



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4555

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CATEGORY: **Instructional, Instructional Services**

EFFECTIVE: **10-06-75**

SUBJECT: **Instructional Materials and Equipment
at Instructional Media Center**

REVISED: **8-10-99**

A. PURPOSE AND SCOPE

1. To outline policies, regulations, and procedures governing selection, acquisition, and use of instructional materials and equipment housed at the Instructional Media Center (IMC).
2. **Related Procedures:**
 Materials for instructional use in schools, general 4500
 Supplementary instructional materials, K-12 4521

B. LEGAL AND POLICY BASIS

1. Reference: Board policy: B-1170, D-2000, D-5000, F-1000, F-1050, F-1500, F-2050, F-5000, G-4000, G-4500; Education Code Sections 60000-60521.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to Educational and School Services Department, Instructional Support Services, Institute for Learning.
2. **Central distribution** is the most cost-effective and efficient way of providing a variety of supplementary instructional materials and equipment to schools. Supplementary instructional materials and equipment that meet the following criteria are housed at the Instructional Media Center (IMC):
 - a. Materials that are used for short periods of time.
 - b. Materials that are used less frequently in relation to their cost.
3. **Guidelines**
 - a. **Selection** will be according to standards for districtwide classroom use; the multimedia services manager plans and coordinates selection of material with subject area resource teachers and other staff.
 - b. **Quantities on hand** will be sufficient to meet districtwide needs within available financial resources.
 - c. **Availability of materials and equipment** located at IMC may be loaned only for use by authorized district staff. (State law prohibits loan of school materials

or equipment to nonschool personnel.) See C.3.g. for use by noncredentialed personnel.

- d. **Responsibility for appropriate and effective** use of materials and equipment borrowed from IMC rests with the credentialed person who uses those materials.
- e. **Charges** to sites will be made for overdue and lost materials.
- f. **Use by credentialed personnel.** Although regular district ordering and delivery procedures may be used for core literature materials, credentialed personnel are encouraged to visit IMC personally when selecting materials or equipment. This affords an opportunity to preview before using. Materials such as extended reading sets, art kits, music kits, and fragile displays must be picked up.
- g. **Use by noncredentialed personnel.** Although credentialed personnel are responsible for appropriate and effective use of materials and equipment and are accountable for security of materials, classified employees who assist in an instructional or district program also may check materials out of IMC.

Principals may also authorize persons who are not district employees to pick up and return materials and equipment at IMC. A request to authorize nondistrict employees must be submitted, in writing, to the multimedia services manager at IMC before pickup; such authorization is valid only during the school year in which approval is granted. Sites may be contacted to verify authorization by nondistrict personnel.

- h. **Administrative responsibility** for instructional materials and equipment housed at IMC rests with the Educational and School Services Director.

D. IMPLEMENTATION

1. Acquisition

- a. **Preview.** Any district staff member who wishes to preview materials for potential acquisition by IMC should direct a request to the multimedia services manager. The IMC evaluation form allows district personnel to recommend materials or equipment to be considered for acquisition.
- b. **Evaluation.** The multimedia services manager is responsible for securing materials for preview and evaluation, for returning them to their sources following evaluation, for maintaining records of evaluation, and for providing leadership for the evaluation program. Evaluation of all instructional materials is

based on criteria adopted by the Board of Education in accordance with evaluation procedures administered by specialists. Evaluation may be conducted by one or more individuals or groups depending upon the nature of anticipated use.

Individual teachers may be requested to field-test materials in classrooms. Personnel who participate in evaluation note comments on evaluation forms. When completed, forms are submitted to the multimedia services manager.

c. **Criteria for purchase of materials:**

Curriculum needs and priorities
Balance between and within subject areas
Effectiveness
Usefulness in new programs
Usefulness in ongoing programs
Need for duplicate materials
Need for replacement materials
Budgetary allocations

- d. **Purchase process.** The multimedia services manager coordinates evaluation forms of materials evaluated during year, processes evaluations according to subject, and submits to appropriate subject-area director or program manager for analysis. Based upon recommendations recorded on evaluation forms, the multimedia services manager, subject-area director and/or program manager prepare a priority list of materials recommended for purchase; the Instructional Media Services staff prepares requisitions based on priority of recommendations and other criteria for purchase.
- e. **Charges for lost or overdue materials.** The Educational and School Services Department will charge school site budgets for lost or overdue instructional materials or preview materials. Refunds will be credited to school accounts for materials which are returned *within the semester*, are still part of a current adoption, and are in usable condition.
- f. **Withdrawal of obsolete materials.** The multimedia services manager is responsible for development and implementation of procedures for periodic review of instructional materials for obsolescence and/or unsuitability for further use.

2. **Ordering**

- a. **Catalogs.** Catalogs listing materials available at IMC are distributed to each school and to selected central offices.
- b. **Order forms.** Authorized personnel wishing to use materials or equipment housed at IMC complete appropriate order form and send forms by school mail or take to IMC in person. When school mail is used, orders must be received at least *two* days prior to requested date of use. Necessary changes on requests for other materials are noted on request form and returned to teacher. Phone orders must be made at least two days prior to requested date of use.
- c. **Delivery of orders.** If requested material is available, orders received by mail are delivered by truck to appropriate location by regularly scheduled delivery.
- d. **Return of materials and equipment.** Materials and equipment must be returned to IMC by due date on receipt at time of issue; routine delivery service may be used or materials may be returned in person.
 - (1) To ensure maximum utilization, equipment in high demand and in short supply, or fragile in nature (e.g., computers and VCRs), must be picked up and returned personally.
 - (2) **Overdue films, videotapes, audiovisual materials, and equipment.** When overdue materials are needed in order to meet a scheduled delivery commitment, person holding overdue item is contacted by telephone. Additional items will not be checked out to the responsible person until all overdue items are returned. *Any person contacted must promptly return material in person to IMC.*

E. **FORMS AND AUXILIARY REFERENCES**

1. Film (16 mm) and Video Cassette Order, Stock Item 22-F-3400.
2. Audiovisual Materials Order (Other Than Film and Video), Stock Item 22-A-7900.
3. Elementary Schools Only
 - a. Elementary Curriculum Library, IMC Book Order, Stock Item 22-L-3025.

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4. Audiovisual Preview Evaluation Form, available from the audiovisual services coordinator, IMC.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education