

POLICY: 601.4

## INSTRUCTIONAL MEDIA CENTERS

The school district will maintain a media center in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Any District resident or employee may request reconsideration of any media center materials in a school's media collection. A specific process exists and shall be followed for filing a reconsideration request. (Procedures: 603.2A and 603.2B)

Student media circulation records are considered confidential records and will not be released without the family's or student's (as appropriate) consent, except under exceptional circumstances authorized by State or Federal law. In such cases, the records will be released only to authorized personnel and/or government officials.

LEGAL REFERENCE: §§256.7(24); 279.8; 280.14; 301 (2007).  
281 I.A.C. 12.3(11).

Adopted: 07/12/66  
Revised: 10/09/90, 05/17/04, 02/27/08, 10/14/19  
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