

TEXTBOOK SELECTION AND ADOPTION**Guidelines for Selection of Textbooks and Other School Instructional Materials**

1. Content should be consistent with curriculum goals and should be accurate, topical and up-to-date. The authors should be qualified and the publishers, artists, composers and producers responsible.
2. Selected textbooks should be free from bias and content that depicts either man or woman, or any economic, racial, cultural, religious, or ethnic segment of the population as more or less worthy, more or less capable, more or less important in the mainstream of American life.
3. Media, subject matter, vocabulary, and approach should be suitable for the experience and maturity of the audience and for the intended use of the materials.
4. Style and presentation of material should be clear, understandable, creative, and stimulating.
5. Presentation of material should be well-organized, logical, and understandable. Illustrations, charts, and graphs should be used to present data where needed. Index, footnotes, glossary, and references should be adequate.
6. Evaluation reports should provide evidence of the effectiveness of the texts or other materials being evaluated. Professional reviews should support the use of materials.
7. Materials should be durable, cost-effective, and appealing. Type of media, sound, color, size, and design should be appropriate.
8. Materials should be selected which have lasting value to the collection.
9. Multiple copies of outstanding and much-in-demand media should be purchased as needed.
10. Worn or missing standard items should be replaced periodically.
11. Materials no longer useful should be withdrawn.
12. Sets of materials and materials acquired by subscriptions should be examined annually and purchased only to fill a definite need.

13. Salespersons should have received permission from the director of instruction prior to reporting to the building principals and subsequent contact with other school personnel.
14. Donated materials should be accepted only if they meet the same criteria as purchased materials, and they should be accepted with the understanding that their disposition and use are to be determined by appropriate staff members.