

Instruction**Instructional Resources****Guidelines for School Libraries/Media Centers**

1. A written, long-range plan for library/media service shall be developed by students, teachers, media specialists and multi-media personnel, and administrators. The plan shall be approved by the Board and filed. The long-range plan shall reflect an assessment of the school's library/media resources and facilities and shall compare the assessment with current Department of Public Instruction guidelines.
2. All students in the District shall be provided necessary access to instructional materials and library services.
 - a. All instructional materials and equipment in each school shall be inventoried and cataloged.
 - b. Library/Media skills will be taught at the K-8 level in conjunction with regular units of study.
3. All students shall have access to media that depicts, in an accurate and unbiased way, the cultural diversity and pluralistic nature of American society. It shall be the responsibility of media specialists and multi-media personnel to maintain a purchasing record which illustrates that the libraries/media centers are providing materials that will be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage. These materials will show opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
4. Media centers in specific subjects or interest areas should be encouraged.
5. Efforts should be made to continuously increase and update materials in media centers. Suggestions from administrators, teachers and students should be utilized in expanding these resources.
6. Students will be provided with services performed by Department of Public Instruction certified personnel in both multi-media and library on a regular basis.
7. The media specialist will provide direction and coordination of the district's K-12 media program and see that a balanced collection of books, texts, reference materials, periodicals, and multi-media materials are purchased and that these instructional materials are related closely to classroom instruction. This person or persons will be responsible for all purchases and will keep adequate records, overview all selections of equipment, books, texts, instructional materials, and library supplies.
8. There shall be an annual review of the library and media specialist's records and other aspects of the library/multi-media operations; including staffing, facilities, selection and purchase of equipment, books, periodicals, multi-media materials and the budget.

9. There will be provided a process of evaluating the progress of the long-range library/media services plan and the fulfillment of state requirements.

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