

A POLICY FOR COLLECTING CURRICULUM MATERIALS AT CHICAGO STATE UNIVERSITY

Curriculum materials owned by the Chicago State University Library are housed in the Education Resource Center, which is organized and maintained as a specialized unit of the academic library. The Center contributes to the implementation of the total university program through its resources, its services, and its products. Although the Center is used by various members of the university community, its primary users are students and faculty from the College of Education because of its specialized collection of educational media designed especially for curriculum development and the training of pre-service and in-service teachers. The collection currently includes textbooks (teacher's and student's editions as well as ancillary materials), curriculum guides, units and lesson plans, children's and young adult literature, big books, kits, games, professional books (activity books of teaching ideas), magazines, realia, posters, maps, videotapes, picture sets, pamphlets, online databases, educational CD-ROMs, standardized tests, microfiche, and reference materials such as dictionaries, encyclopedias, and bibliographies. Materials are acquired in appropriate new formats whenever such products appear on the market.

The professional librarian selects materials for the Center based on the needs of its users. An approval plan from Blackwell Book Services is used to help provide professional books and a standing order is maintained for award-winning children's books.

MISSION

The Education Resource Center at Chicago State University offers opportunities for pre-service and in-service PreK–12 teachers and librarians to examine, evaluate, and explore the uses of a large variety of curriculum materials for classroom instruction. With the primary aim of meeting the practice-oriented information needs of its users, the Center collaborates with the university's academic library and its College of Education to provide services and products that develop content knowledge, increase awareness of instructional options, and encourage innovation in curriculum development and teaching methods.

SELECTION GUIDELINES

Materials should support the curriculum of the university's College of Education with the primary aim of meeting the practice-oriented information needs of its students.

Materials should help to provide a comprehensive collection of instructional media in various formats for PreK–12 education.

Criteria such as support for national and state standards for instruction and the accuracy, scope, relevance, and appropriate treatment of gender, racial, ethnic, and cultural issues should also be used as the basis for selection.

Selection should be based on reviews from periodicals such as Horn Book, Bulletin of the Center for Children's Books and Choice, and on items recommended by associations such as the National Council of Teachers of English, the Eisenhower National Clearinghouse for mathematics and science education, and the National Council for the Social Studies. Faculty and students are encouraged to make suggestions for purchases.

The children's and young adult literature collection should include award-winning titles, classics, items of historical significance, items which are illustrative of popular genres and series, and items which support the elementary and secondary school curriculum.

Materials of a theoretical nature on the history, philosophy, and sociology of education are not generally selected; these titles are housed in the education collection of the main library. Materials of an applied nature are selected for the Education Resource Center.

Textbooks (particularly teacher's editions) are the most important part of the collection and are acquired both through direct purchases and through samples from publishers.

Multimedia kits must be of practical classroom use and should be re-useable. All subject areas are included. Kits should not be purchased which consist primarily of multiple copies of the same materials for consumable use in the classroom.

Curriculum guides are available primarily online through the Center's purchase of the Kraus Curriculum Development Online database. However, some paper copies are also purchased.

The reference collection is focused primarily on bibliographies of and selection tools for children's and young adult literature, directories of educational media and other resources for teachers, biographical information about children's authors and illustrators, and resources for elementary and secondary school student use such as encyclopedias and dictionaries.

Periodicals relevant to classroom teaching are selected on the basis of recommendations or reviews. Some children's periodicals of interest to elementary and secondary students are collected on the basis of literary content and scope.

The standardized test collection includes tests from various educational categories as delineated in early editions of the Bureau's Mental Measurements Yearbook. The collection is historical, and all tests are kept as long as they are complete. Reviews and faculty recommendations are used as major considerations for purchase. Two or three tests are purchased each year to add to the collection. The collection is included in the Directory of Test Collections in Academic, Professional and Research Libraries published by the Association of College and Research Libraries, a division of the American Library Association.

Professional books are selected for their usefulness in suggesting practical teaching methods and ideas. Classroom activities, projects, games, bulletin board ideas, etc. are of vital importance in this collection.

Commercial thematic units and lesson plans are purchased. Sample work by Chicago State University students is not kept on file.

Duplicate copies of heavily-used materials may be purchased.

COLLECTION MAINTENANCE

Regular inventories are performed of the collection, one section at a time. Children's and young adult literature comprises three sections of the collection: easy books, fiction books, and non-fiction books. Professional materials for education practitioners comprise four sections of the collection: reference materials, textbooks, professional books, and curriculum guides. While the primary emphasis of the Center is on current materials, an historical emphasis is maintained in some areas, primarily children's literature, representative textbooks from the past, and all curriculum materials from the Board of Education of the City of Chicago. Outdated and worn-out materials should be periodically weeded from the collection, unless it is determined that they should be kept for historical purposes.