

## **IJL – CLASSROOM AND SCHOOL LIBRARIES**

Materials for classroom and school libraries shall be initially recommended by the classroom teacher or library media specialist in consultation with the School Principal. All material selections must meet the District's educational goals, philosophies, and curriculum.

Classroom and school library materials must be marked the Property of Epping School District, inventoried, and protected from damage and loss. Inventories are to be kept by the teacher and library media specialist and provided to the School Principal upon request. Inventories are to be updated at least annually. Damage and loss is to be reported to the School Principal per occurrence.

Donations from parents, parent teacher organizations, book fairs, and other such sources are the property of the school district and are subject to School Board Policy KCD Public Gifts/Donations. All donated and accepted materials are to be marked the Property of Epping School District, inventoried, and protected from damage and loss.

### Statutory/Regulatory/Policy/Handbook Cross References

Policy KCD (Public Gifts/Donations)  
Handbook (None)

APPROVED/REVISED: November 3, 2011, May 7, 2015

PREVIOUS POLICY: None