

THE POLICY AND PROCEDURES FOR SELECTION AND UTILIZATION OF INSTRUCTIONAL MATERIALS, MEDIA AND EQUIPMENT

Philosophy for Selection and Utilization of Instructional Materials, Media and Equipment.

The philosophy for selection of instructional materials, media and equipment is based on the Bibb County Board of Education's commitment to providing quality media programs through cooperatively planned, instructionally related, unified media services that are developed at the local level, accessible to teachers and students, and effectively managed by media professionals.

The mission of the school library media program is to ensure that students and staff are effective users of information. The school library media program's contribution to the educational process is to fully integrate resources with specific learner goals and objectives through cooperative partnerships of all those who are responsible for student learning. The school library media program provides students and staff with opportunities to appreciate the value of information and ideas; develop an appreciation of good literature; and, become lifelong readers and learners.

Review and Revision of Policies and Procedures

In order that the criteria for selection of instructional media shall be kept up-to-date, they shall be reviewed at least every three years at the direction of the Superintendent. All revisions shall be approved by the Board of Education before becoming effective. The Deputy Superintendent or designee shall be responsible for implementation of stated policies and procedures.

PROCEDURES

System Media/Technology Committee

The Georgia Board of Education's Rule 160-4-4-.01 for Media Programs (IFBD) requires that each school system have a media/technology committee at the system level, composed of administrators, media specialists, technology specialists, teachers, students, parents and community representatives. The media committee addresses system media concerns within the framework of the existing policies and procedures, and develops the Instructional Media, Materials and Equipment Policy and general procedures for implementation. Committee responsibilities include:

- coordinating the overall system media/technology program;
- assessing system-wide instructional materials needs and available media/technology resources;
- recommending media/technology program objectives and priorities;

- evaluating current media/technology services;
- assisting in the implementation of the media/technology program;
- handling the processing of reconsideration of materials;
- fostering good public relations; and
- maintaining a mechanism for communication with building media/technology committees.

Composition of the System Media/Technology Committee

The Superintendent will annually appoint the System Media/Technology Committee. Central administrative members are appointed by virtue of their offices. Principals, media specialists, technology specialists and teachers will serve three-year terms to provide for continuity. Representation shall be in keeping with the school system population.

School Media/Technology Committee

The Georgia Board of Education's Rule 160-4-4-.01 (IFBD) requires that each school have a media/technology committee. This committee shall be composed of the principal, media specialist, technology specialist, teachers, students, parents and community representatives. The make-up and functions of the committee shall reflect the needs of the particular school that it represents. The committee addresses building media concerns within the framework of the system's media/technology policies. Committee responsibilities include:

- planning the media/technology program for the particular school building which it serves;
- functioning as the first review of reconsideration of materials;
- assessing needs and recommending acquisitions for media/technology to support the school's instructional program;
- recommending media/technology program objectives and priorities;
- assuring that the school media/technology program is in compliance with state and SACS standards, and with established system policies;
- evaluation of the program and its effectiveness as an integral component of the building instructional plan;
- recommending and developing individual school policy and implementation procedures;

- establishing and applying a decision-making process for selecting, acquiring and weeding within established system policies;
- fostering good public relations; and
- maintaining communication with other schools, the community, and other appropriate agencies.

Composition of the School Media/Technology Committee

The principal will annually appoint the School Media/Technology Committee. The principal, media specialist, tech specialist, and instructional lead teachers are members of the committee by virtue of their positions. Other teachers, students, parents and members of the School Council shall be appointed annually.

Media/Technology Committee Involvement in Selection and Appeal

Two important roles of the school and system media/technology committees are (1) participation in media/technology selection and (2) response to formal complaints/challenges involving school/system instructional media.

Procedures for Handling Challenged Media

Any resident or employee of the school system may challenge instructional materials used in the educational program. Request for reconsideration shall be made in writing on the form entitled, "*Citizen's Request for Reconsideration of Materials, Media or Equipment,*" which will be made available upon request from the building principal or central office. The form shall be completed in its entirety, and filed with the principal in the building involved. Upon receiving a complaint regarding instructional media, the principal shall explain the selection process used and the appeal procedure for challenged materials, refraining from expressing personal opinion. The media in question will remain in use until and unless removed for specific reasons.

If the complainant wishes to file a formal objection, the "Citizen's Request" form must be completed in its entirety and returned to the building principal, with a copy to the appropriate system personnel, depending upon the nature of the challenged material. Objections to textbooks should be sent to the Director of Teaching and Learning. Objections to other print or non-print media should be sent to the Coordinator of Library/Media Services.

From the standing School Media/Technology Committee the principal will select appropriate representatives to review formal complaints filed at the school level, except those involving system adopted textbooks. Parent representatives in a number equal to the school members appointed shall be selected by the principal from the school parent population. One community representative may be selected by the group to chair this committee, or, the principal may do so at his/her discretion. A meeting shall be scheduled and appropriate committee members notified. The complainant shall receive

written notice of the meeting, and shall be invited to present the “**Citizen’s Request**” at that time.

Each committee member shall read, or listen to, the material in question. The Coordinator of Library/Media Services shall compile evaluations of the materials from professional sources used for selection. Responsibilities of the Media/Technology committee shall be to: (1) hear the complainant’s concerns; (2) in private, discuss materials as to value and faults; (3) in private balloting, reach a majority decision answering the question, “Is the material in question appropriate for use by its designated audience according to community standard?”

The committee’s decision may be to:

- take no action;
- remove all or part of the challenged material from the school environment;
- limit the use of the material; or,
- place in another area of the program.

Within five (5) days of the School Media/Technology Committee’s decision, the chairman shall: (1) notify the complainant in writing of the decision, and of the right to appeal the decision reached; and, (2) file a copy of all communications with the Deputy Superintendent’s office.

Appeal to System Media Committee

An appeal from the School Media/Technology Committee may be made within ten (10) business days after notification of the decision and shall be filed in writing with the Deputy Superintendent. From the standing System Media/Technology Committee, representatives will be appointed by the Deputy Superintendent to review requests appealed from the schools, and to deliberate appeals involving textbooks. The respective system administrator, principal, curriculum specialist, media specialist, teacher, and community member will participate in the appeal process when the school level they represent is involved. Additional school parents shall be selected to equal the number of system representatives, and a chairperson shall be elected by the whole committee from among the parent representatives.

The System Media/Technology Committee shall follow the same procedures for review of the “**Citizen’s Request**” as the School Media/Technology Committee. The System Media/Technology’s decision may be to:

- take no action;
- remove all or part of the challenged material from the system;
- limit the use of the material; or,

- place in another area of the program.

Within five (5) days of the System Media/Technology Committee's decision, the chairman shall: (1) notify the complainant in writing of the decision, and of the right to appeal the decision reached; and, (b) file a copy of all communications with the Deputy Superintendent's office.

Appeal Beyond the System Media/Technology Committee

Appeal beyond the System Media/Technology Committee shall be directed to the Superintendent and the Board of Education, and shall be made in writing within ten (10) business days from notification of the System Media/Technology Committee decision. The principals involved in earlier decisions shall be notified of action taken by the Board. Implementation of earlier decisions(s) shall continue until the appeal process is exhausted.

Principals shall review with the staff annually, or as often as needed, the selection and reconsideration procedures. Professional staff shall be made aware that the right to object is granted by policies of the Board of Education. The staff shall also be reminded of ethical and practical considerations in handling complaints courteously and with integrity.

Evaluation and Selection

The following criteria shall be used in selecting and purchasing instructional media:

- All textbooks on The Georgia Textbook List and materials prepared by publishers to supplement these texts.
- Instructional media recommended in State approved teacher's editions of textbooks and by local or state curriculum guides.
- Recommendations made in national review publications including review sections of journals and professional organizations. The Coordinator of Library Media Services will furnish upon request a list of national reviews that can be used in selection of media materials.
- Instructional media previously approved within the system.
- Review by School/System Media/Technology Committee members and/or faculty.
- Approval by the Deputy Superintendent and Assistant Superintendent to purchase materials which do not fit above criteria.

Non-School Owned Print and Non-Print Media

All non-school owned media shall be evaluated by the same criteria as in selection for purchase before being used in the classroom. Such materials and media, when utilized in the instructional program by teachers, students, or guest presenters shall be supportive of the adopted curriculum for the course being taught and shall be included in the teacher's daily lesson plan. The use of all materials shall be in compliance with current copyright laws.

Use of the Internet

Internet services will be made available to all schools. All students and staff will follow Board of Education Acceptable Use Policy (Revised June, 2006) when using the Internet at school.

Copyright Compliance

The Bibb County Board of Education abides by the Copyright Law of the United States (Title 17, United States Code, 1976) and prohibits copying or use of copyrighted materials not specifically permitted or exempted by the copyright law by employees of the system. The Board places liability for willful infringement upon the person making or requesting a copy or using the materials and designates the school library media specialist and the system media contact person as disseminators of copyright information for each school and the system respectively. Guidelines are available as needed in each school library media center and the Deputy Superintendent's office.

Accessibility

The Georgia Board of Education Rule 160-4-4-.01 requires that each school library media center be accessible for both individual students and groups simultaneously throughout the instructional day during each day of the school year. An accessible media center is one which is available for students and teachers to use according to instructional need rather than according to a predetermined schedule. Central to this interpretation is the belief that the school library media center should service the teaching and learning needs of the school. In order to insure maximum use of the school media resources, the center must be open every day that school is in session. The center should not be closed to facilitate meetings or testing programs and it is recommended that arrangements be made for the school library media center to accommodate students before and/or after the school day.

Policies establishing guidelines for the use of the school library media center should be cooperatively determined by the School Media/Technology Committee in each building. It is the responsibility of this group to insure that optimum use is made for the facility and

its resources. In an accessible media center, there is a process for teachers to schedule time and space needs in the center according to the activity that is planned. When entire classes are scheduled to visit the school library media center, the teacher and media specialist should plan together collaboratively in order to facilitate meaningful information access skills instruction.

Insuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or in the level of services provided to students and staff. Such modifications should be recommended by the media committee, approved by the principal, and announced in advance to all students and staff. The period of time in which altered service is provided should be limited and may vary according to needs of the individual school.

Criteria for Allocation of Instructional Funds

Funds for the purchase of instructional media, materials and equipment are allotted on a per pupil basis as required by Board and DOE policy. Each School Media/Technology Committee will conduct an annual needs assessment to determine budget needs for materials, media and equipment. Funds will be allocated based on requests made by the committee and will be within the system wide amount budgeted for media operational materials per official FTE count.

Delegation of Staff Position Responsibility

The person responsible for coordination of selection, acquisition, maintenance, repair, replacement and utilization of instructional media at the system level shall be the Deputy Superintendent or the staff person designated.

Procedures for Handling Requisitions, Ordering, Billing Deliveries and Accounting.

All procedures, from requesting to receiving instructional media, shall conform to the Policies and Rules of the Bibb County Public Schools.

Procedures for Cataloguing and Inventorying at the Building Level

All instructional media, other than textbooks and consumables, should be inventoried as part of the school media collection. The School Media/Technology Committee may elect to have some material handled separately, due to its unique nature. Any such items should be placed on an appropriate building or system-wide inventory. A list shall be available, through the automated media center system, in each school of all media center materials purchased with federal funds for use in that building.

In the event that instructional materials are stolen, a report should be filed with the Campus Police Department. The report of theft should then be forwarded to the warehouse so that the stolen material can be taken off the building inventory. If materials or equipment are discarded due to damage or obsolescence, a Warehouse Pickup Request

should be made. The warehouse will dispose of the material or equipment and delete it from the school's inventory.

Circulation Procedures

Circulation procedures shall be developed by the School Media/Technology Committee to meet each school's individual needs.

Periodic Review and Evaluation

The School Media/Technology Committee shall review annually the building media needs. The collection shall be kept current through regularly scheduled inventory, evaluation and weeding.

Appendix

- Georgia State Department of Education Rule 160-4-4-01
- Accreditation Standards for Quality Schools: Materials (SACS)
- Citizen's Request for Reconsideration of Materials, Media or Equipment
- Bibb County BOE Library Media Policies
- Bibb County Media Services
- School Media Technology Media Committee Role
- Primary Responsibilities of the Media Clerk
- Media Program Evaluation Rubric (See www.bibb.k12.ga.us >Media Services)

Sample Forms

- Collaborative Planning Form
- Request for Use of Non-school Owned Materials Forms (2)
- Technology Troubleshooting Forms (2)

- Georgia State Department of Education

Code: IFBD**160-4-4-.01 MEDIA PROGRAMS****(1) REQUIREMENTS****(a) Each local board of education shall adopt a media policy that**

1. Provides for the establishment of a media committee at the system level and at each school.
2. Requires development of procedures for the school system and for
 - (i) Selecting materials locally.
 - (ii) Handling requests for reconsideration of materials.
 - (iii) Considering gifts of instructional resources.
 - (iv) Using non-school owned materials.
 - (v) Complying with copyright law.

(b) The local school superintendent shall appoint a system media contact person to serve as a liaison to the department.**(c) Each school shall have a media center staffed by media personnel in accordance with Rule 160-5-1-.22 Personnel Required and shall develop processes to implement system media policy and procedures. The following shall be included in school media program implementation.**

1. A plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, the staff, and the resources and shall be based on instructional need.
2. A media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the media program. This committee shall annually evaluate media services and develop a multi-year plan for budget and services priorities.
3. Collaborative planning that includes joint determination by media specialist and teachers to ensure use of media center resources and services that support on-going classroom instruction and implementation of the state-adopted curriculum.

Authority O.C.G.A. § 20-2-167; 20-2-168(b); 20-2-182(f); 20-2-184

Adopted: May 14, 1998**Effective: June 15, 1998**

Accreditation Standards for Quality Schools - SACS CASI Accreditation Standards © 2005

Material Resources

In fulfillment of this standard, the school operates a library media center that:

6.21 Maintains a comprehensive materials collection consisting of current media, books, reference sources, and periodicals in print and electronic formats that support student learning, the curriculum, and the instructional program;

6.22 Provides a balanced collection of a minimum of 10 books per student;
(see note 5 and 6)

6.23 Ensures that all students and staff members have regular, ready access to media services, materials, and equipment;

6.24 Employs a currently accepted circulation system for materials;

6.25 Provides training on effective use of media resources for students and members of the professional staff;

6.26 Ensures that the media staff collaborates with other professional staff members to attain maximum benefit from the resources;

6.27 Possesses a policy and procedure for responding to challenged materials;

6.28 Budgets sufficient funds for library media services and resources, including equipment, to support the curricular and instructional programs; and

6.29 Possesses and communicates a policy on use of the Internet.

5 Middle and Secondary Schools with enrollment in excess of 1,500 students must provide at least 15,000 usable volumes. Elementary Schools with enrollment in excess of 1,000 students must provide at least 10,000 usable volumes. New schools must have at least four volumes per student upon opening and meet the collection requirements within three years.

6 Books available in electronic format may be counted for up to 25% of the number of books required for the school. In determining the number of books available in electronic format, the same title should be counted only once.