The IMC provides materials and services in support of the district instructional program and guides the overall library media program. The District Library is the central location for the Automated Library System-Follett.

TEXTBOOKS:

- Compile textbook orders
- Place and distribute textbook orders
- Daily Circulation (In-House Order Forms)
- Inventory control
- Circulation system: Adjustments for grade levels – Special Ed. (SDL, SDC, RSP & TLC)
- House Examination Copies – current adopted materials in use
- Preview Site – Possible Adoptions

LIBRARY:

System Administrator for the Automated Library Database - Follett

- Provides technical training and expertise to school library personnel and volunteers using the automated library system
- Participate in the development of procedures for the management of school and District Library
- Processing Marc Records for library book orders for the Automated Library System
- Library and book promotion
- Lost and Damaged Book Reports

CIRCULATION OF INSTRUCTIONAL MATERIALS

INSTRUCTIONAL MATERIALS:

- Art Prints
- Recycling & Waste Prevention Library
- Books in Large Print
- Study Prints
- Core Literature
- Video Collection
- Health Education (Family Life)
- Exploring Non Fiction Kits (Level 1 thru 5)
- High Interest/Low Level Readers
- Exploring Non Fiction Kits – Secondary (Science & Social Studies)
- Physical Education

TEACHER’S RESOURCE LIBRARY:

- California Educational Framework Publications
- Learning Disabilities – Video Collection
- Teacher’s ResourcePkgs. For State Adopted Materials
• Professional Library – Staff Development

IMC SERVICES

• Adhesive Backer
• Chart-Maker/Pro Partner - Posters - $5.00 (Includes lamination cost.)
• Comb-binding Binding System - Combs available 3 for $1.00.
• Duplication of Audio and Video Tapes
• Electric Badge Maker 5 for $1.00
• Engraver (Handheld)
• Do it yourself:
  o Lamination (Free for Classroom Materials) $1 per 12” – personal use or volunteers
  o Ellison Machines & Dies – Bring your own paper.
  o Rotary Paper Trimmer with 6 different cuts

APPOINTMENTS REQUIRED FOR LAMINATOR USE.

MEETINGS

• Instructional Media Center Orientations
• K-12 Library Committee
• Staff Development:
  • Volunteers, Library Assistants, Librarians & other

RELEVANT DISTRICT POLICIES

• Copyright materials

SCHOOL-SITE LIBRARIES

• Maintaining records (Student updates to Database)
• Maintaining the Library Automation Database

FOLLETT WEBCOLLECTION

• Use Follett Webcollection to search IMC – Core Literature, Videos & Materials at:
  http://10.101.6.9:8080/webopac/main?siteid=IMC