

Greater Albany SD 8J
Administrative Regulation

Code: **IIA-AR(3)**
Adopted: 7/82
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Orig. Code(s): AR 6310

Procedure for Audio-Visual Equipment Selection

I. Statement of Philosophy

In accordance with district goals a wide variety of audio-visual equipment to fill curricular and building needs shall be supplied, subject to the availability of funds.

II. Selection

The final responsibility for selection of audio-visual equipment rests with the Board. These procedures delegate the primary responsibility for selection of this equipment to the licensed library media personnel.

III. Criteria for Selection

- A. Equipment will be designed and manufactured in a manner that allows for convenient and dependable use by staff and students.
- B. Equipment will meet the requirements of the teaching and learning activities for which it is selected.
- C. Equipment will be designed and manufactured to be free from electrical and mechanical hazards.
- D. Every effort will be made to select equipment which is as compatible as possible with that already present in the district.
- E. Availability of maintenance and repair will be considered prior to purchase.
- F. Consideration for replacement shall include life span, repair record, obsolescence and usefulness to the instructional program.
- G. In selecting equipment, library media personnel will consult technical reports, other available audio-visual specialists and the ESD audio-visual maintenance department and will preview the equipment whenever possible.