I. **Mission and Purpose:** The library maintains an Instructional Media Center which has as its primary purpose the provision of materials and resources to students and faculty of the University’s Teacher Education programs. However, the collection is available to all patrons of McIntyre Library.

Its mission is to make readily available for study, evaluation, and implementation, those educational materials of the highest quality produced for use with children from preschool through grade 12, and to provide other resources related to the teacher education programs at UW-Eau Claire. Some adult basic education materials may also be included in the collection. When feasible, the collections may also serve the needs of local educators.

The IMC will also collect, house, and distribute the majority of the non print collections for McIntyre Library. Every attempt will be made to have available in the IMC the necessary hardware to facilitate the study and previewing of the various non print formats.

II. **Personnel and Services:** The Education Librarian’s primary assignment is the development and maintenance of collections in the Instructional Media Center. The Education Librarian will provide specialized services for the IMC, including reference service, reader’s advisory service and classroom instruction on the use of the IMC and its materials. The Education Librarian will also serve as the faculty liaison to the College of Education and Human Sciences, and will seek out and maintain professional contact with teacher education instructional units and with individual faculty members.

III. **Collection Development:** The IMC collection provides materials designated to support the instructional needs of the University’s teacher education programs, including methods courses taught by faculty in academic departments outside the College of Education and Human Sciences. In addition, this collection development policy is to be used in conjunction with the general collection development policy and the principles subscribed to there will be followed.

A. **Collection Guidelines**

1. **Curricular Level and Subject Treatment:** The IMC collection contains resources appropriate for pre-school through secondary education, and may also include adult education materials. The collection will include materials on all curricular areas as described by the Wisconsin Department of Public Instruction.

2. **Languages:** The primary language of materials in the collection is English.
3. **Chronology**: Although the collection contains older materials, emphasis is on recently published teaching materials.

4. **Geographical Emphasis**: Educational methods and approaches used in the United States are emphasized. Materials published by the Wisconsin Department of Public Instruction and materials used by local school districts will be given priority.

5. **New and Emerging Instructional Technologies**: Technologies that affect educational practices are incorporated into the IMC and its preview area when feasible.

B. **Collection Formats and Descriptions**

1. **Children’s Book Collection**: The CBC includes fiction, nonfiction, picture books, folk and fairy tales, plays and poetry appropriate for preschool through grade twelve. Items for the collection will be selected using standard reviewing tools and will include annual acquisition of award books, such as the Caldecott, Newbery, Printz and Coretta Scott King. The CBC collection will serve as a model school media center.

2. **Professional Collection**: The Professional Collection consists of handbooks for teachers, including suggestions for classroom activities, lesson preparation, bulletin boards, bibliographies, curriculum guides, and instructional methods books. More theoretical, education research-based books are located in the main library collection.

3. **Journals**: A very selective collection of journals not duplicated elsewhere in the library will be housed in the IMC. Topics covered include titles that provide articles about innovative teaching methods and activities, materials selection journals, as well as exemplary children’s magazines.

4. **Textbook Collection**: Current examples of teachers’ editions of elementary and secondary level textbook series for all major subject areas will be collected. Attempts will be made to acquire textbooks adopted by the Eau Claire Area School District. Emphasis in the textbook collection is on materials published within the last 10 years. Textbooks which are ten years old shall be withdrawn annually unless their content is specialized and of current or historical value.

5. **Picture File**: The picture file includes materials useful in teaching at the preschool through high school levels. Most of the materials in this collection are posters.

6. **Historical Children’s Book Collection**: A limited retrospective collection of those titles significant to the study of the history of children’s books.

7. **Multimedia Collection**: The IMC is the repository for most media purchased by the library, whether appropriate for use by
young children or university students and instructors. Formats include videotapes, games, realia, models, puppets, computer software, multimedia kits, and audiocassettes.

C. **Collection Maintenance**
   1. Due to physical space limitations, and in order to ensure that library materials are current, enticing and relevant, the collections will be weeded routinely.
   2. Generally, when new editions are received, superseded editions will have to be removed unless they are currently in use in a local school district or reflect some extremely significant development in educational publishing.
   3. Current physical condition, correctness of information and availability of other related materials will all be considered before materials are withdrawn from the collection. If there are serious doubts about withdrawing an item, subject area specialists will be consulted.

Kathryn Tvaruzka
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