

**Policy Statement #2305 (Instruction) of the Board of Education  
Regarding Selection and Purchase of Materials of Instruction and Library Materials**

I. Purpose

- A. To ensure that instructional and library materials are related to the adopted curriculum and are consistent with the mission of Calvert County Public Schools
- B. To ensure that Calvert County Public Schools' staff has access to a wide range of instructional and library materials to support classroom instruction
- C. To ensure that Calvert County Public Schools' students have access to a wide range of materials that support curricular learning, the pursuit of personal interests, and information literacy

II. Definitions

- A. Curriculum - A set of documents that describes what local, state, and national standards will be taught and establishes how those standards will be taught and assessed in a course of study.
- B. Materials of Instruction - Instructional materials that are locally developed or selected by CCPS instructional staff to support district curriculum. These materials may include print and non-print resources such as textbooks, novels, background materials, workbooks, and digital resources which support the curriculum.
- C. Library Materials – print and non-print materials available in the Calvert County Public Schools libraries.

III. Policy Statement

- A. The Calvert County Board of Education recognizes its responsibility for the selection and acquisition of instructional materials including textbooks, classroom materials, library materials, and computer software and applications in accordance with current state law. The Board further recognizes that the instructional materials selected must provide content that is accurate, current, and challenging to all students.
- B. The Board of Education further recognizes the inherent value of libraries to an educational entity. By providing access to well-managed resources, school libraries enable academic knowledge to be linked to deeper, personalized learning. The expanded learning environment of the school library ensures the unique interests and needs of individual and diverse students are met. Effective school library programs prepare students for college, career, and community.
- C. To that end, the Calvert County Public Schools will support and maintain libraries for use by Calvert County Public Schools' students and staff. Furthermore, the Board of Education supports the American Library Association's belief that "school library programs encourage students to examine the authority of authors and the bias of

sponsors; to assess the importance of currency of information to the topic at hand; to determine the scope and relevance of information to meet their needs; and to create and share new ideas, resources, products, and information. This instruction occurs best in the context of the school curriculum where students are guided by a standard of excellence set by their classroom teachers in collaboration with the school librarian.” To accomplish this, the Board directs that a process exists to guide the selection, procurement, and, if necessary, removal of library media materials to ensure an appropriate collection of resources for use in libraries.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective March 8, 2018.