

EDUCATIONAL MEDIA CENTER

Bonneville Joint School District No. 93 will provide media centers that students and staff can use to access ideas and information.

Guidelines

1. A media center will be established within schools. (Note: *For online schools or schools with less than two hundred fifty (250) students, access to another school's media center or district sponsored virtual library and resources from the Idaho Commission for Libraries will be available.*)
 - a. Secondary school media centers are to meet or exceed accreditation standards as required by the Idaho State Department of Education.
2. Media centers will provide:
 - a. A facility that functions as an information center of the school;
 - b. Instructional and consulting assistance to students and teachers in accessing and using information.
3. The Media Center Specialist/Elementary Media Center Paraprofessional, under the supervision of the school principal, is responsible to administer the policies of the media center, consistent with the policies of the Board of Trustees.
 - a. Media center personnel are expected to learn the strengths and weaknesses of the existing collection, the requirements of the curriculum, the applicable Idaho State standards, and the needs and abilities of the students.
 - b. The selection of library materials is a professional task conducted by the library staff. The librarian will evaluate the existing collection, assess curricula requirements, examine materials, and consult other professionals when selecting library materials.
 - c. When choosing library materials or filling requests, library staff will need to follow the selection guidelines found in policy #2540 *Selection and Adoption of Curricular Materials*.
 - d. When selecting materials, media center professionals will take into consideration staff and student requests.
4. The Director of Instruction and Learning, or designee, is responsible for the review and selection of all media center books, resources, and equipment.

5. Donations may be accepted as long as the guidelines found in policy #4500 Public Gift-Donations to the Schools are followed.
6. The Media Center Specialist/Elementary Media Center Paraprofessional and the school principal have the responsibility to receive and process reconsideration requests for any materials within the media center. Such requests must be on form #2500F Statement of Concern about Curriculum-Media Resources, and are to be handled pursuant to policy #2540 Selection and Adoption of Curricular Materials.
7. When materials no longer meet the criteria for selection, they shall be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, outdated, unappealing, or worn out. Media center personnel need to refer to policy #9215 Acquisition, Disposal and Exchange of School Property when weeding books.
8. If a student does not follow media center rules, he/she may be denied access to the media center for a period of time.

Overdue Materials

In order to maintain and protect the media center collections, the following guidelines are established:

1. A fine will be charged on each overdue media center item.
2. If an item is reported lost, the replacement cost of such item will be charged to the student. If the item is found, the replacement cost will be refunded.

Adopted: 02-04-1998

Reviewed:

Revised: 05-09-2012

06-13-2018

04-13-2022

Cross Reference: Selection and Adoption of Curricular Materials #2540
Statement of Concern about Curriculum/Media Resources #2500F
Acquisition and Disposal and Exchange of School Property #9215
Public Gifts-Donations to the Schools #4500

Legal Reference: Idaho Code § 33-512(8) Governance of schools