
Descriptor Term:	Descriptor Code:	Issued Date:
SCHOOL LIBRARY PROGRAM RESOURCE MANAGEMENT	721	06/21/16

Rescind:	Issued:
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BOARD POLICY

Policy Statement:

I. Expenditures of Public School Library Resource Fund

Pursuant to §4120 (School Libraries) and 4120.1 (Public School Library Resource Fund) of 17GCA (Education), the Guam Education Board and the Superintendent shall provide framework on the expenditures of funds to adhere to the requirements of the mandate thereby establishing the School Library Program Resource Management Standard Operating Procedures for the Guam Public School Libraries.

The School Library Program Resource Management Standard Operating Procedure will be established by the Superintendent of Education to address the following requirements as mandated by law:

1. The funding shall be expended exclusively for enhancement of learning resources and technology within the Public School Libraries;
2. The resources procured must directly benefit the students;
3. The School Library Program Three-Year Plan, developed by the School Librarian and approved by the School Administrator, shall be submitted to the Division of Curriculum & Instruction; and
4. The School Library Program Annual Performance Report (APR), which reflects the Three-Year Plan, shall be submitted at the end of each school year which will include, and not limited to the following: a. Expenditure Report; b. Inventory of Equipment; and c. End of the Year Report.

II. Expenditures of Miscellaneous Funds:

All miscellaneous funds received by the School Library Personnel as fees, fines, donations and/or fund-raising activities shall be deposited into a Trust and Agency Fund (TAF) to be used for the purchase of library books and/or resource materials that directly benefit the students.

The expenditures of miscellaneous funds shall comply with the district's Non-Appropriated Funds (NAF) Procedures.

REVISED: 6/25/08, 6/21/16