

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 616 – Instructional Materials Selection

1.0 Purpose

The purpose of this policy is to provide direction for selection of all instructional materials.

2.0 Statement of Policy

Selection of instructional materials shall be in alignment with our District vision and support District policies related to curriculum.

3.0 Definition: Instructional Materials

Instructional materials are defined as all print and non-print materials used in the education of students. This includes, but is not limited to: (a) all materials used in the classroom and in extracurricular activities; (b) all materials in media collections--print, non-print, and online resources including recommended web sites and subscription databases.

4.0 Responsibility for Selection

4.1 The curriculum review teams and staff are responsible for the selection of instructional materials. Selection of materials adopted district wide will be made with input from teachers, students, administrators, other staff members and community members.

4.2 Library Materials

The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials. The procedures for selection and reconsideration set forth in this policy will be administered by:

4.2.1 a licensed library media specialist under Minnesota Rules, part 8710.4550;

4.2.2 an individual with a master's degree in library science or library and information science; or

4.2.3 a professional librarian or a person trained in library collection management.

5.0 Criteria for Selection

5.1 Instructional and library materials shall support and enrich the curriculum as defined in our District policies related to curriculum.

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- 5.2 Selection of instructional and library materials shall take into consideration the varied interests, abilities, learning preferences, and maturity levels of all students.
- 5.3 Instructional and library materials shall provide multiple viewpoints on issues, including current and historically absent and counter narratives, so that students may develop the skills of critical analysis and informed decision making.
- 5.4 Instructional and library materials shall stimulate growth in knowledge and strive to develop the love of learning.
- 5.5 In making all instructional and library materials recommendations, staff will strive to place principle above personal opinion and reason above prejudice.
- 5.6 Instructional and library materials shall advance implementation of the district's Equity Vision, address inequities identified in program review, and promote an appreciation of all differences based on respect for self-worth, dignity, and personal value of each individual.
  - 5.6.1 Instructional and library materials will authentically embed and integrate the representation of current and historically marginalized groups.
  - 5.6.2 Instructional and library materials shall reflect diverse cultural values and beliefs of a pluralistic society.
- 5.7 Instructional and library materials shall be selected with consideration of, but not limited to, the following:
  - 5.7.1 Evidence of impact on student learning, as available
  - 5.7.2 Standards identified in program design
  - 5.7.3 Accuracy of material
  - 5.7.4 Inclusive of absent and counter narratives
  - 5.7.5 Representation of current and historically marginalized groups
  - 5.7.6 Organization and presentation of content
  - 5.7.7 Timeliness of materials
  - 5.7.8 Readability and/or appropriateness of reading level

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5.7.9 Authenticity

5.7.10 Aesthetic values

5.7.11 Literary appreciation and style

5.7.12 Budgetary constraints

5.7.13 Support reading for pleasure

6.0 Instructional and library materials shall be reviewed on an on-going basis, consistent with District policies and procedures related to curriculum and collection development.

Adopted: 10-14-86  
Revised: 12-11-07  
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