

**ADVANCED**  
Advancing Excellence in Education Worldwide  
Aligned to the  
Advance ED Standards for Quality Schools

**Educational Practices Reference Guide**

**Standard 3 – Teaching and Learning**

The school provides research-based curriculum and instructional methods that facilitate achievement for all students.

**Comprehensive Information and Media Services**

*Indicator 3.10 - Provides comprehensive information and media services that support the curricular and instructional programs.*

AdvancED offers the following practices as a reference to schools seeking to meet this standard and indicator. The school:

- Maintains a comprehensive and balanced information and media collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;
- Provides resources to support information and media services that are commensurate with and/or comparable to maintaining a collection of a minimum of 10 books per student;
  - Middle and Secondary Schools with enrollment in excess of 1,500 students provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students provide at least 10,000 usable volumes. New schools have at least four volumes per student upon opening and meet the collection practices within three years.
  - Schools maintaining a balance of electronic and print books use a reference point of 25% electronic books to total books offered, thereby ensuring that students have adequate access to print books.
- Ensures that all students and staff members have regular, ready access to information and media services, materials, and equipment;
- Employs a currently accepted circulation system for materials;
- Provides training on effective use of information and media resources for students and members of the professional staff;
- Ensures that the information and media staff collaborates with other professional staff members to attain maximum benefit from the resources;
- Possesses a policy and procedure for responding to challenged materials;
- Budgets sufficient funds for information and media services, including equipment, to support the curricular and instructional programs; and
- Possesses and communicates a policy on use of the Internet.