____ shall **evaluate** ~~will measure~~ each **written request recommendation** against the **selection** standards ~~for selection as outlined in (see C. below paragraph C)~~ and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
45. The _____ ~~will present to the Superintendent or designee~~ **will develop** a list of recommended purchases, ~~no later than _____ each year.~~ The list **may** ~~will~~ include multiple copies of **resource** materials **when** ~~for which~~ a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth **below**: ~~in Policy 2530, repeated here.~~

1. **Resource** ~~m~~Materials will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever **appropriate possible**, **resource** materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.



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3. Wherever **appropriate** possible, **resource** materials will **include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7** ~~represent the many religious, ethnic, and cultural groups and their contributions to American heritage.~~
4. **Resource m**Materials will be factually accurate, **as appropriate**, and of genuine literary or artistic value.
5. **Resource m**Materials will be of a quality and durability appropriate to their intended uses ~~and longevity.~~
6. **Resource m**Materials will relate to, support, and enrich the **curriculum** ~~courses of study~~ adopted by the Board **of Education.**
7. **Resource materials will support the New Jersey Student Learning Standards.**
8. _____
9. _____
10. _____

D. Periodic Removal of **Resource** Reference Materials

1. The **Superintendent or designee** _____ **shall will** conduct a periodic review of **resource materials** ~~reference collections~~ for their:
 - a. Continuing usefulness;;
 - b. Relevance to the curriculum **and the New Jersey Student Learning Standards;;**
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments;; and
 - d. Balance of content, types of **resource** materials, and manner of presentation.



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e. _____

f. _____

2. Standard **resource** materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated **resource** materials and **resource** materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.
4. **Any request by an individual for the removal of resource materials will be governed by** ~~A complaint about reference materials shall be handled in accordance with~~ Policy and Regulation 9130.

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