

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

EDUCATIONAL PROGRAMS

Library Media Center: Materials and Use

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school provide a library media center that is open to students and staff and is adequate in collection, equipment and facilities to serve and support the educational program of the school.

Where and when possible, the school library media center should be under the direction of a licensed library media specialist and should be available for other groups within the sponsoring parish(es). If materials or technology are needed by groups outside of school groups, consultation with the administrator should occur to ensure materials and/or technology are ready for use and all know how to operate the equipment.

Policy Adopted: March 26, 1990
Policy Revised: March 25, 2013
July 30, 2021

**Library Media Center
Regulation 640.1**

The library media center should provide a wide range of instructional materials with diversity in the levels of difficulty, appeal and views presented. The materials should foster respect for all races, creeds, gender, ethnicity, and disabilities. Also, the materials should support and be consistent with the mission and goals of the school and the Catholic Church.

The staff may seek recommendations from various segments of the school community for materials to be placed in the library media center. However, the final decision should be made by the professional staff.

The library media center staff should be charged with the responsibility to order new and/or additional materials that will assist in the education of the student. Also, the library media staff should accept the responsibility of checking the collection for materials that no longer serve the school's educational program.

All gifts of material and equipment to the library media center should be accepted only after a determination by the professional staff that they are appropriate.

Regulation Adopted: March 26, 1990
Regulation Revised: May 19, 2008
Regulation Reviewed: March 25, 2013
July 30, 2021