

KGFA Nondistrict Use of the District Instructional Media Center's Materials and Equipment

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **KGFA**
Adopted: 7/11/78
Readopted: 7/9/02
Orig. Code(s): 1331

Nondistrict Use of the District Instructional Media Center's Materials and Equipment

When certain cataloged audiovisual equipment and cataloged audiovisual materials in the district's Instructional Media Center are available, they may be used by certain nondistrict users which will fall into two categories - fee paying and nonfee paying. Use of district materials by some nondistrict agencies will be subject to the terms of an interagency contract.

1. Nonfee Paying Users:
 - a. Nonprofit school programs (e.g., LCSD, private schools, parents with waivers);
 - b. Professional educational organizations associated with job-related activities of the district;
 - c. Local service organizations (incidental use) (e.g., Rotary, Chamber of Commerce, Optimists, etc.);
 - d. Local youth groups (e.g., Boy Scout, Girl Scout, YMCA);
 - e. Local cultural groups (incidental use) (e.g., Yaquina Art Association, Porthole Players, Oregon Coast Council for the Arts).
2. Fee-Paying Users (will be accepted only on an incidental basis):
 - a. Commercial enterprises;
 - b. Professional organizations (other than those in 1.b.);
 - c. Individuals;
 - d. Religious organizations (other than 1.a.);
 - e. Tax-supported agencies or groups:
 1. City (e.g., fire department, police department, hospitals);
 2. County (e.g, health department, sheriff's office);
 3. State (e.g., CETA, CYP).

A fee schedule will be developed based on the current commercial rates for equipment rentals. This schedule will be updated by July 1 of each year.

Nondistrict users will be fully apprised of their responsibilities for the care of equipment and materials

District needs will have priority over all other requests and an equitable process will be developed for prioritizing nondistrict requests.

Limits will be placed on types of equipment, length of check-out time and amounts of materials available for any single check-out.

A process will be available for nondistrict users to appeal their disagreements with the application of this policy.

The superintendent or designee will develop administrative regulations to implement the intent of this policy.

END OF POLICY

Legal Reference(s):

ORS Chapter 244
ORS 332.107
OAR 584-020-0040

Oregon Government Standards and Practices Laws, A Guide for Public Officials, Oregon
Government Standards and Practices Commission (Dec. 1993).