

DEPARTMENTAL GUIDELINES TO ENSURE ACCESS TO LMTC

Waunakee Community School District

Policy #362.2
Rule

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To ensure easy access to the LMTC, 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. See policy 361.2 for a more detailed description of the District selection policy.
- 2) WCSD Internal Interlibrary Loans shall be provided for all students and staff members.
 - a. 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.
 - b. 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; equipment; and materials for which there is a recurring high demand.
 - c. WCSD lending media centers will maintain accurate records of those using borrowed materials; and make every effort to return borrowed materials promptly.
- 3) Learning materials to support units of study may be loaned to District teachers upon request.
- 4) Circulation policies shall allow District students and staff to readily obtain materials for use throughout the District and at home.
- 5) Circulation policies shall allow designated materials to be checked out for reasonable periods of time with provision for easy material renewal.
- 6) The quantity of materials borrowed shall not be limited for District students in grades 7 through 12. Reasonable quantity restrictions may be placed on District students in grades K through 6.
- 7) Subject to staffing and school schedules, the District media centers shall be open for use by our learning communities within staff contract hours.
- 8) 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.
- 9) Students with study halls will have access to their school’s media center. In addition, an open and flexible schedule for all media centers serving seventh to twelfth grade will 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.
- 10) Subject to reasonable and contractual limitations established by the District, the District media center staff shall be available whenever needed by District students and teachers.

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- 11) Subject to reasonable limitations established by the District, the District media centers and/or materials shall be accessible and usable by all District students.

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