

## **Instructional Materials Funds for Library Media**

### **WHAT'S NEW FOR 2008-2009?**

- 🍏 Instructional Materials funds for library media will be maintained by Learning Resources and Instructional Materials Department.
- 🍏 Schools will receive notification of their allocated amount in August.
- 🍏 These funds may ONLY be used to purchase library media materials to expand and upgrade the collection.
- 🍏 Equipment, test disks, and consumable items may NOT be purchased with these funds.
- 🍏 Media specialists will send their orders to Debbie Anzalone at Learning Resources and Instructional Materials.
- 🍏 The deadline for these orders will be stated in the allocation letters.

### **WHAT YOU NEED TO DO?**

- 🍏 Generate orders, consisting of attached lists
- 🍏 Provide vendor's name, address, fax number, and phone number with each order
- 🍏 Include shipping, handling, and any processing fees

### **WHAT WILL HAPPEN IF YOU DON'T?**

- 🍏 Failure to spend Instructional Materials funds to expand and upgrade the library media collection will result in a school being out of compliance with the state statute.

### **WHO NEEDS TO KNOW?**

- 🍏 Principals, Media Specialists, and Budgetkeepers

### **HOW WILL YOU COMMUNICATE FOLLOW-UP?**

- 🍏 Via memo, on an as needed basis

## **CONTACT**

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