

# Board Policy

## Textbooks, Library Materials, and Other Instructional Materials

First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772

Eastern Suffolk BOCES shall furnish the required textbooks to all students taking courses in its programs.

ESBOCES instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

### Definitions

For purposes of this policy, the following definitions apply.

***Instructional material*** means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.

***Library material*** means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.

***Textbooks*** means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:

1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
2. Courseware or other content-based instructional materials in an electronic format.

### Overview of Instructional Material

#### Textbooks

The Associate Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of ESBOCES instructional program. Upon the recommendation of the Associate Superintendent, the Board will designate the textbooks to be

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used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

A textbook or workbook approved for use and purchase from ESBOCES funds shall be reviewed at least every five (5) years. Board approval of a textbook constitutes agreement that the book may be added to the Approved Textbook List and does not imply automatic purchase of the book. Normal requisitioning procedures established for the execution of this policy shall be followed.

ESBOCES will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

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Textbooks are to be approved by the Board for use by students. It is the student's responsibility to maintain possession of textbooks or workbooks. A fine will be assessed to the student for lost or damaged books. Each student shall be fully advised of this responsibility upon entering an ESBOCES program.

In situations whereby textbooks and all other materials are not usable by the employees and students within a facility, the materials should be brought to the building administrator's attention so that they may be offered for use at another ESBOCES facility. This is to ensure that ESBOCES educational materials are utilized most effectively.

ESBOCES participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since ESBOCES participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

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### Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

### Library Materials

ESBOCES will establish and maintain a library media center in each school which will contain library materials. The library media center in each ESBOCES school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. ESBOCES will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in ESBOCES classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support ESBOCES instructional program, the Board endorses and supports the selection of instructional materials that:

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1. Align with New York State learning standards;
2. Align with New York State learning standards;
3. Meet the varied needs and interests of staff and students;
4. Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
5. Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
6. Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

### References:

- 20 USC §§ 1412, 1474, and 6311
- 34 CFR § 300.172
- 34 CFR Part 300, Appendix C
- Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602
- 8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

First Adopted: 7/1/2003  
Readopted: 7/11/2007  
Readopted: 2/11/2026