

Policies of the Board of Education

Series 300: Instruction

**DEPARTMENTAL GUIDELINES TO ENSURE ACCESS TO IMC**

364 - Rule

To ensure easy access to the IMC, these district-wide guidelines shall be followed:

- 1) Collections of print and non-print materials to support the Waunakee Community School District (“District”) curriculum and to provide for District student recreational interests shall be provided in sufficient amounts, subject to the discretion of the District.
- 2) Duplicate copies of titles may be made available if patron demand requires it, and titles will be placed on reserve.
- 3) Interlibrary loans shall be provided for all students and staff members.
  - a. District media centers will participate in inter-library loan and other resource-sharing operations with other school districts and public libraries (via DPI’s Wisconsin Reference & Loan Library) to the extent feasible.
  - b. The decision to loan material is at the discretion of the lending library media center. Prior to deciding to loan materials, the lending library media center shall first consider the interests of its primary clientele.
  - c. The lending media center retains the privilege of deciding in each case whether a particular item is available for loan, and ordinarily will not loan licensed software, equipment, reference materials, and materials for which there is a recurring high demand.
  - d. In cases where the District is the borrowing media center, the District shall make every effort to exhaust its own resources before requesting an inter-library loan; maintain accurate records of those using borrowed materials; and make every effort to return borrowed materials promptly.
- 4) Basic reference materials, such as dictionaries, shall be provided for District classrooms on a permanent loan basis.
- 5) Classroom collections to support units of study and reserve books may be furnished to District classrooms upon request.
- 6) Special collections such as professional materials for teachers and high interest/low vocabulary materials for students with reading problems may be supplied upon request.
- 7) Equipment necessary to utilize non-print materials shall be furnished in sufficient amounts to allow reasonable access to such materials in District facilities.
- 8) Circulation regulations shall allow District students and staff to readily obtain materials for use throughout the District and at home.

- 9) Loan regulations shall allow designated materials to circulate for reasonable periods of time with provision for easy material renewal, and District students shall be permitted to exchange materials.
- 10) Subject to copyright guidelines, single photocopies of information shall be provided to District students for purposes of study or research at no cost.
- 11) The quantity of materials borrowed shall not be limited for District students in grades 6 through 12. Reasonable quantity restrictions may be placed on District students in grades K through 5.
- 12) Subject to reasonable limitations established by the District, the District media centers shall be open during the entire school day, as well as before school, after school, and during the noon hour.
- 13) The District media centers shall not be used for activities which interfere with their use by District students, unless approved by the Board of Education.
- 14) District students shall have access to a District media center through study halls as well as scheduled class visits. In addition, an open and flexible schedule for all media centers shall be administered to provide an opportunity for use by District classes and by individual District students when that use is appropriate, timely, and educationally significant.
- 15) Subject to reasonable limitations established by the District, the District media center staff shall be available whenever needed by District students and teachers.
- 16) Subject to reasonable limitations established by the District, the District media centers shall be accessible and usable by all District students.

Cross Ref.: 771, Printing and Duplicating Services (Copyright)

Adopted: 4/11/88

Revised: March 1994  
January 2002  
July 2005

Waunakee Community School District