

SCHOOL LIBRARIES/MEDIA CENTERS

The library media center shall be organized as the resource center of the school and shall provide a unified program of media services and activities for students and teachers before, during, and after school. The library media center shall have the following:

- A schedule that provides for library use by all students;
- A regulation for the selection, evaluation, withdrawal, and disposal of all instructional materials purchased by the School Division, with clearly stated procedures for handling challenging, controversial materials;
- Cataloging of all library media in the school, which promotes accessibility and ease of retrieval;
- Included are a functional loan system, an annual inventory of materials and equipment, and a procedure for screening and discarding media;
- An information file that reflects curriculum needs and contains pamphlets, clippings, pictures, and information about local resources;
- A minimum of two complete sets of encyclopedias, one of which has been copyrighted within the last five years;
- An unabridged dictionary and abridged dictionaries;
- Newspaper subscription(s) providing daily, local, state, and national news;
- Fifteen subscriptions to periodicals for elementary schools and 25 subscriptions for middle and secondary schools. These subscriptions are pertinent to the school program;
- A current and accessible educational professional library in each school, or in a centralized instructional media center in the School Division;
- Materials such as prints, charts, posters, recordings, (disc and tape), filmstrips, multimedia kits, models, study prints, slides, transparencies, videotapes, videodiscs, computer software, and maps and globes that are carefully selected to meet the needs of the instructional program;

Collection requirements (20% of which may be non-print instructional material) for each library media center shall be as follows:

- Ten books per student in elementary schools;
- In middle and secondary schools, a basic collection of 1,000 well-selected titles. (In schools with more than 150 students there shall be a minimum of seven books per student);
- Fifty percent of the minimum basic collection shall be available for circulation during the first semester in a new school.

- Librarians involved with teachers and administrators in planning the school curriculum;
- Functioning equipment to support the use of audiovisual materials.

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