

	ADMINISTRATIVE PROCEDURE	
	Approval Date February 2006	Replacing All previous procedures
	Review Date 2011	Page 1 of 2
	Contact Person/Department Superintendent of Program	Identification ES – 5012 AP

NON-TEXTBOOK LEARNING RESOURCES

- 1.0** Based on the Canadian Library Association’s statements on intellectual freedoms, principals and librarians will keep in mind the following guidelines when supervising the selection of, or when selecting, resource materials.
- 1.1 Schools shall provide materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and age of the pupils.
 - 1.2 Schools shall provide materials that will stimulate growth in knowledge, literacy appreciation, aesthetic values and ethical standards.
 - 1.3 Schools shall provide a broad range of information which will enable students to make intelligent judgements in their daily lives.
 - 1.4 Schools shall place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the library.
 - 1.5 Schools have a responsibility to foster reading as a life-long activity through pleasurable exposure to printed material.
- 2.0** To achieve this end, the principals/librarians will attempt to acquire and make available the widest variety of material for student use. The material shall be selected according to the criteria in 5.0 below.

- 3.0** Challenges regarding non-textbook learning materials shall be dealt with according to the guidelines established in the attached procedure.

4.0 SELECTION OF NONTEXTBOOK LEARNING MATERIALS

Materials will be selected for schools by teachers/librarians, and/or department heads, in consultation with the principal. The selection decision shall be in accordance with the guidelines and criteria that follows in 5.0.

The ultimate responsibility for ensuring the guidelines are followed remains with the principal.

5.0 SPECIFIC CRITERIA FOR SELECTION OF LEARNING MATERIAL FOR SCHOOLS

The following criteria shall be used:

- 5.1 The content shall be logically and clearly organized.
- 5.2 The library collection shall contain material which, in its content and style, is appropriate for the interests, ages, reading levels, and social and emotional maturity of the students in that school.
- 5.3 The material will support learning outcomes.
- 5.4 Materials will reflect the issues of social concern and present a wide range of points of view. The collection as a whole should reflect our pluralistic society and the many contributions made by men and women, minority, and ethnic groups. Material should promote understanding of other cultures and other lifestyles. It should be designed to motivate staff and students to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights, and privileges in society.
- 5.5 Material shall provide for growth not only in factual knowledge but also literary and aesthetic appreciation.
- 5.6 Material selected will include quality books and other items by Canadians who represent the creative and artistic talent of our nation.