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# CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

June 7, 2016

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Instructional Materials Centers/School Libraries Policy

Recommendation: That the School Committee approve the revisions to the instructional materials centers/school libraries policy as detailed in the attached document.

This is a first reading of the revisions to this policy.

Description: These revisions to the instructional materials centers/school libraries policy are being presented to align the policy with the report filed by the school district in connection with the most recent Civil Rights Audit conducted by the Massachusetts Department of Elementary and Secondary Education.

Supporting Data: Redline of Instructional Materials Centers/school Libraries Policy.

Respectfully submitted,

Jeffrey M. Young, Ed.D.  
Superintendent of Schools

### INSTRUCTIONAL MATERIALS CENTERS/SCHOOL LIBRARIES

The Cambridge School Committee believes that instructional materials centers/libraries are a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning. Additionally, the diverse needs of students should be taken into account with an emphasis on addressing student needs with respect to race, color, sex, gender, religion, national origin, ethnicity, ancestry, gender identity or expression, sexual orientation, physical appearance, pregnant or parenting status, disability, genetic information, socioeconomic status and homelessness as well as student needs with respect to equity, language, social/emotional wellness and technology.

Therefore, all schools of the school district shall maintain instructional materials centers/libraries staffed by qualified personnel where students and staff members may obtain a variety of books, periodicals, and references in printed form as well as to a variety of newer communication materials such as filmstrips, films, audio tapes, DVDs, compact discs, computer software, recordings, Internet and so forth.

Additionally, teachers and other professional staff members should have easy access to current research and professional literature in the field of education. Therefore, an appropriate collection of professional materials shall be maintained at the Teachers Resource Center and the libraries of the individual schools.

At the school level, the principal/head of upper school shall approve purchases of professional materials; in doing so he/she will consider the requests of teachers and the recommendations of the school librarian. Materials for the main professional resource center shall be approved by the Director of Library Science, who shall consider the requests presented by other administrators and the instructional staff.

*Adopted: September 16, 2014*