

INSTRUCTIONAL RESOURCES/MEDIA CENTERS

The Board believes that personnel and materials appropriate to the needs of the school program must be available to each student and teacher. Available system resources shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

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

Materials for the centers will be acquired according to Board Policy 603.041, "Instructional Materials Selection."

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the building principal's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is may be charged.

LEGAL REFERENCE: 281 Iowa Admin. Code 12.5(22)

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