
403 Instruction AP – Selection of Learning Materials

Background

Prairie Rose School Division understands that a collection of learning materials assists students to acquire and strengthen skills in reading, observing, listening and communicating ideas. Learners interact with others, develop a spirit of inquiry and a capacity for self-evaluation, and achieve self-motivation and self-discipline. With a high-quality learning commons (library) program, the Division can encourage its students to participate in exciting and rewarding experiences.

Definition

Standards for the selection, availability, and access to school learning commons (library) materials as outlined in Ministerial Order 030/2025 include the following:

1. a Division must not select for inclusion in a learning commons (library), or make available to any children or students in a learning commons (library), materials containing explicit sexual content;
2. a Division must not permit any children, or any students enrolled in a grade or level below grade 10, to access learning commons (library) materials containing non-explicit sexual content; and
3. a Division may permit students enrolled in grade 10 or in a grade or level above grade 10 to access learning commons (library) materials containing non-explicit sexual content if such content is developmentally appropriate for the student accessing the material.

Procedures**1. Objectives of Selection**

- a) To provide learning materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, socioeconomic background and maturity levels of the students served.
- b) To provide learning materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- c) To provide as wide a variety of learning materials as possible to enable students to develop the practice of critical analysis and make intelligent judgments in their daily lives.
- d) To provide learning materials representative of many religious, ethnic and cultural groups and their contributions to our national heritage and to the world community.

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- e) It is understood that these learning materials are selected and made accessible with the understanding that principle is placed above personal opinion and reason above prejudice.

2. Criteria for the Selection of Learning Resources

- a) The needs of the Division and/or the individual school based on knowledge of the curriculum and the existing collection are given first consideration. Requests from staff and students are also given consideration.
- b) Priority shall be given those materials developed and produced in Canada, in the selection of commercially produced learning materials, when all other factors are considered of equal merit.
- c) Learning materials for purchase include books, pamphlets, periodicals, audio visual and other instructional materials. They will be considered on the basis of:
 - d) Compliance with Ministerial Order 030/2025;
 - e) Appropriateness to educational goals;
 - f) Timeliness or permanence;
 - g) Importance of the subject matter;
 - h) Quality of the writing/production;
 - i) Readability and/or popular appeal;
 - j) Authoritativeness;
 - k) Reputation of the publisher/producer;
 - l) Reputation and significance of the artist, composer, producer;
 - m) Format;
 - n) Price.

3. Basic Collection

- a) The size of the basic collection will be dependent on the total student enrollment served, and will reflect Alberta Education and Division learning commons (library) standards.
- b) The ratio of fiction to nonfiction and reference materials is to be in compliance with Alberta Education learning guidelines.
- c) Annual Collection Evaluation

The Principal, in cooperation with teaching and learning commons (library) staff, is to annually assess the school's existing learning commons (library) collection to:

- d) Ensure compliance with Ministerial Order 030/2025;

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- e) Determine the need to update by replacing physical and digital resources;
- f) Ensure that there are sufficient materials to support each curricular area especially core areas;
- g) Ensure that there are physical and digital resources to support new or revised curricula;
- h) Ensure the physical and digital resources are available to support diverse learning needs;
- i) Ensure age appropriateness for the intended audience;
- j) Ensure quality and durability of format;
- k) Ensure accuracy and currency of information in non-fiction books;
- l) Ensure credibility, reputation, and significance of author, producer or publisher;
- m) Ensure artistic/literary quality;
- n) Ensure resources represent diverse perspectives;
- o) Ensure accurate portrayals of First Nations and Métis peoples; and
- p) Ensure that there are sufficient physical and digital resources to support the development of viewing, listening, research and other identified educational skills.

4. Selection Criteria

In setting criteria for resource selection, personnel are to:

- a) Ensure learning resources support the student learning objectives of the Alberta Education Program of Studies;
- b) Ensure the selection is consistent with Ministerial Order 030/2025;
- c) Ensure the selection is consistent with Guidelines for Tolerance and Understanding, Controversial Issues Policy Statement; and Canadian content priorities;
- d) Consult reputable, professionally prepared aids for selection; and
- e) Ensure that resources are appropriate for subject areas and for age, emotional development, ability level, learning styles and social development of students.
- f) Ensure learning resources selected:
- g) Anticipate and plan for the needs of the future by considering the changes and developments in society such as trends in employment, globalization and advances in technology;
- h) Incorporate values of good citizenship; and
- i) Integrate how the study of a subject contributes to student personal growth and development.

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- j) Ensure that gift materials shall be accepted or rejected by the criteria outlined above.
- k) Ensure items that no longer meet selection criteria or are in poor physical condition are removed from the collection. Disposal of weeded resources include removal from the database and destruction of the barcode.

5. Database

- a) Establish and maintain a current listing of all learning commons (library) and classroom library materials.
- b) Ensure the listing of learning commons (library) and classroom library materials is publicly available.

6. Ministerial Approval

- a) Learning and teaching resources dealing primarily and explicitly with gender identity, sexual orientation or human sexuality require the approval of the Minister.

Approved: September 1, 2025 Superintendent *Reagan Weeks*

Reference: Section 18, 52, 53, 196, 197, 204, 222, 225 Education Act

Ministerial Order 030/2025

Guide to Education ECS to Grade 12