

POLICY: IIAC-R(2)
Approved: December, 2001
Reviewed:
Revised:

ONLINE INFORMATION RETRIEVAL

The School District of Hartford Joint #1 recognizes the value of online information retrieval in the research process. The concepts and process of online database searching will be taught to middle school students by the media specialist as part of the information skills curriculum.

Searches will be performed by the media specialist as part of the regular reference services if the following criteria are met:

1. A manual search has been done of regular research sources and student or faculty member has failed to find enough information.
2. The topic is too new to appear in sufficient printed resources.
3. The topic consists of multiple concepts that would be difficult to search manually.

The decision to perform a search will be made by the media specialist. There will be no cost to the patron. Online information retrieval costs will be part of the library media program budget.