

INSTRUCTIONAL MATERIALS CENTER/SCHOOL LIBRARIES

800.31

The Board believes that instructional material center/libraries are a fundamental part of the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

The media center at Lake Country School is maintained for the use of students and faculty. Since the movement in education is away from the single text concept to the use of multiple sources of learning, it is important that all professional staff members familiarize themselves with the philosophy of a media center as the resource center for all types of learning materials.

Resource Sharing/Inter-Library Loan Policy

Resource sharing is defined as lending school library media center material of a copy of the material to another library or patron of another library for a specified period of time. The purpose of resource sharing is to obtain library medial material not available in one's local media center.

Any type of material may be requested on loan from the school district library media centers. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

School library media centers ordinarily will not loan the following:

- Library resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
- Reference materials, equipment, and licensed computer software.
- Materials on reserve for individual, group or class use.

Borrowers:

- Borrowing school library media centers and patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers and patrons will make every effort to return materials promptly.
- All materials borrowed from school district library media centers must be returned by the specified due date.

Lending libraries:

- The decision to loan material is at the discretion of the lending library media center. Each library media center will be as generous as possible with due consideration to the interests of its primary clientele. Lending libraries are not expected to process subject and keyword requests.
- Lending libraries will process requests promptly.
- The lending library is responsible for compliance with all copyright laws and accompanying guidelines.