



EFFINGHAM COUNTY SCHOOL DISTRICT MEDIA CENTER PROCEDURES AND GUIDELINES

April 2014

This document specifies the procedures and guidelines to be utilized by Effingham County School District Media Centers in the operation of the Media Program at each school. These procedures and guidelines apply to all schools in the Effingham County School District. **Note: these procedures and guidelines are to be reviewed annually by the district media committee, but may be reviewed more often if needed.**

SUMMARY OF CHANGES.

These procedures and guidelines may be changed from time to time. **Shaded areas indicate new or revised material.**

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- 1. Authorization through Board Policy.** The authorization to establish the procedures and guidelines contained herein is through Policy IFBD: Media Centers. This policy was originally adopted on December 04, 1991 and was most recently revised on TBD.
- 2. Roles and Responsibilities.** The Effingham County Board of Education is the legal body ultimately responsible for the selection of materials for school media centers. Actual selection is the responsibility of the professional media specialist in each school, with the help of the school media committee.
 - a. The Superintendent provides leadership in establishing effective media programs, appointing the system media committee, and designating the District Media Services Coordinator.
 - b. The System Media Services Coordinator provides information and guidance regarding local, state, and federal policies and facilitates communication between the system and building media committees.
 - c. The principal facilitates implementation of the school media program by appointing and providing guidance to the school level media committee. The principal encourages collaborative planning between teachers and the media center staff to promote curriculum integration with media resources and services.
 - d. The school level media committee is responsible for recommending short and long-term goals, services, and purchasing priorities; evaluating media materials based on the established criteria; and making decisions relating to challenged materials.
- 3. District Level Media Committee Composition.** The district level media committee will be composed of the District Media Services Coordinator (DMSC), a Media Specialist representative from each of the school levels, elementary, middle, and high, and the district's Instructional Technology Specialists. The members currently serving on this committee are:
 - a. Jeff Lariscy, District Media Services Coordinator,
 - b. Michelle Gonzales, Media Specialist, Blandford Elementary School,
 - c. Lisa Phillips, Media Specialist, South Effingham Middle School,
 - d. Becky Alford, Media Specialist, South Effingham High School,
 - e. Gregg Miles, Instructional Technology Specialist,
 - f. Justin Keith, Instructional Technology Specialist,
- 4. School Level Media Committee Composition.** The school level media committee will be comprised of the school principal, the media specialist, the instructional supervisor, one teacher representative from each grade level or content area, and one student.
- 5. Compliance with State Board Policy, State and Federal Law.** The DMSC has the responsibility for maintaining awareness of State Board policy and state and federal laws relevant to media services and for disseminating information to local school personnel.
 - a. The DMSC has the additional responsibility for maintaining awareness of Copyright Law and Fair Use Guidelines and for communicating information to school personnel.

- b. The school media specialist has the responsibility for assuring awareness with Copyright Law and Fair Use Guidelines through a written process.
- 6. Accountability for Media Equipment and Materials.** Students and school personnel shall be accountable for media materials and equipment. Reimbursement for lost or damaged media shall be made through the procedures established by the school system.
- 7. Allotment of Funds.** State funds are allotted annually and designated for media center materials and programs. Additional funding is at the discretion of the principal.
- 8. Media Defined.** For the purpose of these guidelines, "media" includes, but may not be limited to: books, magazines and journals; audio and video recordings, computers, computer software and other electronic equipment; the Internet; assistive/adaptive devices for students with special needs; pictures, maps, charts and other visuals commonly housed in school library media centers. Further, media may be referred to as resources, materials or hardware.
- 9. Media Selection Guidelines.** Media centers play an important role in implementing the mission of the district. Media procedures and guidelines reflect this mission. These include:
 - a. Providing media that support and enrich the curriculum while considering the interests, abilities, and maturity levels of the students,
 - b. Providing media that promote factual knowledge, literary appreciation, and ethical standards,
 - c. Providing media that demonstrate different points of view in order to promote critical reading and thinking skills,
 - d. Providing media representative of many religious, ethnic, and cultural groups and their contributions to the nation's heritage,
 - e. Placing principle above personal opinion and reason above prejudice in the selection of books and other media of the highest quality in order to assure a comprehensive collection appropriate for the users.
- 10. Assigned Required Reading.** Students are not required to read books or view other media, assigned by teachers, if their religious principles or personal values are offended by the content. The teacher may require an alternate assignment.
- 11. Internet Resources.** Networked computers in school media centers provide access to many and varied Internet resources. These resources supplement and enrich the media center collections by affording students and teachers access to academic libraries, museums, government databases, and subject-matter experts. The district's Internet Acceptable Use Policy dictates proper use of the Internet and includes provisions for parental permission for students to use the Internet.
- 12. Criteria for Media Selection.** Selection of books and other media for Effingham County school media centers is a continuous process responsive to the needs of a changing curriculum and the needs of students and teachers. Critical reviews by reputable, professional publications and/or personal examination of materials by teachers, the media committee, and the media specialist provide the basis for selection. Review sources may include The Bulletin of the Center for Children's Books, Horn Book, School Library Journal and Booklist, among others. In addition, the following guidelines direct

the acquisition of media materials:

- a. The resources will support curricular needs, the general educational goals of the state and district, and the unique goals of individual schools.
- b. The resources will meet all of the Copyright Law requirements.
- c. The resources will be appropriate for the subject area, as well as the cognitive, emotional, and social development of the students served by the media center.
- d. The resources will be representative of various ethnic, cultural, and religious groups.
- e. The resources will include various formats, print and non-print, to accommodate various learning styles.
- f. The resources will promote good citizenship and understanding of changing issues in a global society.
- g. The resources will be selected for their durability, literary or artistic quality, accuracy, currency, and cost.

13. Media Equipment/Hardware. Media equipment/hardware, including, but not limited to, computers and peripherals, televisions, audio and video recordings, projectors and screens, and media carts, will be selected by the professional media specialist with approval of the school media committee and the advice of the Technology Coordinator regarding approved vendors, compatibility issues, and maintenance considerations. The media will meet the needs of the school programs, as well as local and state criteria specified in State Board Policy IFAB.

14. Copyright compliance. It is the policy of the Effingham County Board of Education to comply with all provisions of Copyright Law and Fair Use Guidelines. The District Media Services Coordinator and the Media Specialist at each school will be responsible for ensuring that current copyright information is disseminated to all employees and for obtaining copyright clearance for works used in the instructional process. Willful disregard for the copyright laws and Fair Use Guidelines may result in disciplinary action.

15. Special Selection Considerations.

- a. **Gifts and Loans.** Books and other media provided by private, commercial, or non-profit donors will meet the same criteria established for purchased materials.
- b. **Sponsored Materials.** Books and other media provided by private, commercial, or non-profit donors will meet the same criteria established for purchased materials.
- c. **Identification of Donor.** Neither the donor nor the purpose of the donation should be identified on any donated item. Items donated in memoriam may cause undue emotional hardship on students.

16. Collection maintenance. Books and other media in poor physical condition, which contain dated, obsolete content, or are of questionable literary quality, are subject to removal at the discretion of the professional media specialist, the school media committee and the principal.

17. Selection of Publishers and Vendors. Consideration is given to those publishers and/or vendors able to offer prompt, reliable, quality service and competitive pricing.

18. Professional Collections. Books and other media of interest to teachers and administrators and relevant to the educational goals and objectives of the district will be selected, cataloged, circulated, and maintained using standard procedures.

19. Other non-school owned materials. Books and other media brought to school by teachers, students, or parents and intended for school use will meet the same criteria established for purchased materials.

20. Disposal of Media Equipment/Hardware. Outdated or damaged media materials will be discarded with the approval of the school media committee and in accordance with local, state, and federal guidelines and restrictions. Computer hardware and peripherals may be discarded upon the recommendation of the district Technology Coordinator in accordance with local, state, and federal guidelines and restrictions.

21. Reconsideration of Challenged Materials. Occasionally, concerned parents and/or community members may voice objections to selected materials. The Effingham County Board of Education respects the rights of individuals to question selection procedures. An orderly, fair procedure for handling challenges to books and other media is outlined below:

- a. The media specialist will listen courteously to the complainant; provide the complainant with a link to the *Effingham County Media Center Procedures and Guidelines* document which contains the link to the on-line form, [Request for Reconsideration of Educational Media](#). Completion of the form by the individual will send the response to the entire media e-mail group, providing notice at all levels of the challenged material. Subsequently, media specialists at schools at the corresponding levels can collaborate to decide if the media should be removed from circulation in all schools at that level.
- b. If the complainant completes and submits the [Request for Reconsideration of Educational Media](#) web form, the principal shall attempt to resolve the issue in accordance with system procedures.
- c. Any parent may request that his/her child not be allowed/required to read the material in question on the basis of moral, ethical, or religious beliefs.
- d. If the complainant wishes to pursue the matter further, the principal shall notify the district superintendent, convene the school media committee, and start the official review process. The media specialist will remove the challenged media from circulation pending the decision of the school media committee.
- e. Within 30 days of the receipt of the Request for Reconsideration of Educational Media, the school media committee shall:
 - i. Examine the material in its entirety and evaluate the media based on the established criteria for selection, including published professional reviews.
 - ii. Invite the complainant and a representative with an opposing view to address the committee.
 - iii. Discuss/deliberate the issues and vote on the proposed solution.
 - iv. Prepare a written opinion based on examination of the entire work.
 - v. File a copy of the complaint and the decision of the committee with the school

principal, the system media committee, and the superintendent.

- vi. Notify the complainant, in writing, of the decision of the committee.

If not satisfied with the decision of the school media committee, the complainant may file an appeal to the *district media committee* within 10 days of receipt of the decision by the school media committee. The district media committee will, within 30 days, review the material following the same procedure as that of the school media committee. The media specialist will remove from circulation the challenged media while the decision of the school media committee is on appeal.

Further appeal may be made to the local Board of Education, which shall follow its regular process for hearing such appeals. The Board is the final authority in all appeals.

- 22. Loaning of Media.** Non-school organizations may request the use of school media by completing a Request for Loan of School Media form (Appendix E) two weeks prior to the loan date. The school media committee may approve or deny the request. The borrowing organizations assume responsibility for any damages or loss of materials, as well as for strict compliance with copyright law.
- 23. Review and Revision.** The Effingham County Board of Education's Instructional Media and Equipment Procedures and Guidelines shall be reviewed annually by the District Media Services Coordinator and every three years by the System Media Committee. Recommendations for revision shall be submitted in writing to the Assistant Superintendent of Instruction and Technology.