

# **McIntosh County Board of Education**

## **Media Policy**

The Superintendent shall appoint a system-wide media committee consisting of the school district curriculum director, school principals or their designees, the district technology director, and school media specialists. This committee shall be responsible for developing policies which address the following issues:

- Accessibility
- Selection of materials for media centers
- Requests for reconsideration of materials
- Consideration of gifts of instructional materials
- Utilization of non-school owned materials
- Organization and updating of resources
- Reimbursements for lost or damaged instructional resources
- Compliance with copyright law
- Identification of education specifications for constructing and renovating media centers.

In addition, each school shall establish a media/technology committee. The members shall be appointed by the principal.

This policy shall be reviewed annually by the Superintendent or appropriate personnel designated by the Superintendent and a copy of this policy will be made available upon request. A copy of this policy shall be filed with the State Department of Education at least once every three years or after each revision, whichever comes first.

## **Accessibility Policy**

The Media Center is one in which all students and teachers have access in groups or as individuals to the facility, its resources, and the media staff at the time of need through use of a flexible schedule and collaboration between the classroom teacher and the media specialist. Individual exceptions require a note on file from the custodial parent or legal guardian. Each media center will adopt circulation policies and procedures to best meet the particular needs of its students' learning levels.

## **Selection Statement, Objectives, Policy, and Procedures**

The following policy and plan of implementation regarding the selection and purchase of library media and equipment and the maintenance and repair of instructional equipment assigned to the

media center provide a framework within which professionally trained personnel may function in choosing and utilizing the most appropriate instructional media and equipment to achieve each school's educational objectives. The policy and plan of implementation also serve as documents that can be presented to patrons and staff for their further understanding of the purposes and standards which guide the selection of the various types of media and equipment. The purpose of the establishment of this selection policy is to help achieve appropriate assignment of selection responsibility, quality selection, and to guard against unwarranted censorship of materials.

## **Selection Objectives**

For the School District:

- Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

For the Library Media Center:

- The main objective of our selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
- The objective of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served.

## **Selection Policy**

1. The Media Specialist is responsible for selection of media materials to be purchased with media funds and included in the collection, including print, non-print, and equipment.
2. Media materials do not include items specific to classroom instruction (i.e. textbooks, workbooks, non-circulated instructional equipment, etc.).
3. Media needed for new courses, programs, and/or expanded activities will be given first consideration and priority. Additions and replacement of damaged or lost items needed to make existing collections usable and productive will also be given priority.
4. The inclusion of particular words, phrases, and sentences should not prevent purchase provided the work represents a major contribution to the subject field and is within the ability of the majority of students to handle. How widely a controversial material will be circulated will be decided by the Media Committee.
5. Materials concerning human growth and development and sex will be selected carefully on the basis of scientific accuracy, dignity of presentation, and age appropriateness. The

materials will be previewed and evaluated by the Media Specialist, School Nurse, Health teacher, and Media Committee. The materials will be added to the collection on the recommendation of those who previewed and evaluated them.

## Selection Process

Each school year, the Media Specialist will solicit recommendations for additions to the library/media collection (both fiction and non-fiction and reference) from teachers as well as take into consideration requests from students. After considering all requests, determining how the requested materials would support research projects and curriculum enhancement (GPS), and surveying current library publications and vendor catalogs, the Media Specialist will select materials in accordance with the current library media budget. In order to encourage participation in the selection process by faculty and students, the Media Specialist will do the following:

1. Make catalogs available.
2. Distribute flyers and brochures of particular interest to members of the faculty for examination and evaluation.
3. Provide information on new materials of interest and solicit input via email.
4. Display a suggestion box prominently in the media center for students and staff.

## Selection Criteria

**Non-fiction materials, both print and non-print, will be selected on the basis of the following criteria:**

1. Educational significance - materials shall support and be consistent with the general educational goals of the school and the objectives contained in the curriculum guide, or list of Georgia Performance Standards, for specific subjects.
2. Need and value to the collection.
3. Reputations and significance of author and producer.
4. Clarity, adequacy, and scope of text or audiovisual presentation.
5. Validity, accuracy, objectivity, relevance, and timeliness of text or audiovisual presentation.
6. Organization and presentation of contents - materials shall meet high standards of quality in factual content and presentation.
7. High degree of readability - materials shall be appropriate for the subject area and the age, emotional development, ability level, and social development of the students for whom the materials are selected.
8. High degree of potential user appeal.
9. High artistic quality and/or literary style.
10. Quality format - physical format and appearance of materials shall be suitable for the intended use.
11. Value commensurate with the cost and/or need.

12. Materials shall be chosen to foster respect for women and minority and ethnic groups, and shall realistically represent our pluralistic society, along with the roles open to both men and women in today's world.

**Fiction materials (print and non-print) will be selected on the basis of the following criteria:**

1. Educational significance - materials shall support and be consistent with the general educational goals of the school and the objectives contained in the curriculum guide, or list of Georgia Performance Standards, for specific subjects.
2. Well-constructed plot
3. Worthwhile content
4. Significant theme
5. Convincing characterization
6. Appropriate style
7. Quality format
8. Appropriate level of maturity
9. Range of appeal
10. Special need fulfilled
11. Quality format - physical format and appearance of materials shall be suitable for the intended use.
12. Value commensurate with the cost and/or need.

**Software will be selected on the basis of the following criteria:**

1. Educational significance which supports the objectives of the curriculum
2. Need and value to the collection
3. Age appropriateness
4. Quality format
5. Cost
6. Degree of "user friendliness"
7. High degree of user appeal

**Audiovisual equipment will be selected on the basis of the following criteria:**

1. Portability
2. Ruggedness
3. Cost
4. Ease of operation
5. Performance quality
6. Design
7. Ease of maintenance and repair
8. Reputation and reliability of manufacturer/distributor
9. Technological currency

**Periodicals will be selected on the basis of the following criteria:**

1. Readability and interest level
2. Cost and frequency of the issues
3. Availability during school months
4. Durability of construction
5. Format
6. Content
7. Advertising

## **Selection Aids**

In selecting materials for purchase in the media center, the Media Specialist will evaluate the existing collection and curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources including, but not limited to, other professional librarians, *NovelList*, *The Book Report*, *Library Talk*, *School Library Journal*, *Booklist*, and recommended lists provided by book companies.

## **Policy and Procedure for Challenging Materials**

Persons wishing to file a Citizen's Request for Reconsideration of Materials, Media, or Equipment should be directed to the Principal. The Principal will inform the media specialist who will supply the concerned party with a form with instructions to return to the Media Specialist.

Upon receiving a completed form, the Media Specialist will present to the Media Committee. The Media Committee will review the submitted form, read and/or examine the challenged material, review the selection policy of the school, consult reputable, professionally prepared reviews of the material, and listen to the views of all interested persons before reaching a decision. The question to be answered by the committee will be, "Is the material appropriate for its designated audience at this time?"

The committee's final decision will be:

1. To remove the challenged material from the total school environment.
2. To take no removal action.
3. To agree on a limitation of the educational use of the materials.

The decision will be reached through secret ballot.

The Media Committee shall make a decision in a timely manner after receiving the Citizens Request for Reconsideration of Materials, Media or Equipment. A letter will be sent to the complainant and other interested persons outlining the committee's final decision.

If the complainant is not satisfied with the decision of the Media Committee, he/she may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education.

## Gifts Policy

Donations of gifts will be given the same consideration as purchased materials with regard to selection.

## Utilization of Non-School Owned Materials Policy

Curriculum resources not purchased by or on the school media centers' inventories or listed in the bibliography of materials for course guides must have prior approval by the school principal at each school before usage in the classroom.

All media resources (i.e. videos) must be used strictly for instructional purposes. An instructional purpose must be written which related to the subject matter being taught. A [Request for Video Usage](#) form must be completed and approved prior to showing a video brought from outside sources.

## Cataloging Policy

Through use of an automated catalog system and regular database maintenance, the Media Specialist will use *The Anglo-American Cataloging Rules 2<sup>nd</sup> Revision (or most current edition)*, *Sears List of Subject Headings (current edition.)*, and *the Abridged Dewey Decimal Classification and Relative Index (current edition)* to maintain accurate Level 2 records of the Media Center Library collection.

## Weeding Policy

Obsolete materials, such as outmoded books, out-of-date videos, charts, slides, superseded editions, incomplete sets of longer works, broken files of unindexed journals, superfluous duplicates, and worn out or badly marked volumes, should be continuously weeded. No one item should be retained just to meet quantitative standard of "so many per pupil." ***The purpose of the school media center is to maintain a meaningful, up-to-date collection that will be used. Therefore, individual items will have to be disposed of when they have outlived their***

*usefulness. Refer to Age and Circulation Guidelines (Van Orden, P. J. (). The collection program in schools.*

Any material should be discarded when:

1. It is in such worn condition that it cannot be mended or rebound with minimal effort, cost, and time.
2. Its content is so out-of-date that it is no longer useful.
3. Paper, film, or tape becomes brittle or discolored; disk is damaged or erased.
4. Materials have not been used for five years and no longer appear in a standard file.
5. Publication date of periodical is older than three (3) years.
6. Incomplete sets of books that have no value as individual volumes.
7. Materials do not support the curriculum.

Any piece of equipment should be discarded when:

1. It becomes obsolete.
2. It will cost more to repair than to replace.
3. It cannot be repaired.

## **\*Discard Procedure**

1. If cataloged, delete record in OPAC.
2. Remove all school identification from the material or equipment and stamp with discard stamp or write "discard" on the material or equipment.
3. Maintenance Department will dispose of equipment in an acceptable location.

\*For equipment that is not cataloged, record item description, date of disposition, and reason for disposition on [Discarded Equipment Form](#).

## **Reimbursement for Lost or Damaged Instructional Resources Policy**

No local unit of administration shall require any student or parent to purchase any textbook, library book, or media material except in cases where the student damages, loses, or defaces such item either through willful intent or neglect.

The following sanctions will be imposed against a student who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost:

- (1) Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
- (2) Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

The assessed fine shall be the original purchase price of the book. Fines for books purchased prior to 1985 may be reduced to one-half the original purchase price.

All overrides of fines must be approved by the principal or assistant principal.

## **Copyright Policy**

It is the policy of McIntosh County Board of Education to obey the Copyright Act of 1976, the Digital Millennium Copyright Act of 1998, and the guidelines for fair use established by the Copyright Office.

## **Media Facilities Policy**

The Board of Education sets as a minimum for new construction and renovation the requirements for functional areas, square footage, and electronic distribution systems set forth in state board rules and guidelines.