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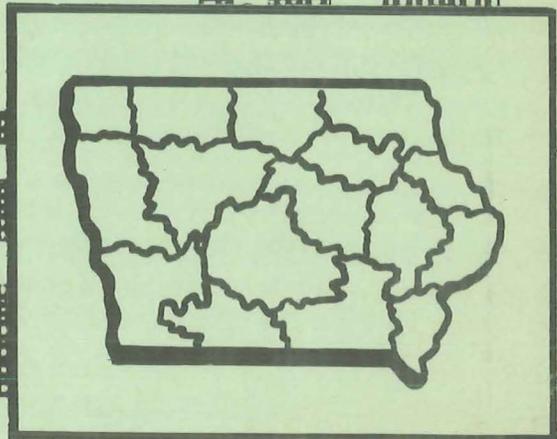
IOWA'S

# STATE PLAN

FOR

**Title II  
ELEMENTARY  
AND  
SECONDARY  
EDUCATION  
ACT**

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State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Paul F. Johnston, Superintendent  
Des Moines 50309

IOWA'S STATE PLAN  
FOR TITLE II  
ELEMENTARY AND SECONDARY EDUCATION ACT

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A State Plan for Making Available School  
Library Resources under Sections 201-207 of Title II  
and Sections 601-605 of Title VI, P. L. 89-10

Submitted by the State of Iowa

Approved by State Board of Public Instruction on October 13, 1967  
(Name of State Agency) (Date)

The following to be completed by the Office of Education:

Date received by the Office of Education: November 9, 1967

Date on which plan or amendment is effective in the state: November 9, 1967

The State of Iowa, through the State Department of Public Instruction, hereby submits this plan for making available school library resources, pursuant to the provisions of Section 201-207, inclusive, of Title II and Sections 601-605, inclusive, of P. L. 89-10 and the regulations issued pursuant thereto.

1.0 The program for State plan administration

1.1 Name of agency

The name of the State Educational Agency is the State Department of Public Instruction whose official address is State Office Building, Des Moines, Iowa 50319 and this agency is the sole agency responsible for the administration of the State plan and for dealing with the Commissioner with respect to the plan. This agency qualifies as the State Educational Agency because it has the general supervision and control of public and certain specified supervision and control of private education within the State.

The legal authority supporting the State Department of Public Instruction as the sole agency for the administration of this State plan is given in the Code of Iowa, Chapter 257, Sections 257.1, 257.9, 257.19.

Section 257.1 State board established

There is hereby established a state board of public instruction for the State of Iowa. The state board of public instruction, hereinafter called the state board, shall consist of nine members.

Section 257.9 General powers and duties of board

The state board shall exercise the following general powers and duties:

Subsection 1. Determine and adopt such policies as are authorized by law and are necessary for the more efficient operation of any phase of public education.

Subsection 2. Adopt necessary rules and regulations for the proper enforcement and execution of the provisions of the school laws.

Subsection 3. Adopt and prescribe any minimum standards for carrying out the provisions of the school laws.

Subsection 4. Perform such duties prescribed by law as it may find necessary for the improvement of the state system of public education in carrying out the purposes and objectives of the school laws.

Section 257.19 Department of public instruction established

There is hereby established a department of public instruction to act as an administrative, supervisory, and consultative agency under the direction of the superintendent of public instruction and the state board. The state department shall be located in the office of the state superintendent, and shall assist the state superintendent in providing professional leadership and guidance and in carrying out such policies, procedures, and duties authorized by law or by the regulations of the state board, as are found necessary to attain the purposes and objectives of the school laws of Iowa.

1.2 Administration

1.21 Official title of officer authorized to submit State plan materials

The official title of the officer authorized by the State educational agency to submit State plan materials is the State Superintendent of Public Instruction who is the Executive Officer of the State Board of Public Instruction. The address of this official is Department of Public Instruction, State Office Building, Des Moines, Iowa 50319.

1.22 Official title and address of custodian of Federal funds

The official title and address of the officer who has legal authority to receive and to have custody of Federal funds is the State Treasurer of Iowa, State House, Des Moines, Iowa 50319.

1.23 Official titles and addresses of officers with authority to authorize expenditures

The official titles of the officers who on the State level will have authority to authorize expenditures under the State plan are the State Superintendent of Public Instruction and the Assistant Superintendents of Instruction and Administration. The address of these officers is Department of Public Instruction, State Office Building, Des Moines, Iowa 50319.

1.24 Official titles of officers and administrative units who will administer the plan

The official titles of the officers and administrative units within the State educational agency who will administer the plan are the State Superintendent of Public Instruction under the control and supervision of the State Board of Public Instruction, the Assistant Superintendent of the Instruction Area, and the Assistant Superintendent of the Administration Area.

The Administrator, Title II, of the Curriculum and Supervision Branch will have primary responsibility for the execution of this program. To insure implementation of the Title II Program, adequate staffing will be provided as described in 3.21-2 of this plan.

1.25 Organization of staff of the State agency administering this plan

The organization of the State staff for the administration of programs under the State plan for making available school library resources, pursuant to the provisions of Section 201-207, inclusive of Title II and Sections 601-605, inclusive, of P. L. 89-10 and the regulations issued pursuant thereto, is shown on the attached organizational chart. (See Appendix A)

1.26 Composition and duties of State advisory committee

The composition of the State Title II Advisory Committee will be characterized by the selection of outstanding professional members of teaching, administrative and/or supervisory staffs of schools, colleges or libraries, as well as other personnel whose recognized competencies relate to this title. This Advisory Committee will be appointed by the State Superintendent of Public Instruction.

This Advisory Committee, when appointed, will serve in an advisory capacity concerning State activities carried on under Title II, Sections 201-207, inclusive, and under Title VI, Sections 601-605, inclusive. The duties of this Advisory Committee will include: the study of existing standards relating to school libraries, school library resources (including audio-visual materials), developing new standards and revising old standards, and making formal recommendation of their adoption in Iowa; and the study and revision of criteria governing the administration of Title II in Iowa.

1.27 General plan for administration of Sections 201-207 inclusive of Title II of Public Law 89-10

The general plan for administration of Sections 201-207 inclusive of Title II of Public Law 89-10 is as follows:

1.27-1 Functions of agency for administration of State plan

The functions of the State Department of Public Instruction as the sole agency for administration of this State plan will be: (1) the development and continuous revision and evaluation of standards relative to Title II resources; (2) the dissemination of information to, and orientation of education specialists responsible for the acquisition of Title II resources; (3) the conduct of in-service programs to improve instruction, selection policies and procedures; (4) the collection and evaluation of data from local school districts; (5) the development of administrative procedures for the acquisition of resources and fiscal control and accounting; (6) the development, distribution, and evaluation of project applications; and (7) the development of handbooks, brochures and other publications necessary to accomplish the objectives of the program.

1.27-2 Functions of public sub-agencies

Public sub-agencies (see 1.27-3 of this plan) will be involved in the administration of the Title II program only to the extent necessary to insure the acquisition, display, and loan of an equitable amount of resources to private school children and teachers.

1.27-3 How materials are to be made available for use

Title II resources acquired under this plan will be made available through designated regional public sub-agencies. These sub-agencies will be composed of one or more public county school systems. They will be designated by the Department so that all the territory of Iowa will be served. The designated regional public sub-agencies will be determined on the basis of a cooperatively developed plan whereby one regional agency will be designated to serve the area comprising each of the State's Area Districts for the Improvement of Education in Iowa Schools. Each such sub-agency will assume responsibility for the acquisition, display, and loan of an equitable amount of resources to all public and private elementary- and secondary-school teachers and children whose schools are located within the geographic area served by it.

Each sub-agency will establish for its geographic area a Title II advisory council composed basically of administrators. Representation from public and private schools within the designated regional public sub-agency of which they are a part will be included on this committee. It should be the responsibility of this council to advise as to administration, distribution, and financing.

There shall be established selection committees which should be comprised of teachers, supervisors, subject matter coordinators, principals, audiovisual specialists, and librarians whose duties shall include evaluating and screening print and non-print material and advising the area project director as to the purchase of these materials.

The selection committees should be flexible in their makeup and so selected that they will reflect the views of teachers in the area. Sub-committees could be established to work in specific subject matter fields. However, they must always reflect the needs of the entire area. Released time should be provided for members of the selection committee.

1.27-4 Legal bases for designation of one or more county school systems as regional sub-agencies to administer this plan locally

Section 273.1 System created

There is hereby created in each of the several counties of the state, a county school system which shall be a part of the public school system of the state.

1.28 Accessibility of loaned material

1.28-1 Responsibility of public sub-agencies

The designated regional public sub-agency will make library resources and materials available to the teachers and children within the area served by the designated regional public sub-agency.

1.28-2 Cost of printing of list or catalog

In addition to the regular allocation, up to three-quarters of one per cent of the regular allocation for the designated regional public sub-agency may be allocated from State administrative funds by the Department of Public Instruction for the development of lists or catalogs of materials.

Section 273.13 Specific duties

The county board of education shall:

Subsection 6. Adopt rules and regulations, where deemed expedient, and make provisions for establishment and maintenance of county school libraries, in conformity with the provision of chapter 292.

Section 273.22 Provision for merger of county school systems added by Iowa Sixty-first General Assembly (1965)

Subsection 12. Joint boards shall exercise all powers and carry out all duties imposed on county boards of education by statute, and shall be governed in general by the provisions of this chapter.

1.3 The State agency's authority

1.31 Statutes relevant to establishing authority of State agency

The following cited statutes contain matter relevant to establishing the authority of the State agency submitting this plan under Sections 201-207, inclusive, and Sections 601-605, inclusive of P. L. 89-10: (Code of Iowa, Chapter 257, Section 257.10, Subsection 6; Section 257.18, Subsection 8; Chapter 283, Sections 283.1 and 283.2. See also Appendix B, Chapter 226, Acts of Sixty-first General Assembly.)

Section 257.10 Specific powers and duties

It shall be the responsibility of the State board to . . . :

Subsection 6. Approve plans when submitted by the state superintendent of public instruction for cooperating with the federal government whenever it may find it desirable to do so, and provide for the acceptance and the administration of funds, subject to the approval of the legislature, which may be appropriated by Congress and apportioned to the state for any or all educational purposes relating to the public school systems and for the acceptance of surplus commodities for distribution when made available by any government agency.

Section 257.18 Responsibilities of superintendent

Subsection 8. Recommend ways and means of cooperating with the federal government in carrying out any or all phases of the educational program relating to the state system of public education in which, in the discretion of the board, cooperation is desirable. Recommend policies for administering funds which may be appropriated by Congress and apportioned to the state for any or all educational purposes relating to the public school system, and execute such plans as adopted by the state board.

Section 283.1 Federal funds accepted

The state board of public instruction is hereby designated as the "state educational authority" for the purpose of accepting and administering such funds as may be appropriated by Congress for educational purposes and all such funds shall be deposited with the treasurer of state and disbursed through the office of state comptroller on vouchers audited as provided by law. When state matching funds are required as a condition to the acceptance of such federal funds, the state board of public instruction is authorized to make expenditures for matching only from funds provided by the legislature for such purpose; provided, however, that when federal funds may be matched with expenditures from funds appropriated for the general operation of the department of public instruction such may be done with the approval of the budget and financial control committee.

Section 283.2 Services and commodities accepted

The state board of public instruction is also authorized to accept services, commodities and surplus property and make provision for warehousing and distribution to various departments and subdivisions of the state, and such other agencies, institutions and authorized recipients within the state as may be from time to time designated in federal statutes and rules.

1.32 Statutes containing State agency's authority

The following cited statutes contain the authority of the State Board of Public Instruction and the State Superintendent of Public Instruction who is the Executive Officer of the State Board of Public Instruction: (Code of Iowa, Chapter 257, Section 257.9; Section 257.17; Section 257.18, Subsections 5, 7, and 12; 257.25 and Chapter 280, Section 280.17. See also Appendix B.)

Section 257.9 General powers and duties of board

(See 1.1, Iowa State plan)

Section 257.17 Powers of superintendent

The superintendent shall have the following powers:

Subsection 1. Exercise general supervision over the state system of public education, including the public elementary and secondary schools, the junior colleges, and shall have educational supervision over the elementary and secondary schools under the control of the state board of control, and nonpublic schools to the extent that is necessary to ascertain compliance with the provisions of the Iowa school laws.

Subsection 2. Advise and counsel with the state board on all matters pertaining to education, recommend to the state board such matters as in his judgment are necessary to be acted upon, and when approved, to execute or provide for the execution of the same when so directed by the state board.

Subsection 3. Recommend to the state board for adoption such policies pertaining to the state system of public education as he may consider necessary for its more efficient operation.

Subsection 4. Carry out all orders of the state board not inconsistent with state law.

Subsection 5. Organize, staff and administer the state department so as to render the greatest service to public education in the state.

Section 257.18 Responsibilities of superintendent

Subsection 5. Recommend to the state board the personnel of such committees as are required by law, and to appoint such other committees as may be deemed desirable by him or the state board for carrying out the provisions of the Iowa school laws.

Subsection 7. Provide the same educational supervision for the schools maintained by the state board of control as is provided for the public schools of the state and make recommendations to the board of control for the improvement of the educational program in such institutions.

Subsection 12. Ascertain by inspection, supervision, or otherwise, the condition, needs, and progress of the schools under the supervision of his department and make recommendations to the proper authorities for the correction of deficiencies and the educational and physical improvement of such schools, and recommend to the state board the need for a state audit of the accounts of any school district, county school system, school official, or any school employee handling school funds when it is apparent that such audit should be made. If deemed advisable the state board may call upon the state auditor to make such an audit and he shall proceed to do so as soon as practicable.

Section 257.25 Responsibilities relating to private schools added by Iowa Sixty-first General Assembly (1965)

In addition to the responsibilities of the state board of public instruction and the state superintendent of public instruction under other provisions of the code, the state board of public instruction shall establish standards, regulations, and rules for the approval of all public, parochial and private nursery, kindergarten, elementary, junior high, and high schools . . .

(See Appendix B for complete text.)

1.4 Periodic consultations with and reports to the Commissioner and his staff

The Iowa State Department of Public Instruction will participate in periodic consultations with the Commissioner and his staff, and will make such reports

to the Commissioner as he may consider reasonably necessary to carry out his responsibilities under P. L. 89-10, and will comply with such other provisions as the Commissioner may reasonably request as to accessibility, correctness and verification of reports and related documentary information.

#### 1.5 State administrative review and evaluation

The Iowa State Department of Public Instruction will establish the following procedures for an annual review of the administrative and supervisory practices associated with the administration of this plan: effectiveness of the Department's internal administrative and supervisory functions as to the efficiency and quality of service to the designated regional public sub-agencies and, in turn, to all children and teachers located within the geographic area served by each of these agencies. This appraisal will give attention to procedures of approval for purchase applications, provision for in-service training, dissemination of information, and evaluative techniques.

#### 1.52 Additional methods of annual study of procedures

The annual review and evaluation of the procedures used in the administration of this State plan will give attention to the following items:

- a. Development and revision of standards and criteria for the acquisition of Title II resource materials.
- b. Study and redefinition of "relative need" of resource materials.
- c. Study of effectiveness of methods of making resource materials available to all children and teachers in both public and private elementary and secondary schools.
- d. Collection of data through determination of status of school libraries, audiovisual centers and resources, and other instructional materials as a basis for the revision of standards and the redefinition of "relative need."
- e. Study and evaluation of information tabulated from approved purchase applications.
- f. Analysis of uniform annual report to be required of each designated regional public sub-agency responsible under this State plan for acquiring and making resource materials available to all children and teachers in all public and private elementary and secondary schools located within the geographic area served by such sub-agency.

The uniform annual report required of each designated regional public sub-agency as described in this plan (1.27-3) and which is the recipient of a grant will include: (1) accountability for resources acquired; and (2) report of the: (a) extent of improvement in

quantity and quality of school library resources, facilities, services, and staffing, (b) extent of improvement in the removal and replacement of obsolete instructional materials, (c) increase in the level of local expenditures for Title II resources, (d) effect of Title II on teaching techniques and approaches to learning, (e) change in curriculum development and enrichment as a result of increased Title II resources, and (f) pupil achievement.

## 2.0 Fiscal management, accounting and auditing procedures

### 2.1 Determination of funds available for State administration

An administrative approval by the State agency administering the plan, for acquisition or of the estimated cost of such acquisition, constitutes the basis for determining the amount available for State administration.

#### 2.11 Definition of expenditure for State administration

Expenditures for State administration of the plan occur upon the date of execution of documentary evidence of a binding commitment for the acquisition of goods or services acquired by purchase order or contract, as adjusted to the net amount actually paid, and the performance of personnel services or travel are expenditures on the basis of the time when the services are rendered or received or the travel performed. All obligations and contracts must be made during the fiscal year for which the allotment is available. The obligation method of accounting will be used. Liquidation of all obligations will be made by the end of the fiscal year following the fiscal year in which the obligation was incurred.

#### 2.12 Definition of expenditure for local agency

Expenditures by local agencies occur upon the date of execution of documentary evidence of a binding commitment for the acquisition of goods by purchase order or contract, as adjusted to the net amount actually paid. Obligations by purchase order or contract must be incurred during the fiscal year in which the project was approved. The obligation method of accounting will be used. Liquidation of all obligations will be made by the end of the fiscal year following the fiscal year in which the obligation was incurred.

## 2.2 Fiscal records and auditing of the State Department of Public Instruction

### 2.21 Name and location of agency where all basic fiscal documents will be maintained

The official accounts and documents showing receipts and expenditures of funds by the State agency under the approved State plan

will be maintained by the following agency: the State Department of Public Instruction under the control and supervision of the State Board of Public Instruction, State Office Building, Des Moines, Iowa 50319.

2.22 Annual audit

The accounts of the Iowa State Department of Public Instruction, under the control and supervision of the State Board of Public Instruction, are audited annually by the State Auditor. Reports of such audits will be available in the office of the State Department of Public Instruction.

2.3 Fiscal records and auditing: local level

2.31 Records to be kept: nature, location, and length of time

The official accounts and documents showing receipts and expenditures of funds by designated regional public sub-agencies for approved projects under the approved State plan will be maintained by each such sub-agency, and be kept together in one place, accessible at all times for review and/or audit.

The designated regional public sub-agency shall provide for keeping accessible and intact all records supporting claims for Federal grants or relating to the accountability of the grantee agency for expenditures of such grants: (1) for three years after the close of the fiscal year in which the expenditure was made by the local education agency; or (2) until notified of the completion of the Department of Health, Education, and Welfare's fiscal audit, whichever is later.

2.32 Audit standards to be followed

The State Auditor or private certified or registered public accountant will audit the fiscal records of the designated regional public sub-agencies pertaining to all expenditures claimed for Federal financial reimbursement under an approved Title II project of P. L. 89-10. These audits will be made annually and copies of such audits will be available in the office of the State Auditor or State Department of Public Instruction. (Code of Iowa, Chapter 11, Section 11.2, Section 11.6, and Section 11.18.)

Section 11.2 Annual settlements

The auditor of state shall annually, and oftener if deemed necessary, make a full settlement between the state and all state officers and departments and all persons receiving or expending state funds, and shall annually make a complete audit of the books and accounts of every department of the state.

Provided, that the accounts, records, and documents of the treasury department shall be audited daily.

Provided further, that a preliminary audit of the educational institutions and the state fair board shall be made periodically, at least quarterly, to check the monthly reports submitted to the comptroller's office as required by section 8.6, subsection 7 and that a final audit of such state agencies be made at the close of each fiscal year.

Section 11.6 Examination of counties

The financial condition and transactions of all counties shall be examined once each year by the auditor of state.

(See also 1.32 of this plan, section 257.18, Responsibilities of superintendent, subsection 12, for reference to authority to audit of the "county school system" which either alone or in combination with other such school systems will comprise the designated regional public sub-agency as defined in 1.27-3 of this plan.)

Section 11.18 Examination of cities, townships, and schools

The financial condition and transactions of all cities and city offices, and all school offices in independent and community school districts maintaining high schools, shall be examined at least once each year. The examination of school offices shall include an audit of activity funds. Examinations may be made by the auditor of state, or in lieu of the examination by state accountants the local governing body whose accounts are to be examined, in case it elects to do so, may contract with, or employ, certified or registered public accountants certified and registered in the state of Iowa, and pay the same from the proper public funds. If the city or school district elect to have the audit made by certified or registered public accountants, they must so notify the auditor of state within sixty days after the close of the fiscal year to be examined. If any city or school district does not file such notification with the auditor of state within the required period, the auditor of state is authorized to make the examination and cover any period which has not been previously examined.

Any township or municipal corporation not embraced within the foregoing provisions of this chapter and any school corporation in which an annual examination is not required may, on application to the auditor of state, secure an examination of its financial transactions and condition of its funds, or a like examination shall be had on application of one hundred or more taxpayers, or if there are fewer than five hundred taxpayers, then by five per cent thereof. The examination in any such school district may

be had upon the written request of the county superintendent of schools. In lieu of such examination by state accountants, the local governing body may contract with, or employ, certified or registered public accountants and pay the same from the proper public funds.

#### 2.4 Identifying and prorating costs

The allocated portions of salaries, travel, and other expenses of regular or additional staff members and clerical personnel, who will be giving some share of their time to the implementation and operation of this program, shall constitute approved expenditures in the computation of total costs for which Federal funds are granted. Such allocations will be prorated in accordance with certified statements by the State Department of Public Instruction on a "before" and "after-the-fact" basis.

The expenditures for equipment and materials and supplies deemed necessary for the distribution of this Title, and approved and assigned under this Title, shall constitute approved expenditures in the computation of costs for which Federal funds are granted. A certification of such need will be made relative to equipment by the State Superintendent of Public Instruction and such certification will be kept with other fiscal papers for audit purposes.

In case supplies and equipment are used in part for work not under a Plan program, the State Superintendent will certify the allocation on the basis of the time or portion devoted to the purposes of Title II programs.

#### 3.0 Program for making school library resources available for the use of children and teachers in public and private elementary and secondary schools in the State.

##### 3.1 Methods employed to insure availability of resources

The methods employed to insure that the resources provided by this program are made available for the use of children and teachers in public and private elementary and secondary schools are as follows:

##### 3.11 Administration of program from State to local level

The State Department of Public Instruction will administer the program directly to designated regional public sub-agencies which, in turn, will assume the responsibility for administering the program locally for the teachers and children within the school districts comprising said region.

##### 3.12 Selection of resources

Resources will be selected by the designated regional public sub-agencies in accordance with the criteria established by the State department and set forth in 3.4 of this plan.

3.13 Preparation, submittal, review and approval of purchase applications or requests

Purchase application forms will be distributed to all designated regional public sub-agencies by the Department together with an administrators handbook containing instructions and guidelines to assist in the preparation of such applications. Each purchase application must be accompanied by evidence that the materials to be purchased have been reviewed by the designated regional public sub-agency's Title II advisory committee in terms of the criteria for selection outlined in this State plan. Applications will be submitted to the Administrator, Title II, where they will be evaluated, approved or disapproved, and processed.

3.14 Preparation of purchase orders

Upon receipt of approval from the State Department of Public Instruction, the designated regional public sub-agency will prepare purchase orders, acquire the approved resources, and be reimbursed therefor and for processing costs in accordance with procedures given in 3.15 of this plan. These costs will be allowed in terms of criteria included in the purchase application. An advance payment not to exceed 75 per cent of the estimated cost of the approved application may be made on request of the sub-agency.

3.15 Delivery and processing of materials

The materials will be delivered to the designated regional public sub-agency where they will be processed.

3.15-1 Processing library resources

Library resources including audio-visual resources will be catalogued and processed. A book and/or card catalog including a shelf list will be maintained by the regional public sub-agency. Each sub-agency will maintain a running inventory and report each year to the Department on a form supplied by the Department the quantity and types of resources in each sub-agency. The Department of Public Instruction will maintain a file of copies of invoices from each designated regional public sub-agency.

3.16 Placement and organization of materials for use

Resources acquired will be placed and organized according to facilities available and consistent with educational program need.

3.2 Administration of State plan

3.21 Staffing pattern

The staffing pattern to be followed will consist of personnel for (1) administration and coordination, and (2) for execution.

3.21-1 Administration and coordination

The State Superintendent of Public Instruction will administer and coordinate the program set forth in this plan through the Office of Assistant Superintendents, the Associate Superintendent of Curriculum and Supervisions, and the Director of the Division of Curriculum, with immediate responsibility for execution of this program resting with the Administrator, Title II.

3.21-2 Staffing pattern and qualifications of personnel having primary responsibility for execution of program

The Administrator, Title II, in cooperation with the Educational Media Section, will have immediate responsibility for execution of the program, supported by adequate professional and clerical staffing.

Included in the staffing will be a person designated as Title II Associate who will have the responsibility under the direction of the Administrator, Title II, for the administrative flow and control of applications for program grants.

3.22 The program of State administration, leadership, and supervision

The program of State administration, leadership, and supervision to be incorporated as a part of the administration of this plan is as follows:

3.22-1 Evaluation and approval of applications for program grants

The Administrator, Title II, will evaluate and approve applications for program grants under this State plan (subject to final approval by the State Superintendent of Public Instruction).

3.22-2 Development and revision of standards: coordination of Title II and Titles I and III of Public Law 89-10, and leadership of designated regional public sub-agencies and local public school districts

The existing staff members of the Educational Media Section (Audio-Visual Consultant[s] and Library Services Consultant[s]) provide consultative and evaluative services to public schools relating to audio-visual and library services, develop publications, and exercise statewide leadership through regional and State conferences, meetings, demonstrations, and workshops. This Section will continue these services.

In addition, this Section will participate in: (1) the development and revision of standards and criteria relating to the selection and use of Title II resources, (2) the development and revision of school audio-visual and library standards, (3) the development of forms and publications related to the program, (4) the coordination of Title II with Titles I and III of Public Law 89-10 and Library Services Construction Act and (5) the task of leadership and guidance of designated regional public sub-agencies in the discharge of their responsibilities under this State plan as the resources provided under it are made available to children and teachers in public and private elementary and secondary schools in the State.

### 3.23 Development and revision of standards for school library resources

The Iowa State Department of Public Instruction will take the following steps to provide adequate assurance that appropriate standards are developed (to include annual review and revision if necessary) and made available to local public and private schools relative to the materials to be provided for the use of children and teachers:

#### 3.23-1 Use of State Title II advisory committee

The State Title II Advisory Committee (see 1.26 for composition of this group) will be called into session periodically during each fiscal year and will be charged with the responsibility for making specific recommendations and reports as to the development and revision of standards for Title II materials and their use. Appropriate State Department staff will meet and work with the Advisory Committee.

#### 3.23-2 State Department guidance and leadership

The State Department of Public Instruction will exercise proper and necessary guidance and leadership during the development and revision of new standards for Title II materials, and the results of these activities will emerge as an official document adopted by the State Department of Public Instruction and approved by the State Board of Public Instruction.

#### 3.23-3 Dissemination of revised standards

The revised standards will be disseminated to all the schools of the State, and will be interpreted by State Department of Public Instruction staff at meetings, conferences and workshops in an effort to effect their implementation in terms of the total instructional program.

#### 3.23-4 Terms in which the study and revision of standards will proceed

The study and revision of standards will proceed in terms of items such as the following:

- a. Quantitative measures--such as size of basic collections, number of books or titles per pupil, and annual expenditures which take into account relative need and equitableness.
- b. Qualitative measures--such as appropriateness of materials to the instructional program, recency of information, adaptability to pupil needs and interests, technical quality, quality of format, and strong selection policy.
- c. Staffing--the need for adequate and qualified personnel (professional and non-professional)
- d. Facilities--the need for adequate space and equipment to permit more effective utilization of resources.
- e. Program--such as the use of Title II materials as related to instructional techniques, accessibility, and the effectiveness of adequate amount of Title II materials in the instructional program.

3.23-5 Procedures to be used

As deemed desirable, procedures such as the following will be followed: (1) assessment by the staff of the State agency of the degree of change in existing quantitative and qualitative State standards for school library resources and other instructional materials made possible by this program; (2) involvement by the State agency of State committees of local school curriculum and school library supervisors as well as school librarians and teachers, in the process of revising standards for materials; and (3) consideration of the needs of the schools of the State for school library personnel and facilities for the administration of school library resources.

3.3 Criteria used in allocating school library resources

3.31 Determination of relative need within each designated regional public sub-agency in allocating school library resources provided under this program in accordance with the relative need of the children and teachers of the State:

The methods used for the allocation of Title II funds will be reviewed and revised from time to time as needs change and priorities are met.

3.31-1 Quantity and quality of materials already available

The quantity and quality of resources, books, and materials already available for the use of children and teachers will be assessed.

3.31-2 Adequacy of other means of providing materials

The rate at which instructional materials are being provided by other means will be determined.

3.31-3 Judgment of professionally qualified personnel in terms of recognized standards

The value judgment of professionally qualified educational media personnel who are familiar with the needs of the children and teachers in relationship to resources, books, and materials provided by this program will be secured in terms of recognized standards. (See page 4, 1.26; pages 4-5, 1.27-1; pages 17-19, 3.22-1 through 3.23-5; and pages 21-26, 3.4, especially 3.41-7.)

3.31-4 Relative need as reflected in purchase application

The assessments of "relative need" made in accordance with the considerations detailed in 3.31-1, 2, and 3 will be made a part of the purchase application filed with the Iowa State Department of Public Instruction by the designated regional public sub-agency (see 1.27-2, 3, and 4).

3.31-5 Formula for distribution of funds throughout the State

The Department of Public Instruction will allocate forty per cent of the monies on a per-enrolled child basis, thirty per cent on a wealth-per-enrolled child basis using an inverse ratio of one/wealth-per-child, and thirty per cent on the basis of a relative need factor.

a. On the basis of per-enrolled-child -- The total number of children enrolled in each school district located within each designated regional public sub-agency will be determined from the previous year's school enrollment records in the Department of Public Instruction. This enrollment figure will include those in grades K-12 enrolled in public and private schools. Forty per cent of the total Title II monies allocated to Iowa will be distributed on this basis.

b. On the basis of wealth-per-child using an inverse ratio -- Thirty per cent of Iowa's total Title II allocation will be distributed to the

designated regional public sub-agencies on the basis of wealth-per-enrolled child on an inverse ratio. The assessed valuation of the previous school year will be used as determined from available records in the Department of Public Instruction.

- c. On the basis of a relative need factor -- Thirty per cent of Iowa's total Title II allocation will be distributed to the designated regional public sub-agencies on the basis of school library resources available in relation to standards. Information to determine need will be taken from the recent library report and other records in the Department of Public Instruction.

3.32 Criteria to insure availability of materials on an equitable basis

The criteria to be used to insure that the school library resources made available by this program will be provided on an equitable basis use of children and teachers in private elementary and secondary schools in the State eligible for participation in this program are:

3.32-1 Children and teachers eligible to use Title II resources

All children and teachers in public and private schools within the geographic area served by a designated regional public sub-agency as defined in this plan (1.27-3) will have full access to and will be eligible on an equal basis to borrow from this agency all Title II resources acquired by such sub-agency under the conditions of this State plan.

3.32-2 Children of compulsory school age defined

Children of compulsory school age are legally required to be enrolled in a public school or, in lieu thereof, to attend upon instruction by a certified teacher elsewhere, or in attendance at a private college preparatory school or exempted children of members of certain local congregations, recognized churches, or religious denominations authorized to attend upon instruction by non-certified teachers. Under this State plan children who are attending upon non-public school instruction and their certified teachers, as well as non-certified teachers of the said two exempted clauses, will be eligible to use Title II resources as defined in 3.32-1.

Section 299.1, Code of Iowa, sets forth the attendance requirement and stipulates that the teacher in a non-public situation attended by any child of compulsory school age shall be certified:

"Any person having control of any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, shall cause said child to attend some public school for at least twenty-four consecutive school weeks in each school year, commencing with the first week of school after the first day of September, unless the board of school directors shall determine upon a later date, which date shall not be later than the first Monday in December."

The two exempted classes of schools and teachers, to wit private college preparatory and certain religious groups are classified as exempt from the quoted requirements of Section 299.1 by amendments to Chapter 299 of the Code of Iowa enacted by the 62nd General Assembly.

3.32-3 Cooperative planning between designated regional public sub-agency and school officials--both public and private

The designated regional public sub-agency which acquires Title II resources under the conditions of this State plan will be responsible--within guidelines to be supplied by the Iowa State Department of Public Instruction--for engaging in cooperative planning with public and private school officials within the geographic area served by each sub-agency. This planning will be characterized by attention to the following: (1) the criteria for relative need (3.31-1, 2, 3, 4) as outlined in this plan; and (2) procedures whereby all resources acquired under this plan may be made fully accessible and be shared equally by all children enrolled in public and private schools and their teachers.

3.4 Criteria to be used in selecting the school library resources

3.41 Criteria for the selection of school library resources (exclusive of audio-visual materials)

The designated regional public sub-agency will be required to show in its purchase application that the following criteria have been considered in determining the school library resources (exclusive of audio-visual materials) to be acquired. In each case the selection should be based upon:

3.41-1 Curriculum

Selection should be based upon knowledge and understanding of the basic curriculum and other aspects of the instructional program.

3.41-2 Needs of children and teachers

Selection should be based upon knowledge and understanding of the needs of the children and teachers to be served.

3.41-3 Cooperative efforts of professional personnel

Selection should be based upon the cooperative efforts of and consultation among professionally qualified educational media specialists (school librarians and audio-visual specialists, for example) and teachers.

3.41-4 Evaluation prior to purchase

School library resources should be evaluated, to the extent possible, before recommendation for purchase is made by the professional staff.

3.41-5 Quality of content

Quality of content, as well as pertinency to the curriculum, should be given careful consideration, with particular attention to accuracy and recency of factual information, readability, interest level, qualifications of authors, appropriateness to levels of instruction, impartiality on controversial subjects, dimension as to present resources, balance, logical development, imaginative and well-organized presentation.

3.41-6 Quality of format

Quality of format should be given careful consideration, with particular attention to quality of typography, technical reproduction of illustrations, effective use of color, binding, excessive use of illustrations, and pertinence of pictures or illustrations to the text.

3.41-7 Standard selection tools

Reliable professional selection tools, lists and reviewing media should be used as guides. (Lists issued by the American Library Association, the National Audio-Visual Association, Department of Audio-Visual Instruction of the National Educational Association, the Iowa State Department of Public Instruction, and other lists and sources of comparable quality approved by the Department from time to time will be regarded as acceptable for the selection of Title II resources.)

3.41-8 Balance among needs

Selection should be systematic so that school library resources will be balanced in terms of curriculum needs, and the needs and interests of individual children and teachers.

3.41-9 Continuing selection process

Selection should be a continuing process throughout the school year.

3.41-10 Written selection policy

A written selection policy governing the evaluation and selection of school library resources should be developed and a copy filed with the Department of Public Instruction.

3.42 Criteria for the selection of audio-visual materials

The designated regional public sub-agency will be required to show in its purchase application that the following criteria have been considered in determining the audio-visual materials to be acquired. In each case the selection should be based upon:

3.42-1 Curriculum

Selection should be based upon knowledge and understanding of the basic curriculum and other aspects of the instructional program.

3.42-2 Needs of children and teachers

Selection should be based upon knowledge and understanding of the needs of the children and teachers to be served.

3.42-3 Cooperative efforts of professional personnel

Selection should be based upon the cooperative efforts of and consultation among professionally qualified educational media specialists (school librarians and audio-visual specialists, for example) and teachers.

3.42-4 Evaluation prior to purchase

Audio-visual materials should be evaluated, to the extent possible, before recommendation for purchase is made by the professional staff.

3.42-5 Quality of content

Quality of content, as well as pertinency to the

curriculum, should be given careful consideration, with particular attention to accuracy and recency of factual information, interest level, qualifications of authors and producers, appropriateness to levels of instruction, impartiality on controversial subjects, dimension, balance, logical development, imaginative and well-organized presentation.

3.42-6 Quality of technical features

Technical quality should be given careful consideration, with particular attention to satisfactory visual image, clear and intelligible sound reproduction, effective use of color, synchronization of sound and visual images and cost.

3.42-7 Standard evaluation tools

Reliable professional selection tools, lists and reviewing media should be used as guides. (Lists issued by the American Library Association, the National Audio-Visual Association, Department of Audio-Visual Instruction of the National Educational Association, the Iowa State Department of Public Instruction, and other lists and sources of comparable quality approved by the Department from time to time will be regarded as acceptable for the selection of Title II resources.)

3.42-8 Balance among needs

Selection should be systematic so that audio-visual resources will be balanced in terms of curriculum needs, and the needs and interests of individual children and teachers.

3.42-9 Continuing selection process

Selection should be a continuing process throughout the school year.

3.42-10 Written selection policy

A written selection policy governing the evaluation and selection of audio-visual resources should be developed and a copy filed with the Department of Public Instruction.

3.43 Criteria for the selection of printed and published materials other than library and audio-visual resources

Note: Iowa does not have a statewide system whereby school textbooks are supplied for pupils enrolled in local schools. Therefore, this State plan makes no reference to textbooks

as a separate category. However, since textbooks and other printed and published instructional materials are regarded as eligible items for acquisition by designated regional public sub-agencies and, in turn, as available for loan for use by all public and private elementary and secondary teachers and pupils, the following criteria for their selection have been made a part of this State plan:

3.43-1 Curriculum

Selection should be based upon knowledge and understanding of the basic curriculum and other aspects of the instructional program.

3.43-2 Needs of children and teachers

Selection should be based upon knowledge and understanding of the needs of the children and teachers to be served.

3.43-3 Cooperative efforts of professional personnel

Selection should be based upon the cooperative efforts of curriculum specialists together with the instructional staff.

3.43-4 Evaluation prior to purchase

The instructional materials should be completely read and evaluated before recommendation for purchase by the professional staff.

3.43-5 Quality of content

Quality of content, as well as pertinency to the instructional program, should be given careful consideration, with particular attention to the following sub-criteria:

- a. Has the material (book, chart, poster, or other printed and published items) been copyrighted within the past five years?
- b. Is the author (or authors) qualified to write on this subject?
- c. Is the material adaptable to existing patterns of instruction?
- d. Is the information presented accurate?
- e. Is the material objective and impartial in its treatment and free from bias or prejudice?

- f. Is the format of high quality as to typography, arrangement of materials, design, size and margins?
- g. Is the material appropriate to the grade level as to vocabulary, sentence structure, and organization?
- h. Does the material when printed and published in book form contain supplementary aids to learning, when desirable and necessary, such as a table of contents, introduction, study activities, exercises, questions, problems, selected references, bibliography, index, glossary and appendixes?
- i. Do the materials printed and published in book form include appropriate illustrative materials such as pictures, maps, charts, graphs, and diagrams which clarify the text and enrich the content?

3.43-6 Written selection policy

A written selection policy governing the evaluation and selection of the various instructional materials herein indicated should be developed and a copy filed with the Department of Public Instruction.

3.5 Criteria to be used in determining the proportions of the State's allotment which will be expended for school library resources

The funds allocated to each area may be expended as follows: 100 per cent for school library resources; 0 per cent for textbooks; and 0 per cent for other instructional materials. School library resources are interpreted in this State plan to mean both print and non-print materials. A study will be made by the Administrator, Title II, to determine the degree of balance among the categories revealed by the purchase applications which are approved. If the results of this study when correlated with factors such as need and rate of use, show it to be desirable, this State plan will be amended for fiscal 1969 to include other percentage ranges in order to meet the needs as evaluated of each category of Title II resources. Textbooks will not be included this fiscal year because they are a low priority need in Iowa.

3.51 Criteria to be used in determining that portion of the allotment to be expended for printed materials

Of the total allocation, 50 per cent shall be spent for printed materials. The purchase application filed by each designated regional public sub-agency will be regarded as generally approvable when the items included in it meet the criteria outlined in 3.3 and 3.41 of this State plan. The Administrator, Title II, subject to the approval of the State Superintendent of Public Instruction, will make a judgment as to the degree to which the portion allocated to these resources is reasonable.

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Paul F. Johnston, Superintendent  
Des Moines 50319

Amendments to Iowa's State Plan for ESEA Title II Effective April 24, 1968:

3.51 Criteria to be used in determining that portion of the allotment to be expended for printed materials

Beginning with fiscal year 1969, not more than 75 per cent and not less than 25 per cent of the total allotment shall be spent for printed materials. The amount spent shall be determined by the need of the area. Each sub-agency must justify this need to the State Department of Public Instruction. The purchase application filed by each designated regional public sub-agency will be regarded as generally approvable when the items included in it meet the criteria outlined in 3.3 and 3.41 of this State plan. The Administrator, Title II, subject to the approval of the State Superintendent of Public Instruction, will make a judgment as to the degree to which the portion allocated to these resources is reasonable.

3.52 Criteria to be used in determining that portion of the allotment to be expended for non-printed materials

Beginning with fiscal year 1969, not more than 75 per cent and not less than 25 per cent of the total allotment shall be spent for non-printed materials. The amount spent shall be determined by the need of the area. Each sub-agency must justify this need to the State Department of Public Instruction. The purchase application filed by each designated regional public sub-agency will be regarded as generally approvable when the items included in it meet the criteria outlined in 3.3 and 3.43 of this State plan. The Administrator, Title II, subject to the approval of the State Superintendent of Public Instruction, will make a judgment as to the degree to which the portion allocated to these resources is reasonable.

3.52 Criteria to be used in determining that portion of the allotment to be expended for non-printed materials

Of the total allotment, 50 per cent shall be spent for non-printed materials. The purchase application filed by each designated regional public sub-agency will be regarded as generally approvable when the items included in it meet the criteria outlined in 3.3 and 3.43 of this State plan. The Administrator, Title II, subject to the approval of the State Superintendent of Public Instruction, will make a judgment as to the degree to which the portion allocated to these resources is reasonable.

3.6 The methods and terms by which school library resources will be made available for the use of children and teachers in the State

3.61 Methods of making materials available

Title II resources will be made available on a loan basis of not to exceed three calendar months with the option of renewal as set forth in 5.1 of this plan.

3.61-1 Charges for use

No charge may be levied against children or teachers for the use of school library resources acquired with federal funds under Title II, ESEA.

3.61-2 Lists of resources

The designated regional public sub-agency will provide lists of resources in schools served by the regional sub-agency to students and teachers served by the sub-agency in order to make materials available and accessible.

3.62 Reports regarding effectiveness of use

The designated regional public sub-agency which is responsible for the distribution of Title II resources as described in 5.1 of this plan will secure reports from each of the public and private elementary and secondary schools served by said agency regarding the effectiveness with which these resources are being used. These reports will be collated and the resulting information will be submitted to the Iowa State Department of Public Instruction annually.

3.7 Procedures established by the State Agency to assure that Federal funds under this program will not supplant State, local, and private school funds normally budgeted and made available for the acquisition of school library resources

The designated regional public sub-agency receiving a grant based on an approved purchase order will obtain certification from each local

school that funds budgeted and expended for the current fiscal year for the acquisition of library resource materials will be at least equal to or greater than the amount expended for each of the two most recent fiscal years for which the information is available. The designated regional public sub-agency will further provide satisfactory assurance, through the instrument of application, that the public and private schools making use of Title II resources through borrowing from said designated regional public sub-agency will expand, during the fiscal year for which the grant is requested (from funds other than those received under this Title and other federally funded programs) for resources in an amount not less than the annual amount it has expended per capita for such resources during the two most recent fiscal years for which such information is available with adjustments to discount extra-ordinary and non-recurring expenses during the base period. If a local educational agency or county does not comply, the allocation for that area will be reduced by a like amount.

An annual analysis will be made of appropriations of public funds at both the State and local levels that are expended for library resources. Similar steps will be taken with respect to private schools. The results of such analysis will be made available to the U. S. Office through annual reporting.

3.71 General basis for giving assurance that local funds normally budgeted for Title II resources will not be supplanted by the Federal funds made available in the program outlined in this State plan

The Sixty-first Iowa General Assembly (1965)--see Appendix A--gave the Iowa State Department of Public Instruction expanded authority to establish standards for the approval of all public and private nursery, elementary, and secondary schools as well as community or junior colleges in the State. These standards will include requirements for library, audio-visual, and other printed and published instructional resources.

The Department, as a matter of policy, will not regard Federal funds made available under this State plan as useable to offset the expenditures needed to comply with minimum approval standards relating to Title II resources.

The designated regional public sub-agency receiving a grant based on an approved purchase order will further provide satisfactory assurance, through the instrument of application, that the public and private schools making use of Title II resources through borrowing from said designated regional public sub-agency will expend, during the fiscal year for which the grant is requested (from funds other than those received under this Title and other federally funded programs), for resources an amount not less than the annual amount it has expended per capita for such resources during the most recent fiscal year for which such information is available with adjustments to discount extra-ordinary, non-recurring expenses during the base period. This

information, in turn, will be made available to the U. S. Office of Education in the annual report of the Department.

3.72 Exclusion of Federal funds made available for purchase of materials used in religious worship

Each purchase application will specify that none of the resources proposed for acquisition under this State plan is to be purchased for use in religious worship or instruction.

3.73 Assurance that funds for Title II resources will not supplant functions of the public library system of the State

The system of reporting described in 3.71 will be used to assure that Federal funds made available to the State under Title II will not be used to supplant or duplicate functions of the public library system of the State.

3.8 Procedure for establishing that school library resources made available by this program have been or will be approved by an appropriate State or local schools of the State

3.81 Approval by designated regional public sub-agency

All resources acquired under this program must be approved for use in public and private elementary and secondary schools by the designated regional public sub-agency designated to represent the Iowa State Department of Public Instruction (see 1.27-3) in the distribution of these resources (see 5.1) as evidenced in its purchase application filed with the Department. Furthermore, annual reports filed with the Department by the sub-agency will show the extent to which these resources are actually used in the public elementary and secondary schools of the geographical area served by said sub-agency.

3.82 Use of selection standards by designated regional public sub-agency

The designated regional public sub-agency will apply the selection standards outlined in 3.4 of this State plan in determining the items to be included in its purchase application which must be filed with the Iowa State Department of Public Instruction.

3.83 Role of State agency in making approval determination

The Iowa State Department of Public Instruction, through the Administrator, Title II, will make final determination as to approvability of materials when it processes purchase applications filed by regional public sub-agencies in accordance with this State plan. Such final determination shall be subject to the approval of the State Superintendent of Public Instruction.

3.9 Assuring appropriate coordination of both state and local agencies with respect to school library resources in any program carried out under the library services and construction act.

3.91 Position paper

A position paper will be developed stating principles of public library and school library relationships.

3.92 Meetings

Meetings will be planned periodically to bring together designated regional public sub-agency administrators and public library administrators concerning library services to students of the Iowa State Title II Plan.

4.0 Public control of library resources

4.1 Public agency retaining title

The general type and functions of the public agency which will retain title to the school library resources and materials are: (1) the Iowa State Department of Public Instruction is the legally designated State agency having general supervision over public elementary and secondary education and, to a somewhat more limited degree, the non-public elementary and secondary schools; and (2) the Department, as described in this State plan, will assume general responsibility for the administration of Title II activities and retain title to the resources acquired under its conditions.

4.11 Methods and circumstances

The public agency retaining title to the school library resources made available under this plan shall reserve the right to recall or replace any such items made available for the use of children and teachers in the elementary and secondary schools of the State. The following are the conditions under which the recall and replacement procedures of the title-retaining public agency shall function:

- a. Recall for renewal of collections.
- b. Recall on basis of violations of the provisions or intent of the title.
- c. Recall by reason of significant changes in status of designated regional public sub-agencies which merit a redistribution of items (e.g. the absorption of one or more county school systems already comprising a designated regional public sub-agency as defined in 1.27-3 of this plan into a new merger of county school systems as authorized by the Iowa Sixty-first General Assembly, 1965.)
- d. Replacement of worn-out items.

## 4.2 Inventorying methods

### 4.21 Description of inventorying and record-keeping procedures

The methods for inventorying and the maintaining of records of school library resources furnished pursuant to this plan are:

4.21-1 Methods which give assurance that the public agency (within the meaning of this State plan, the Iowa State Department of Public Instruction) retaining title to the resources, books, and materials will maintain an inventory record in sufficient detail to satisfy the State agency as to their placement and location

(See 3.15-1, 2, and 3 of this State plan.)

4.21-2 Methods which give assurance that the public agency (within the meaning of this State plan, the Iowa State Department of Public Instruction) retaining title to the resources, books, and materials will maintain an inventory record in sufficient detail to satisfy the State agency as to quantity and types of items lost, or discarded because of wear beyond the point of useableness

A list of the quantity, types, and titles of items lost and discarded or replaced because of wear beyond the point of useableness, except where replaced, should be submitted each year to the Department of Public Instruction by the designated regional public sub-agency. These will then no longer be the responsibility of the designated regional public sub-agency where they were originally acquired and deposited.

### 4.22 Practices in removing Title II resources

The practices to be followed in removing school library resources from inventory records because of loss, obsolescence, and wearing out are:

The regulations of the Iowa State Department of Public Instruction which is to be the State agency which will administer this Title II State plan and which will also retain title to all resources acquired under it will set forth an established policy for each designated regional public sub-agency to follow in securing prior approval for removing items, acquired through provisions of this Title, from its holdings and, consequently, from the inventory record of the Department because of loss, obsolescence, or deterioration.

### 4.23 On-site inspection

The Department of Public Instruction in order to substantiate inventories will provide annual on-site inspection of the designated regional public sub-agencies.

## 5.0 Program for the acquisition of school library resources

### 5.1 Method of distribution

Title II materials acquired by each designated regional public sub-agency under this State plan will be made available to all teachers and children in the public and private elementary and secondary schools located within the boundaries of the geographic area served by said agency.

Each teacher will be eligible to check out materials for use by him and, when judged by him as appropriate, for use in instruction, by his children. These materials will be available from the sub-agency for a loan period of not to exceed three calendar months, and subject to one renewal for three calendar months subject to the absence of a demand for any non-duplicate item or items among them filed by another eligible teacher during the first loan period.

The teachers who check out such materials will, in turn, make them available to their children in accordance with their schools' policies and rules, and instructional activities being carried on. A catalog of available materials shall be placed in each attendance center of the geographic area.

### 5.2 Purchase or application approval procedure

Each designated regional public sub-agency will file a purchase application with the State Department of Public Instruction in accordance with the conditions outlined in this State plan and set forth in the application developed by the Department.

The Administrator, Title II, with the cooperation of the Educational Media Section, will review and approve or disapprove each purchase application in terms of the provisions of this plan, subject to the approval of the State Superintendent of Public Instruction. When an application is disapproved, the reasons therefor will be stated and a renewed application invited. When an application is disapproved, appeal may be made to the State Superintendent of Public Instruction who, after hearing such appeal, will refer the matter to the State Board of Public Instruction with his recommendation for final decision.

#### 5.21 Application for purchase

The purchase application for school library resources submitted by the designated regional public sub-agency must meet the following conditions:

##### 5.21-1 Evaluation of resources owned by individual schools

Each designated regional public sub-agency will collect data from each public and private elementary and secondary school within the geographic area served by it relative

to the strengths and weaknesses of the instructional materials already owned. The evaluative tool to be used for this purpose will be supplied by the Iowa State Department of Public Instruction. This tool will be based on the form suggested by the Federal Guidelines for Sections 201 through 207, Public Law 89-10, Appendix I. This tool will include a section for each school to list specific items which, in the judgment of its teachers, should be included in the purchase application by the designated regional public sub-agency.

The purchase application must be accompanied by the tabulated summary of this evaluative information collected by the designated regional public sub-agency. The application will be evaluated in terms of the degree to which the materials proposed for purchase have been selected so as to meet weaknesses revealed by the evaluative tool specified by the Department.

5.21-2 Form of application

Each purchase application will be filed by a designated regional public sub-agency on a form supplied by the Department. This form will be consistent with the one suggested in Appendix II of the Federal Guidelines for Sections 201 through 207, Public Law 89-10, and it will require also that information consistent with the State plan be included.

5.21-3 Bases for approval of applications

Approval of applications will be based upon data and evidence showing that the procedures and standards outlined in applicable parts of Public Law 89-10 and in this State plan have been met.

5.21-4 How applications will be reviewed, evaluated, and acted upon

Purchase applications will be received, reviewed, and evaluated by the Administrator, Title II with the cooperation of the Educational Media Section. Where necessary the services of various subject-matter consultants of the Department will be utilized.

When an application has been found to be approvable and the State Superintendent has given it his official approval, the designated regional public sub-agency will be notified and the materials approved may be acquired, processed, and distributed according to the conditions authorized in this State plan.

When an application form has been disapproved, the procedure set forth in 5.2 of this State plan shall be followed. When a revised application is filed, it will be processed in the same manner as the original application.

### 5.3 Purchasing procedures

The sole agency eligible to submit purchase applications under this plan is the designated regional public sub-agency. (See 1.27-3.)

Title to all materials and resources purchased will be retained by the Iowa State Department of Public Instruction. Each Title II item will either be stamped or labeled: "Property of Iowa State Department of Public Instruction."

Advance payment of not to exceed 75 per cent of estimated purchase costs, including processing, cataloging, and delivery of school library resources may be made upon approval of application. The balance of the above costs will be paid upon approval of a claim filed by the designated regional public sub-agency.

### 5.4 Processing of claims for advancement or reimbursement of Federal funds

The approval of a purchase application by the Iowa State Department of Public Instruction will constitute the basis for advancing 75 per cent of the cost of resources to be purchased by the designated regional public sub-agency filing the application. The balance of cost including processing, ordering, and initial delivery cost will be paid in accordance with the arrangements described in 5.3 of this state plan. At the time of initial application, the sub-agency will indicate if it desires to receive an additional three fourths of one per cent of the total allocation for the development of a materials list or catalog of materials which are available from the designated regional public sub-agency. Upon request of the designated regional public sub-agency, 3/4 of 1 per cent administrative funds will be advanced with the understanding that proof of administration expenditure will be required at the close of the current fiscal period.

### 5.5 Expenditures allowable for the delivery, processing, and cataloging of school library resources

Expenditures allowable for ordering, delivery, and processing as well as cataloging Title II resources acquired by the designated regional public sub-agency (but with title being held by the Iowa State Department of Public Instruction as recorded in the inventory) will include ordering, shipping cost, initial delivery, and reasonable processing and cataloging expense, provided the cost per item does not exceed \$1.10 for each item ordered. (See 3.15 and 3.16 of this State plan.)

The Department will require that the purchase application describes the arrangements made by the designated public sub-agency in

processing materials and that the estimated total costs of such processing, and delivery to the sub-agency be included. The Department will allow a 10 per cent margin over the estimate in approving the final claims, provided advanced approval of an amended estimate has been given.

The designated regional public sub-agency will not be reimbursed for costs associated with the display, loaning, or delivery of Title II resources to teachers and children.

6.0 Certification of plan

6.1 Certificate of officer authorized by the state educational agency to submit the State plan

State of Iowa

I hereby certify that the State plan was adopted by the State Board of Public Instruction. I further certify the plan attached to this certificate is the plan approved by the State Board of Public Instruction. The plan as submitted constitutes the basis for the operation and administration of the State's programs established pursuant to Sections 201-207 inclusive of Title II and Sections 601-605 inclusive of Public Law 89-10. All information, statements, and representations contained in the plan as of this date are accurate, to the best of my knowledge and belief.

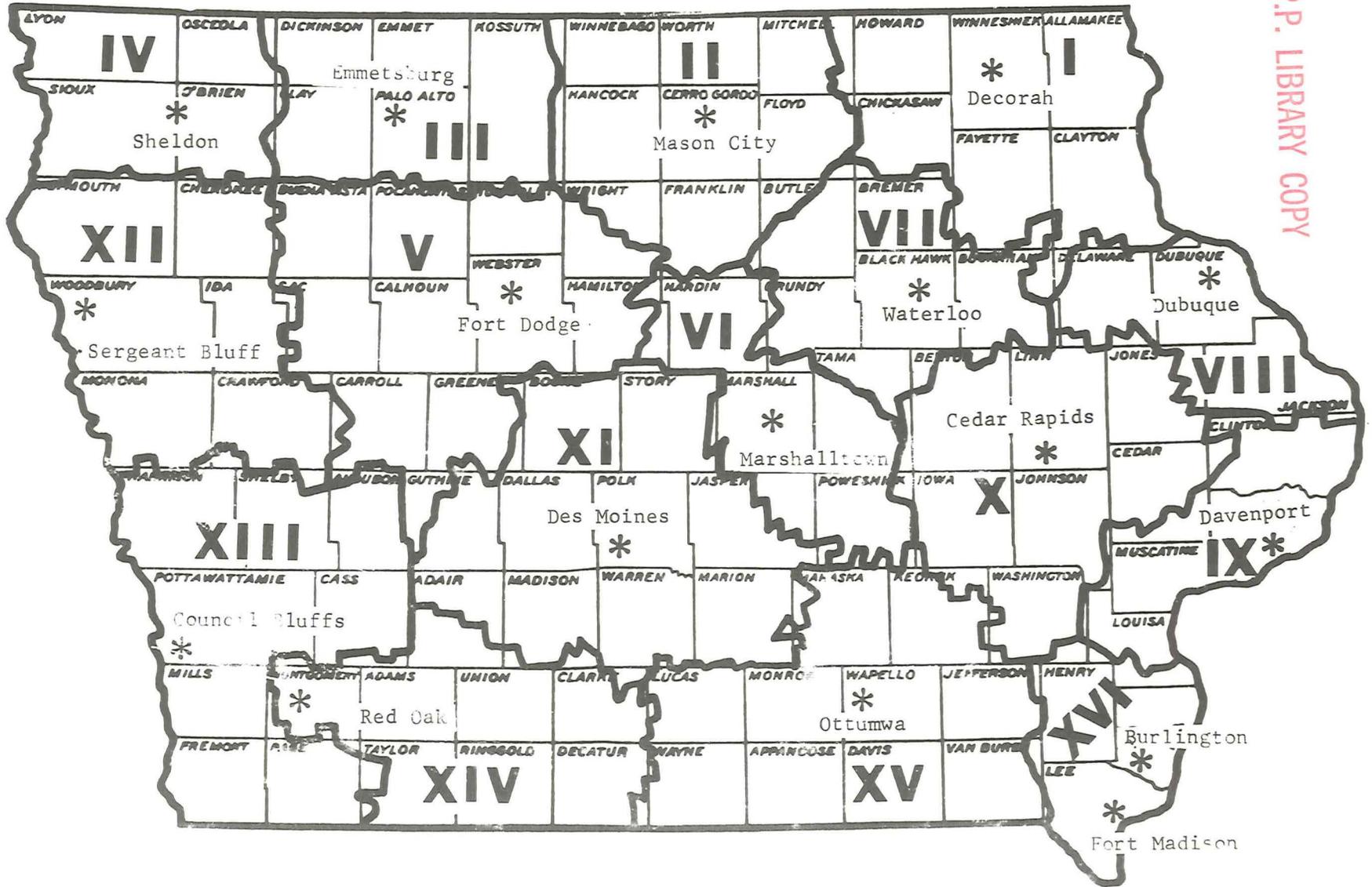
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signed)

State Superintendent of Public  
Instruction and Executive Officer  
of State Board of Public Instruction

# ESEA, Title II AREAS

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\* Title II Material Centers

## ESEA TITLE II SUB-AGENCY CHAIRMEN

AREA I:

Mr. Abner Hendrickson  
 County Superintendent of Schools  
 Winneshiek County Schools  
 Decorah, Iowa 52101  
 (319-382-3577)

AREA II:

Mr. M. C. Martin  
 County Superintendent of Schools  
 Cerro Gordo County Schools  
 Mason City, Iowa 50401  
 (515-424-5154)

AREA III:

Mr. William Young  
 County Superintendent of Schools  
 Palo Alto County Schools  
 Emmetsburg, Iowa 50536  
 (712-852-3666)

AREA IV:

Mr. W. K. Price  
 County Superintendent of Schools  
 Lyon County Schools  
 Rock Rapids, Iowa 51246  
 (712-472-2236)

AREA V:

Mr. John Mecklenburg  
 County Superintendent of Schools  
 Webster County Schools  
 Fort Dodge, Iowa 50501  
 (515-576-3117)

AREA VI:

Dr. Richard Ploeger  
 County Superintendent of Schools  
 Marshall County Schools  
 Marshalltown, Iowa 50158  
 (515-752-1578)

AREA VII:

Mr. Perry Grier  
 County Superintendent of Schools  
 Black Hawk County Schools  
 Waterloo, Iowa 50703  
 (319-234-3511) Ext 271

AREA VIII:

Mr. Cletus Koppen  
 County Superintendent of Schools  
 Dubuque County Schools  
 Dubuque, Iowa 52001  
 (319-583-3511)

AREA IX:

Mr. Louis Pickett  
 County Superintendent of Schools  
 Scott-Muscataine County Schools  
 Davenport, Iowa 52800  
 (319-322-3511)

AREA X:

Mr. Ira E. Larson  
 County Superintendent of Schools  
 305 Second Avenue, S. E.  
 Linn County Schools  
 Cedar Rapids, Iowa 52401  
 (319-365-6986)

AREA XI:

Mr. Ralph Norris  
 County Superintendent of Schools  
 Polk County Schools  
 112-116 Eleventh Street  
 Des Moines, Iowa 50309

AREA XII:

Mr. Darwyn J. Friedlund  
 County Superintendent of Schools  
 Woodbury County Schools  
 Sioux City, Iowa 51100  
 (712-277-2431) Ext 207

AREA XIII:

Dr. Calvin Bones  
 County Superintendent of Schools  
 Pottawattamie County Schools  
 Route 1  
 Council Bluffs, Iowa 51501  
 (712-328-2667)

AREA XIV:

Mr. A. J. Whitaker  
 County Superintendent of Schools  
 Montgomery County Schools  
 Red Oak, Iowa 51566  
 (712- -3403)

AREA XV:

Mr. Irving Hickman  
 County Superintendent of Schools  
 Wapello County Schools  
 Ottumwa, Iowa 52501  
 (515-684-4671)

AREA XVI:

Mr. Richard Speas  
 County Superintendent of Schools  
 Lee County Schools  
 Fort Madison, Iowa 52627  
 (319-372-4745)

## ESEA TITLE II MATERIAL CENTERS

AREA I:

Intermediate Education Area  
326 Washington Street  
Decorah, Iowa 52101

AREA II:

Area II Educational Media Center  
2111 South Federal  
Mason City, Iowa 50401

AREA III:

Area III Materials Center  
Palo Alto Bank Building  
Emmetsburg, Iowa 50536

AREA IV:

Educational Resource Center  
Old Post Office Building  
Sheldon, Iowa 51201

AREA V:

Title II Area V Sub-Agency Depository  
1909 First Avenue, North  
Fort Dodge, Iowa 50501

AREA VI:

Area Six Resource Center  
707 North Third Avenue  
Marshalltown, Iowa 50158

AREA VII:

Area VII Media Center  
Black Hawk County Courthouse  
Waterloo, Iowa 50701

AREA VIII:

Dubuque Area Instructional Materials Center  
1862 Central  
Dubuque, Iowa 52001

AREA IX:

Area IX Instructional Materials Center  
330 East Fourth Street  
Davenport, Iowa 52801

AREA X:

Educational Media Center of Area X  
305 Second Avenue, S. E  
Cedar Rapids, Iowa 52401

AREA XI:

Area XI Title II ESEA Library Services  
112-116 11th Street  
Des Moines, Iowa 50309

AREA XII:

Area XII Educational Resource Center  
Building 814--Sioux City Airbase  
P. O. Box 42  
Sergeant Bluff, Iowa 51054

AREA XIII:

Area XIII Educational Media Center  
Route 1  
Council Bluffs, Iowa 51501

AREA XIV:

Southwest Iowa Learning Resources Center  
2010 Broadway  
Red Oak, Iowa 51566

AREA XV:

Computer-Controlled Media Resource and  
Data Center  
Building 18--Ottumwa Industrial Airport  
Ottumwa, Iowa 52501

AREA XVI:

Area XVI Sound Film Library  
P. O. Box 190  
615½ Seventh Street  
Fort Madison, Iowa 52627  
and  
Area XVI Library  
601 North Main Street  
Burlington, Iowa 52601

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