

POLICY: IIBC-R
Approved: December, 2001
Reviewed:
Revised:

GUIDELINES TO ENSURE ACCESS TO DISTRICT MEDIA CENTERS

To ensure easy access, the following District-wide guidelines shall be followed:

1. Collections of print and nonprint materials to support the curriculum and to provide for student recreational interests shall be provided in sufficient amounts.
2. Duplicate copies of titles shall be made available if patron demand requires it, and titles will be placed on reserve.
3. Interlibrary loans shall be provided for all students and staff members.
4. Basic reference materials such as dictionaries shall be provided for classroom use through the IMC.
5. Classroom collections to support units of study and reserve books shall be furnished upon request.
6. Special collections such as professional materials for teachers and high interest/low vocabulary materials for students with reading problems shall be supplied.
7. Equipment necessary to utilize nonprint materials shall be furnished in sufficient amounts.
8. Circulation regulations shall allow students and staff to readily obtain materials for use throughout the school and at home.
9. Loan regulations shall allow nearly all materials to circulate for moderate periods of time with provision for easy material renewal, and students shall be permitted to exchange materials as often as desired.
10. Subject to copyright guidelines, single photocopies of information shall be provided to students for purposes of study or research.
11. Reasonable quantity restrictions on materials may be placed on students in grades K through 8.
12. The school media centers shall be open during the entire school day as well as before school, after school and during the noon hour.
13. An open and flexible schedule for all media centers shall be administered to provide an opportunity for use by classes and by individual students when that use is appropriate, timely and educationally significant.
14. The media center staff shall be available whenever needed by students and teachers.