

## **Instructional Equipment Selection Process**

Instructional equipment may be electrical, mechanical or solid such as projectors, recorders, computers, players, etc. When selecting instructional equipment the following guidelines shall be utilized:

- I. Responsibility for selection of instructional equipment.
  - A. In order to assure that usable, durable, safe, and cost effective equipment is acquired, the District Media Director is charged with the responsibility for coordinating the purchase of instructional equipment designated as an object 500 purchase.
  - B. Every effort will be made to seek and utilize building media specialists, teachers, building administrators and ESD media personnel in the evaluation and selection process.
- II. Criteria for selection of instructional equipment.
  - A. In judging the value of media equipment, the following standards will be used to assure the utilization of dependable, cost effective and long lasting equipment.
    1. Portability: ease of handling, proper placement of handles; light weight; stability in transport.
    2. Ruggedness: sturdy construction; reasonably maintenance-free; vibration-free; construction materials appropriate to its intended use.
    3. Ease of operation: easy access to control mechanisms; minimal in service needed for proper utilization; free of operating peculiarities.
    4. Quality of performance: equipment meets desirable performance standards; consistently dependable to perform at desirable levels.
    5. Effective design: built in safety features; finished in an attractive and functional manner; designed for school use; properly balanced; free of imperfections and errors in construction.
    6. Cost: reasonably priced and competitive to other manufacturers.
    7. Ease of maintenance and repair: Convenient accessibility for minor repairs; cleaning and adjustment; standard use of parts that are readily available; modularly constructed for minimal repair time.
    8. Equipment compatibility: appropriate to and compatible with presently used instructional equipment utilized within the school District.
    9. Availability of service: nearby repair and emergency service facilities; locally maintained spare parts readily available.
    10. Reputation of manufacturer: manufacturer a primary producer of instructional equipment; stability of the manufacturer in the educational market; favorable research.

- B. Certain factors unique to the District will also be evaluated when choosing between competing models of equipment.
  - 1. When items of equipment being evaluated are relatively equal by the criteria outlined above, special consideration will be given to models which the District has previously purchased in significant numbers.
  - 2. Care will be taken to assure the compatibility of equipment with the collections of instructional materials to be used.
  - 3. Reputation, proximity and stability of vendors will also be considered.

III. Procedure for selection of Instructional equipment.

- A. The need for instructional equipment shall be determined by instructional programs in the approved curriculum. The need must be compatible with the needs of the students and teachers involved in these programs.
- B. It will be the responsibility of the District Media Director to validate the above criteria.
- C. The District Media Director will, when appropriate, solicit bids for the acquisition of approved equipment.
  - 1. The ESD will be utilized, when appropriate, for the cooperative purchase of instructional equipment.
  - 2. At the completion of the bidding process, bids will be awarded and equipment ordered.
  - 3. Upon arrival the equipment will be checked for defects and inventoried with an asset tag as appropriate.
- D. Follow-up evaluations of purchased equipment will be conducted when warranted and on a need basis.

END OF POLICY

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**Legal Reference(s):**

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| <a href="#">ORS 336.035</a> | <a href="#">OAR 581-011-0050 to -0119</a> |
| <a href="#">ORS 337.120</a> | <a href="#">OAR 581-021-0045</a>          |
| <a href="#">ORS 337.141</a> | <a href="#">OAR 581-021-0046</a>          |
| <a href="#">ORS 337.150</a> | <a href="#">OAR 581-022-1140</a>          |
| <a href="#">ORS 337.260</a> | <a href="#">OAR 581-022-1520</a>          |
| <a href="#">ORS 339.155</a> | <a href="#">OAR 581-022-1640</a>          |

No Child Left Behind Act of 2001, P.L. 107-110, Title I, Sections 1111-1120B.