



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4535

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EFFECTIVE: 10-06-75

REVISED: 12-12-94

CATEGORY: Instruction, Instructional Materials

SUBJECT: Periodicals for use in schools

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**A. PURPOSE AND SCOPE**

1. To outline policies, regulations, and procedures governing selection, ordering, purchase, use, and storage of periodicals in schools.
2. **Related Procedures:**  
Criteria for instruction and for adoption and use of instructional materials . . . . No. 4050  
Materials for instructional use in schools, general . . . . . No. 4500

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: F-5000, F-5001, F-5450, F-5550.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Materials Department, Office of the Deputy Superintendent.
2. **Definition. Periodicals:** Newspapers, magazines, bulletins, leaflets, and brochures published at regular intervals during the year.
3. **Instructional Value of Periodicals.** Because magazines, newspapers, and other periodicals contain up-to-date information on current events as well as original source information on past events, they provide a valuable resource for instruction in schools. Teachers are encouraged to use periodicals whenever appropriate as an additional source for achieving course objectives and broad educational goals.
4. **Term of Subscriptions.** Subscriptions are for one year, beginning September 1.
5. **Periodical Order List.** To facilitate ordering and recordkeeping and to reduce the number of **nonstock** requisitions processed, periodicals are ordered annually from a periodical order list that includes titles submitted by subject area specialists, library media teachers, teachers, and principals. It is intended to be as comprehensive as possible.
6. **Nonstock Orders.** Titles not available on the annual order list may be ordered by **nonstock** requisition; schools are responsible for ensuring that titles are appropriate for school use. Such requests shall be held to a minimum.
7. **Storage of Periodicals in Schools**
  - a. Periodicals generally are not bound.

- b. Permanent back files of periodicals may be maintained on microfilm, microfiche, or CD-ROM.

## **8. Responsibilities**

- a. The instructional media services specialist administers the ordering process and revises the periodical order list annually.
- b. Teachers must ensure that the content of a specific issue to be used is appropriate to the maturity, ability, and educational needs of their students. (**Caution:** Due to shifts in editorial policy and/or inconsistency within single issues, some periodicals that were appropriate for school use at the time of subscription purchase may become inappropriate during the subscription period.) If a periodical consistently contains material that is inappropriate for student use, a description of this inappropriateness should be reported to the instructional media services specialist.

## **D. IMPLEMENTATION**

1. **Instructional media services specialist**, annually in the fall, provides Material Services Department with new selections and revisions for periodical order lists.
2. **Purchasing Services Unit, Material Services Department, Business Services Division**, coordinates with Information Services Bureau to produce current periodical order lists.
3. **Instructional media services specialist** annually sends two copies of periodical order list to each school.
4. **Ordering by Schools**
  - a. **Children's center, elementary school, or secondary school** places an order by indicating in appropriate columns the number of copies needed for library media center and number of copies needed for classroom or department use.
  - b. **All schools** send one copy of completed order list, which serves as the ordering document, to instructional media services specialist by deadline indicated on administrative circular accompanying order lists. Second copy of completed order list is retained at school site as a record. Secondary school librarian or elementary school principal usually coordinates this activity. Titles not on a periodical order list may be ordered on a **nonstock** requisition submitted to instructional media services specialist at the same time as list is submitted. A copy of subscription information clipped from periodical must be attached to **nonstock** requisition.
  - c. **Instructional media services specialist** coordinates orders and forwards to Budget Management and Cost Controls Department.

**5. Budget Charges**

- a. **Elementary Schools.** Periodicals are charges against appropriate budget codes; expenditures are made during the following fiscal year from respective school budget(s).
- b. **Secondary Schools.** Magazine order lists are designed to allow for charges to several budget accounts. In addition, multiple subscription periods have been included for magazines ordered as class sets (e.g., g-months, lo-months, 12-months). Each page allows for up to seven separate budget numbers (e.g., library materials account, mentally gifted seminar, learning handicapped).

**6. Purchasing Services Unit**

- a. Advertises bids, analyzes quotations, and processes recommendations to Board of Education for approval, using titles contained in most current revision of periodical order list. Approval of contract provides legal basis for release of purchase orders in early April.
  - b. Forwards to each school a computer printout of all orders placed by school.
  - c. Coordinates with Budget Management and Cost Controls Department, Finance Division, in approving purchase orders issued as early as April 1, with stipulation that payment not be made until after July 1; includes these provisions in all contracts and purchase orders.
7. **Receipt of Periodicals by Schools.** In September, first issues of newly ordered periodicals arrive at a school site. In spring, each school receives from Purchasing Services Unit a printout of all periodicals ordered on magazine order list.
8. **Instructional media services specialist** provides a union list of serials to schools. This annual document provides an instant method for locating any magazine title available in district and guidelines for handling magazine order problems.

**E. FORMS AND AUXILIARY REFERENCES**

1. Elementary school and secondary school periodical order lists, issued annually by instructional media services specialist.
2. Computer printout of periodicals ordered by each school, copy sent to each school as part of purchasing procedure (used as a receiving sheet).
3. Union list of serials, available from instructional media services specialist.

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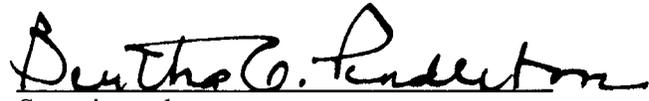
REVISED: 12-12-94

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F. REPORTS AND RECORDS

G. APPROVED BY

  
Deputy Superintendent

  
Superintendent