

Instructional Media Center

The ESD may offer to the component districts by resolution or contract the provision of an Instructional Media Center which will provide materials and services that would be uneconomical for each district to provide separately. Instructional materials made available to teachers readily, conveniently and appropriately can be of great value to schools. Most instructional materials should be in the classroom or library at all times accessible as needed to teachers and students. However, there are some materials which, because of their high cost and uniqueness can be more economically purchased, maintained and distributed on a cooperative area-wide basis. The goal of the High Desert Education Service District Instructional Media Center will be to provide this service to the component school districts.

The superintendent is directed to establish an Instructional Media Handbook outlining procedures for the operation and review of the Instructional Media Center, and to establish an advisory council composed of the media specialists from the component districts to guide the purchase and review of materials contained in the Instructional Media Center.

Courier Service

Through the Instructional Media Center, the district operates a courier program to provide service to schools within the region.

The primary purpose of the courier program is for the pick-up and delivery of ESD media library materials, audio-visual materials and equipment, and items to and from other ESD departments.

The courier service may not be used for transporting materials between schools when other options such as U.S. Postal Service and private carriers such as United Parcel Service would be more appropriate or cost-effective.

The administration shall develop and maintain regulations, guidelines and procedures which conform to the intent of this policy. These shall include, but not be limited to, developing schedules which are efficient and cost-effective, establishing guidelines for use of the courier and establishing and monitoring regulations for the use of the courier service and vehicle.

END OF POLICY

Legal Reference(s):

[ORS 334.175](#)
[OAR 581-024-0231](#)
[OAR 581-024-0280](#)