

### **Materials Selection & Maintenance**

The Media Administrator will provide for the selection and maintenance of media materials available for loan to the Agency's member schools. The materials will be selected in accordance with identified media needs, supplemental instructional priorities, and member school recommendations. All materials will conform to established multicultural, gender fair requirements.

The physical condition, educational values, and usage of the materials will be continually reviewed. Materials determined to be obsolete or otherwise inappropriate for loan to the schools will be removed from the collection.

Individual schools will determine the appropriateness of specific materials for their particular instructional programs. A determination by a school that specific materials are improper or inappropriate will not affect the availability of the materials to other schools.

### **Gift Acceptance Procedure**

Gifts to Media Services will be evaluated by the Media Administrator prior to acceptance using the same instructional criteria as is applied to materials purchased by Media Services. The conditions of gift acceptance will be individually negotiated with the person or organization donating the material. Disposition of the material becomes the prerogative of Media Services and will be made consistent with the objectives of the schools and the principles and standards set by Media Services for its collection.

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