



Instructional Media
School Media Center Intent for Fiction Collection Genrefication Form

School Name: _____ Date: _____

Principal: _____ Media Specialists _____

Please check all that apply:

- We are committed to completing the process of Genrefication for our school's Fiction collection. We intend to follow district protocol and procedures.
- Media Specialist has attended district training on the Genrefication and understands process.
- The Fiction collection has been weeded within the last six months and the collection analysis has been reviewed by media Specialist and Administration.
- Media Specialist and Administration have discussed the time commitment and financial commitment the process entails.

Time Commitment Estimate

(_____ books in collection x 5 minutes) / 60 = _____ hours to complete

Estimate of five minutes per book includes the sorting, labeling, moving, re-shelving, and digital re-categorizing required.

Financial Commitment Estimate

_____ books in collection x 0.08 = \$ _____ required for spine labeling.

Different labeling methods are listed in Genrefication training. This is the upper limit of the cost for labels.

Please consider the cost of Media Specialist time if not completed during the school year.

- We are committed to maintaining the new district genre sub-collections for the foreseeable future.

Please sign and send complete form to the Media Supervisor.

Principal Signature

Media Specialist Signature
