

Interoffice Communication

DATE: November 10, 2022

TO: Jordan School District Employees

FROM: Carolyn Gough, Teaching and Learning Administrator
Norman Emerson, Instructional Support Services Consultant

SUBJECT: Liquidation and Distribution of District Instructional Media Materials

As a result of the availability of digital instructional media, the District IMC will discontinue its collection of recorded media materials, consisting mainly of DVDs and VHS cassettes that have been available for checkout. Schools and District employees who are interested in any of these materials may obtain them according to the schedule outlined below (instructions on how to view the collection's contents may be found [here](#)). Since school media collections are managed by teacher-librarians and media assistants, they will be given the first opportunity to select materials on a first come, first served basis. After that, any other District employees who are interested in obtaining the materials for classroom use may do so.

The collection is housed at the Auxiliary Services Building (Entrance D) and items will be available for pickup from 7:30 a.m.-4:00 p.m. according to the schedule below. Upon arrival at the ASB, individuals should check in with Susy Peterson, who will provide assistance in locating the desired items. Those wishing to pick up materials must come with the [titles and catalog numbers](#) of the items they want.

The liquidation will take place as follows:

- December 5-9, 2022 Teacher-librarians and media assistants may select and remove materials for their schools' media collections.
- December 12-16, 2022 Teachers and other District employees may select and remove materials for their classroom media collections.

Any IMC materials remaining after December 16, 2022 will be surplus and materials will no longer be available for checkout.

Please contact Norman Emerson at 801-567-8364 if you have any questions.