INSTRUCTION

Evaluation and Selection of Instructional Materials

I. The purpose of this regulation is to establish responsibilities, procedures, and methods for the evaluation and selection of instructional materials.

II. The goal of selection is to provide instructional materials that support the total educational program and reflect the principles of intellectual freedom and the students’ right to information.

III. This regulation is applicable to all personnel involved in the selection and management of instructional materials.

IV. Instructional materials shall be defined as all resources, book print and non-book print supplied by the Prince William County School Board, which are used to support the curriculum and the instructional program.

Instructional materials include:

Books: library, reference, supplementary
Films
Prints and Graphics
Newspapers and magazines
Maps, globes, and charts
Electronic media resources – web sites, databases, computer software
Audio/Video: Cassette (audio, video discs, video cassette)

V. Regulations for the selection of textbooks are covered under Regulation 653-2.

VI. The selection of instructional materials is a shared responsibility and involves many people, including librarians, teachers, students, supervisors, administrators, and community persons.

A. The certified library personnel are responsible for coordinating and recommending the selection and purchase of all instructional materials in the library media center. They shall provide consultation services which may include providing selection data, advising on duplication of purchases and assisting in the selection process.
B. The curriculum supervisors are responsible for coordinating and recommending the selection and purchase of resources that support their content area. Supervisors shall use the appropriate approval form, Attachment A.

VII. In selecting materials for purchase, professional personnel responsible for purchase shall:

A. Consider the instructional goals developed at both the county and building level.

B. Review school programs and student populations.

C. Evaluate the existing collection of instructional materials.

D. Consult specialists from all departments and/or all grade levels, administrators, students, parents, and other members of the community.

E. Consult reputable, professionally prepared selection aids with reviews and/or selection aids which carry statements of recommendation. Recommendation by two sources may be considered as strong evidence for purchase. The purchase of all materials should conform to established purchasing procedures.

F. Emphasize a selection cycle compatible with curriculum review, revision, and textbook adoption.

G. Include a variety and balance of formats.

VIII. All materials shall be considered on the basis of the relationship and importance to the approved curriculum based on the following criteria:

A. Importance of the subject matter

B. Relevance over time

C. Quality of the writing/production

D. Readability and student appeal

E. Credibility of source

F. Freedom from bias
G. Format and price

H. Developmental appropriateness

IX. Instructional materials used by the teacher from sources other than Prince William County Public Schools shall be subject to the same criteria and other considerations as materials officially selected and shall be approved by the principal (see Attachment A). At least two members of the building staff shall preview and evaluate new instructional materials prior to their purchase. The completed evaluation form shall be kept on file in the building, with a copy sent to the Office of Student Learning and Professional Development.

X. Gift materials are judged by the same selection standards as purchased materials and accepted or rejected by these standards as per Regulation 423-1.

XI. Materials identified as sensitive must be approved following the procedures identified in Regulation 653-1.

The school principal and the appropriate Area Associate Superintendent are responsible for implementing and monitoring this regulation.
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
INSTRUCTIONAL RESOURCES EVALUATION FORM

Title of Resource _______________________ Copyright/Production Date ____________
Author of Resource ________________________________________
Type of Resource ______________________ Producer/Distributor__________________
Request Initiated By: _____________________________________________________________________

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<th>NAME</th>
<th>POSITION</th>
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Please rate the material for content and organization ____________
(E = Excellent  G = Good  F = Fair  P = Poor)

Please rate the material for production quality ____________
(E = Excellent  G = Good  F = Fair  P = Poor)

Please rate the material as basic to or supplemental to the curriculum ___________
(E = Excellent  G = Good  F = Fair  P = Poor)

Please indicate recommended level ____________
P = Primary  I = Intermediate  M = Middle  S = Senior  C = College
K 1 2  3 4 5  6 7 8  9 10 11 12  A = Adult

Please indicate  N = New, A= Alternate, R= Replacement ________________

Comprehensive Recommendation ____________
(1) Highest Priority  (3) Complementary
(2) Necessary  (4) Not Recommended

Should the material be restricted to Subject Area (S) or Grade Level (G)?
If Yes, What and Why?

________________________________________________________________________

Do you feel that this material is sensitive*?  If Yes, What and Why?

________________________________________________________________________

*Sensitive in this instance is defined as being in conflict with values, mores, and philosophies
of a significant group of parents of children whom the materials are intended.

Comments:

Distribution (1) Administration  (2) Instruction  (3) Learning Resource  (4) Distributor