

Media Center Circulation

The Media Center is under the direction of the Media Services Director, the designee of the County Superintendent of Schools.

Use of County Office of Education Media Center Equipment and Materials

This procedure governs requests for use of library and audio-visual equipment and materials owned by the County Office of Education.

Equipment and Materials Available for Use

The Media Services Director shall maintain a list of the equipment and audio-visual materials available for use. Such list shall be updated annually and copies presented to each public school in the County.

The Media Services Director shall prepare forms for uses covered by this procedure. The form shall contain information to the borrower that the organization assumes responsibility during the loan of equipment and materials for its safety and proper use. Any loss or damage shall be charged to the district or the borrower, as applicable. The period of the loan shall be specified.

Conditions for requests by contracting agencies, government agencies, and non-profit groups are as follows:

- a. Priorities for use of audio-visual equipment and materials belong to:
 1. The educational program of the County Superintendent of Schools, and
 2. The needs of the public schools in Inyo County.
- b. Equipment and materials shall not be loaned to any agency outside of Inyo County not directly involved in educating children.
- c. Materials are used for an educational, civic, cultural, welfare or recreational activity for which no admission is charged nor are donations solicited or accepted.
- d. Proper operation of equipment and care of materials are assured.
- e. Determination of the length of circulation period shall be the responsibility of the Media Services Director or designee.
- f. The Media Services Director or designee approves loan of equipment and materials.
- g. Non-contracting agencies will pick up and return materials to the County Office of Education.

Restricted Audio-Visual Materials

All instructional materials in the Media Center relating to sex education and venereal disease shall be labeled "Restricted". It will be the responsibility of the person or agency using the materials to comply with State Education Code sections 51550 and 51820 regarding notification to parents to preview these materials.

County Office Staff Operation of Equipment

Except where a qualified County Office staff member volunteers to supervise or operate the loaned equipment, an hourly charge shall be made to the agency or group using County Office of Education staff in the supervision or operation of loaned equipment and materials. This charge shall cover the remuneration to the staff member.

Contract or Usage Fee

Public Schools with an Audio-Visual Contract

Inyo County Superintendent of Schools will contract with participating school districts, with charges determined by a per ADA rate and in accordance with Education Code Section 1830 (b).

Regular Use by Organizations Other Than Contracting Districts

Audio-visual charges will consist of cost of handling, inspection and booking, plus cost of repair or replacement if damaged or lost, in accordance with Education Code section 1251. These costs will be determined by reliable cost estimates which will be determined annually.

Occasional Use - Community Organizations

Charges will be limited to cost of repair or replacement if materials are lost or damaged.

Usage Outside of the County

Organizations outside of Inyo County will be charged for handling, maintenance, delivery, booking and "wear and tear". Cost will be determined by reliable cost estimates at the time.

Regulation

First reading: 10-23-80
Adopted: 11-20-80