

Purchasing Library Resource

- All materials/resources/videos must be approved through Media Center. Including costumes, games, interactive technology games and educational software, literature guides, audio formats, media kits, reading centers, puppets, etc.
- When library books are purchased, no more than 10 copies per title may be purchased with library funds.
- All books purchased with library funds must stay in library for use by entire campus. Not to be stored in classrooms.
- No DVD's to be purchased for campus use only. All DVD's viewings must be approved through the Media Office.
- Once you make your list please share your order with me. If you are using Titlewave my username is **rosecain**. All other orders need to be emailed or pony to me at the materials center.
- I will then email you letting you know you're good to go. Have your Principal approve your order, and sign it.
- Give that list to your secretary to make you a requisition. Once she has made the requisition, have her put that requisition number on the approved list and email it to me or send it pony.
- Once I have the list your requisition will be approved by Mireya Trujillo.
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