

Regulation IJL

Las Cruces Public Schools

Related Entries: IJL; IJL-E1, IJL-E2, IJL-E3; IGAD

Responsible Office: Associate Superintendent for Instruction

LIBRARY MATERIALS SELECTION AND ADOPTION

I. PURPOSE

The purpose of this regulation is to implement the Las Cruces Public Schools Board of Education's policy of providing textbooks and related instructional materials, both print and electronic, that support the school district curriculum, and establishing responsibility and procedures for compliance with statutory and regulatory requirements.

II. PROCESS

The Associate Superintendent for Instruction or designee shall coordinate the process of evaluating and selecting instructional materials, establish guidelines for the review and selection of instructional materials by the Instruction Department, and maintain a comprehensive file of evaluation decisions for all instructional materials.

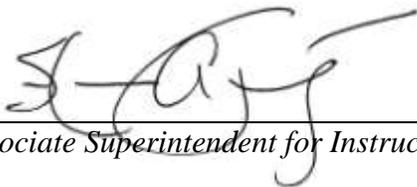
The following process shall be followed:

- A. The selection of library materials within each school shall be the responsibility of the school principal or his or her designee, generally the Associate Librarian in elementary schools and the Library Media Specialist in secondary schools, herein after referred to as "librarian."
- B. The principal shall encourage the librarian or other designee to form a committee to review and make recommendations regarding the selections made for that school library by the librarian.
 1. The committee may be comprised of other members of the school staff, parents, students and school volunteers. The chairman of the committee shall be selected by the school librarian, with the consent of the principal.
 2. Standard selection tools and reliable guides should be consulted, and whenever possible, other sources should be reviewed before purchase.
- C. The librarian shall rely upon his or her education, training, knowledge and experience in the selection of library and supplemental materials appropriate to the abilities and needs of the students in his or her school.
- D. The librarian shall collaborate with teachers, administrators and other staff in his or her school regarding standard selection tools and guides for the selection of materials. This may include the preparation of bibliographies to aid in the selection process.

- E. After the selection of library materials is made, the following shall apply:
1. Each school library's materials order shall be reviewed, signed and dated by the school principal and sent to the K-12 library specialist in the Department of Instruction.
 2. The K-12 library specialist will review the order for age and materials appropriateness, initial the order, and send to the director of Elementary Instruction or the director of Secondary Instruction for signature.
 3. The K-12 library specialist in the Department of Instruction will send the order back to the school secretary for purchasing of materials.
 4. If requested materials are deemed questionable by the K-12 library specialist, the school librarian shall be notified by the K-12 library specialist, who shall recommend appropriate changes or alternate materials, prior to sending the order to the school secretary for purchasing.
- F. The LCPS Materials Management Department shall be responsible for receiving, processing, and distribution of all material that shall be placed in the school library.

History: Formerly Procedure 427; revised 07.01.99, 09.29.09; revised 03.22.11

Legal Reference:



Associate Superintendent for Instruction

September 29, 2009

Date Approved