

Each employee of the school district shall be accountable for materials under his or her control. Building principals, non-instructional supervisors, and district administrators shall be responsible for materials within their respective areas of jurisdiction and shall administer the school district policies and regulations for receiving, control, use, records and reports pertaining to such materials. All employees shall fully cooperate with personnel having district wide responsibilities for specific materials so that the greatest possible benefit may accrue to the educational program.

The Superintendent/designee shall be responsible for establishing guidelines and regulations whenever deemed advisable to blend the individual areas of material resources management into coordinated activity for the benefit of the total school district operation.