

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

The BOCES and component districts' instructional programs are enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of students, staff, and component districts.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, BOCES regional collection, or elsewhere in the component district or BOCES. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is cataloged and processed as part of the BOCES regional collection or library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program. Textbooks include:
 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 2. Courseware or other content-based instructional materials in an electronic format.

Overview of Instructional MaterialsTextbooks

The District Superintendent will work with BOCES administrators and instructional staff to determine what textbooks should be used as part of the BOCES' instructional program. Upon the recommendation of the District Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

(Continued)

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

The BOCES will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

The BOCES participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the BOCES participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the BOCES will provide them.

Library Materials

The BOCES will establish and maintain a regional collection (databases, ebooks, streaming videos, etc.) which will contain library materials. The collection will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum for BOCES programs and component districts or through cross contracts as needed. The BOCES will employ certified school library media specialists in accordance with specific standards contained in regulation.

The Board delegates its authority to designate library materials to be used in the BOCES to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the School Library System Director, the District Superintendent, other BOCES administrators, component districts, instructional staff, the Board, students, and/or community members to identify, order, and organize library materials.

When appropriate, BOCES programs will utilize shared services from the BOCES regional collections to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

(Continued)

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

Objectives in the Selection of Instructional Materials

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the BOCES' instructional programs and component district classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support these instructional programs, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the BOCES and component districts' curriculums and instructional programs, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

Typically, collections of library resources (databases, streaming videos, ebooks, etc.) are purchased as bundles. When this occurs, it is not possible to review all resources contained in the bundle. Instead, the bundles are evaluated as a whole. Prior to use, teachers must review any resources being utilized from a BOCES regional collection or library media center for instruction.

(Continued)

Instruction

**SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL
MATERIALS (Cont'd.)**

20 USC Sections 1412, 1474, and 6311

34 CFR Section 300.172

34 CFR Part 300, Appendix C

Education Law Sections 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602

8 NYCRR Sections 91.1, 91.2, 100.1, and 200.2

NOTE:

Adoption Date