



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

\_\_\_\_\_