

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EGA-RA, EGB-RA, IIB, IIB-RA, IIB-EA,
Office: Associate Superintendent for Instruction and Program Development
Director, Department of Instructional Resources

Services of the Department of Instructional Resources

I. PURPOSE

To set forth the responsibilities and services of the Department of Instructional Resources

II. BACKGROUND

- A. The Department of Instructional Resources is responsible for coordinating the school system's instructional materials and equipment program including library materials, films and textbooks. The facilities of the department are available to all Montgomery County Public Schools and to all groups working directly with the schools such as the Department of Public Health, child study groups, and the PTAs.
- B. The Department of Instructional Resources offers to schools professional instructional leadership in the effective use of instructional materials and professional advice on the selection and purchase of instructional materials and equipment.
- C. The organization of the instructional materials program of each school is determined by the school. However, it is recommended that a library media specialist serve as the instructional materials coordinator whose duties are determined by the school in cooperation with the Department of Instructional Resources.
- D. The department is responsible for providing guidelines and resources for the evaluation and selection of all instructional materials.
- E. The department is responsible for the staffing and maintenance of the MCPS Professional Library. The Professional Library provides professional materials and library information services to all MCPS employees.

- F. The department supervises Publications Services.
- G. The department is responsible for coordinating Television Services.

III. PROCEDURES

A. Evaluation And Selection of Materials

1. MCPS Regulation IIB-RA: *Evaluation and Selection of Instructional Materials* provides all information needed in the evaluation of instructional materials, library books, films, and textbooks.
2. Lists of materials of instruction in certain subject fields may be obtained from the director of the Department of Instructional Resources. All elementary and secondary textbooks approved for school use are listed in the *Textbook List* published by the Department of Instructional Resources and may be requisitioned from the Textbook Depository.
3. Evaluation Collection
 - a) Collections of kits, software, library books, textbooks, and other instructional materials located in Evaluation and Selection, Department of Instructional Resources, are available to the professional staff for evaluation.
 - b) Principals are invited and encouraged to send teachers and media specialists to evaluate materials. Purchase of desired materials is initiated by the individual school according to regular purchasing procedures.
 - c) These collections are also intended to be used by staff in workshops writing curriculum guides and by the instructional materials evaluation committees.

B. Central Processing of Instructional Materials

Processing Services of the Department of Instructional Resources processes all library books, instructional materials, and software controlled by the media center. Processing includes ordering, cataloging, classifying, verifying receipts, shipping, and approving for payment.

C. Film Library

1. This library houses and maintains the film collection, 16mm and video, selected for countywide use. Films are distributed on request to all schools in the county and various departments within the school system.
2. Services include loans to various county agencies.
3. Loans of films purchased with federal funds are circulated to nonpublic schools in Montgomery County.
4. Requests are mailed in, listed in numerical order, approximately one month in advance of need. Requests are posted and requests acknowledged and returned to schools.
5. All films are delivered and returned by pony mail on a schedule determined by the Film Library.
6. Overdue notices are sent to those schools with films two days overdue.
7. Notices are sent to schools on any film that cannot be shipped on the day requested when it is overdue from another school.
8. Films are inspected on their return and repaired when necessary by film inspectors.

D. Audiotape Duplication Service

1. Tape duplication is possible only from a cassette tape.
2. Any duplication where copyright violation is involved will be refused.
3. Foreign language tapes are requested by sending the white copy of MCPS Form 365-18, and the correct number of new cassettes to the Audiovisual Equipment and Instructional Computer Maintenance Section.
4. For all other tape duplication requests, the white copy of MCPS Form 365-18 is sent with the original recording and the correct number of new cassettes to the Audiovisual Equipment and Instructional Computer Maintenance Section.

E. School Communication Services

1. The staff provides technical support and services for communication laboratories, media production centers, and television systems in schools.
2. Responsibilities of the staff include:
 - a) Writing specifications
 - b) Investigating and evaluating new equipment
 - c) Making budget recommendations
 - d) Making design recommendations
 - e) Installing equipment
 - f) Conducting in-service programs
 - g) Maintaining equipment
 - h) Making replacement recommendations
 - i) Maintaining a self-service lab
3. School Communication Lab Services staff provides in-service training for professional staff in audiovisual production and applications. The staff also provides assistance in drymounting, laminating, making transparencies, and editing video and audiotapes as required by the professional staff in the self-service lab.

F. Loan of Instructional Equipment

A variety of items of instructional equipment may be borrowed on a short-term loan from the Audiovisual Equipment and Instructional Computer Maintenance Section, Department of Instructional Resources. Loans are made (1) on a regular basis to nonschool-based personnel, (2) on an emergency basis to schools for items of equipment normally a part of the equipment inventory of the school, and (3) on a regular basis to schools for those items of instructional equipment which are not a regular part of the inventory of the school.

G. Professional Library

1. The Professional Library provides professional materials and a variety of services to Montgomery County Public Schools employees. Faculty from nonpublic schools in Montgomery County may obtain a card which entitles them to borrow books from the Professional Library. As a courtesy, other individuals may use materials in the collection on site.
2. The Professional Library maintains an extensive education collection of professional books, periodicals, microforms, reference works including indexes and abstracts, and ERIC documents. MCPS employees may borrow materials, order photocopies of articles, and request reference services including online information retrieval and interlibrary loans.

3. Professional Library Hours:

8:30 a.m.-5 p.m.Monday through Friday in July and August

8:30 a.m.-8 p.m.Monday through Thursday (except holidays)

8:30 a.m.-5 p.m.Fridays (except holidays)

9:00 a.m.-4 p.m.Saturdays (except Saturdays in July and August, and Saturdays preceding a Monday holiday or following a Friday holiday)

When Adult Education and evening activities are canceled in the schools, the Professional Library will also be closed.

Administrative History: Formerly Regulation No. 365-1, February 5, 1968 (directory information updated), revised December 1986.