

REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

PROGRAM
R 2530 page 1 of 2
Resource Materials

2530 RESOURCE MATERIALS

A. Definition

"Resource materials" are all those sources of information for the use of pupils that have not been designated as textbooks and generally must be shared by individual pupils. Resource materials include reference books, fiction and nonfiction books, maps, audio and audio-visual materials, pamphlets, periodicals, and pictures. Resource materials may be maintained in classroom library collections and/or in the school library or media center.

B. Selection process

1. The Librarian in each school building will accept the written requests of teaching staff members for new and revised reference materials. Each request should include the
 - a. Name and originator of the work,
 - b. Its publisher or distributor,
 - c. A brief description of the material, and
 - d. The reason for the request, including the relevance of the material to the instructional program.
2. All recommendations will be forwarded to the Librarian for consideration. The Assistant Superintendent will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.
3. The Librarian will measure each recommendation against the standards for selection (see ¶C) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
4. The Librarian will present to the Business Administrator a list of recommended purchases once each year. The list will include multiple copies of material for which a high level of interest and need is anticipated.



REGULATION

HIGH POINT REGIONAL
HIGH SCHOOL DISTRICT

PROGRAM
R 2530 page 2 of 2
Resource Materials

C. Removal of reference materials

1. The Librarian will conduct a periodic review of reference collections for their
 - a. Continuing usefulness;
 - b. Relevance to the curriculum;
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments; and
 - d. Balance of content, types of material, and manner of presentation.
2. Standard materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated materials and materials no longer relevant to the curriculum may be withdrawn from the collection on Board approval.
4. A complaint about reference materials shall be handled in accordance with Policy No. 9130 and Regulation No. 9130.

Adopted: 18 December 1995

