

Library Media Center Materials

Requests to purchase printed and/or electronic materials must be submitted on the district requisition form, giving author, title, publisher, date, price and other pertinent information.

Recommended school lists or journals of evaluation are used as a guide for selecting titles for the purchase of new books. If a title suggested for purchase does not appear on any recommended list, the librarian will confer with qualified staff members, consult with the principal or otherwise investigate the possible purchase. If possible, books are ordered on approval.

Periodicals indexed in the Reader's Guide to Periodical Literature are used as a guide in the selection of periodicals. Other periodicals may be selected after a determination of the suitability and value to students and staff.

Pamphlet material to be made available to students shall be selected by the librarian under the direction of the principal; qualified staff members shall be consulted, if appropriate.

Printed and/or electronic teaching materials, inclusive of, but not restricted to, audiovisual materials, audio recordings, posters and films, shall be evaluated by qualified staff members before purchase, if appropriate.