



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

361-Rule

Selection Guidelines

Criteria for Selection

Educational goals of the Board, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and networking arrangements must be considered in developing the media collection.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. The District actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

The following criteria shall be used for the evaluation and selection of instructional materials:

Instructional materials should:

- a. Be relevant to today's world.
- b. Represent artistic, historic and literary qualities.
- c. Reflect problems, aspirations, attitudes and ideals of a diverse society.
- d. Be an accurate, authentic and reliable representation of the given information.
- e. Contribute to the objectives of the instructional program.
- f. Make significant and long-term contribution to the existing collection.
- g. Be appropriate to the level of the user.
- h. Represent all aspects of differing viewpoints.
- i. Provide a stimulus to creativity.
- j. Be written, produced and published by authoritative and reputable individuals or groups.
- k. To provide materials representing the variety of communication formats, to accommodate individual learning styles.

Donated Materials

Materials that are donated to the district become the property of the school with no stipulations attached. As such, donated materials will be held to the same criteria as purchased materials and used, shelved, or disposed of based on Selection Policy.

Procedures for Selection

In selecting materials for instructional programs, the appropriate ~~personnel~~ **staff and administration** will evaluate the existing instructional materials, assess curricula needs, examine new materials, consult reputable, professionally prepared selection tools and solicit recommendations from faculty, administrators and students. Parents, students and other citizens are also encouraged to recommend instructional materials. The selection of instructional materials shall be continuously reviewed in order to keep up with the great expansion of knowledge and the rapid changes going on in our world.

Disposal of Instructional Materials

To maintain quality instructional materials, it is necessary to discard items regularly. Reasons for discarding include:

- a. Condition of the item.
- b. Items that have had very little circulation in the past 5 years.
- c. Currency/datedness/accuracy of content/relevance to the curriculum.
- d. Inferior or faulty visual and sound quality.
- e. No longer meets the needs of the students and faculty

When instructional materials are to be discarded, the district may make these items available to the area community libraries or other educational agencies. If there is no interest in said items, any remaining items will be discarded at the discretion of appropriate personnel.

APPROVED: August 12, 1982

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REVISED: October 12, 2017

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