

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

PROCEDURES FOR THE SELECTION AND ADOPTION OF TEXTBOOKS

Division directors shall, within their respective BOCES programs, review available textbooks based on staff recommendations and make recommendations for purchase to the Assistant Superintendent for Instructional and School Support Services and District Superintendent.

The following criteria are to be considered in the selection of textbooks. A completed review form should be submitted with any requisitions. Textbooks should have:

1. a copyright date within the past five years, where possible;
2. qualified author(s) on the subject;
3. adaptability to instructional programs in the classrooms where the textbooks are to be used;
4. information that is accurately presented;
5. sufficient scope to meet the requirements of the curriculum as developed locally and guided by the State Education Department learning standards and assessments;
6. objective and impartial treatment of subject matter, free from bias and prejudice;
7. high quality format(s) in respect to typography, arrangement of materials or pages, cover design, size and margins;
8. appropriateness to age and grade level, and learning standards, as to content, vocabulary, sentence structure, and organization;
9. supplementary aids to learning, when desirable and necessary, such as a table of contents, introduction, study activities, exercises, questions, problems, selected references, bibliography, index, glossary and appendices;
10. appropriate illustrative materials – pictures, maps, charts, graphs, diagrams, etc., which clarify the text and enrich the content;
11. a reasonable balance of viewpoints regarding controversial issues.

Note: A textbook, for the purposes of this section shall mean any book, or a book substitute, which shall include hard covered or paperback books, work books, or manuals a pupil is required to use as a text, or a text-substitute, in particular a class or program in the school he legally attends. Textbook(s) are those instructional materials that are to be used for a semester or more and are the primary source(s) of study for a given curriculum, subject, or area. Encyclopedias, newspapers, almanacs, atlases, novels, dictionaries, magazines, testing materials, teacher's editions and review books are categorized as instructional materials, not textbooks.

REVIEW OF TEXTBOOK MATERIAL

Program/Course: _____ Division: _____ Date: _____

CRITERIA	TEXTBOOK #1	TEXTBOOK #2	TEXTBOOK #3	TEXTBOOK #4	TEXTBOOK #5
Copyright date					
Author quality					
Program adaptability					
Information accuracy					
Linked to NYS Learning Standards and Assessments					
Objectivity					
Format quality					
Age and grade appropriateness					
Supplementary aid availability					
Illustrative material appropriateness					
Balance of viewpoints					

Directions: For each item, please indicate whether each criterion is satisfied (Y or Yes) or not satisfied (N or No).