CURRICULUM MATERIALS CENTER: SELECTION POLICY

Purpose

The Library maintains a Curriculum Materials Center which has as its primary purpose the provision of materials and assistance to students and faculty of the University’s Teacher Education programs.

Function

The function of the Curriculum Materials Center is to make readily available for inspection, evaluation, and implementation educational materials for use with preschoolers through twelfth graders. Adult Basic Education materials are also included. The material supports the University curriculum.

Personnel

A. Librarians – The Curriculum Librarian’s primary assignment is the development, staffing, maintenance, and operation of the Curriculum Materials Center. All other librarians are indirectly responsible for the Curriculum Materials Center.

B. Support Staff – The support staff must be trained to perform appropriate duties and activities.

Services

The Curriculum Librarian provides specialized services for the Center, including reference service, collection development, readers’ advisory services, and classroom instruction in the use of the Curriculum Materials Center and its materials.

Clientele

The clientele or service population is essentially the same as that of the rest of the library. However, the Center has a heavy concentration of education students and faculty, and local teachers.

Role of Teacher Education Faculty

The Teacher Education faculty members have an important role in promoting the services and collections of the Curriculum Materials Center. They should also assist as appropriate in the processes of collection development and weeding.

Scope and Boundary

The Curriculum Materials Center collection provides materials designed to support the instructional needs of the Teacher Education programs, including methods courses taught by faculty in academic departments outside of the education departments.
Collection Guidelines

A. Curricular Level and Subject Treatment

The Curriculum Materials Center collection contains resources appropriate for pre-school through secondary education, and may also include adult education materials.

B. Languages

The primary language of materials in the collection is English, although materials used to teach other languages are also included.

C. Chronology

Although the collection contains older materials, emphasis is on recently published teaching materials. Older children’s books, textbooks, and curriculum bulletins of historical or research value may be retained.

D. Geographical Emphasis

Educational methods and approaches used in the United States are emphasized in the Curriculum Materials Center collection. Materials used by area school systems will have priority. Materials from other states are selectively collected.

E. New and Emerging Instructional Technologies

New and emerging instructional technologies that impact educational practices are incorporated into the Curriculum Materials Center when feasible.

Collection Formats

A. Juvenile Literature

Books appropriate for the preschool child through young adult are divided into three major areas: easy books, fiction, and non-fiction.

B. Sample Texts

Textbooks include all curricular subjects, grades kindergarten through twelve. Textbooks adopted by local school districts are normally acquired, while other exemplary texts, particularly those recommended by instructors of methods courses, are collected selectively. Emphasis in the textbook collection is on in-print materials.
C. **Curriculum Bulletins**

   Curriculum bulletins and activity books for preschool through twelfth grade are included.

D. **Multi-media Materials**

   Multi-media materials appropriate for preschool through grade twelve are housed in the Curriculum Materials Center. Materials include videos, DVDs, CDs, slides, and kits. Appropriate audiovisual hardware is available within the library.

E. **Reference Books**

   The reference collection includes reference sources which are related to other materials in the Curriculum Materials Center collection.

F. **Picture and Portrait Files**

   The picture and portrait files include materials useful in teaching at the preschool through high school levels.

G. **School-Related Publishers Catalogs**

   This vertical file collection contains publisher’s catalogs of juvenile books, K-12 textbooks, teacher resource materials, and audiovisual materials.

H. **Historical Texts**

   The historical text collection is a very selective collection of textbooks of historical value, published at least 30 years ago.

I. **Historical Curriculum Bulletins**

   This collection contains bulletins published by the Minnesota Department of Education, which were published over twenty years ago.

**Relationship to Other Departments**

The acquisition, cataloging, circulation, and maintenance practices of the Curriculum Materials Center are consistent and integrated with the general library policies and procedures. Most materials recommended for the Curriculum Materials Center by either the Curriculum Librarian and/or teaching faculty are cataloged for that collection. Decisions about the location of specific materials necessitates collaboration between the Collection Management, Technical Services and Curriculum Librarian. Special technical services and circulation procedures may be established in consultation with cataloging and circulation services.
Selection and Acquisition

A. Selection is the primary responsibility of the Curriculum Librarian within the context of the purpose, scope, and function of the collection. The primary faculty users of the Curriculum Materials Center have the responsibility of recommending materials to support courses they teach.

B. Curriculum Materials Center acquisitions are supported by funds from the general library budget.

Weeding

The general principles and procedures established for the Library are followed for the weeding of the Curriculum Materials Center collections. The special nature of the Curriculum Materials Center requires that additional factors be considered in weeding decisions.

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