

Marshpoint Media Center Handbook



2012-2013

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1.0 Programs and Services

1.1 Access to Materials – Flexible Scheduling

The Marshpoint Media Center operates using a flexible schedule.

Below are documents that support a flexible schedule for media programs. When using these documents to support your program, please print the document(s) in full. The highlighted areas are excerpts from several documents that support our position.

The Savannah-Chatham Co. BOE policy regarding flexible scheduling may be found here:

<http://www.gsbaepolicy.org/policy.asp?PC=IFBD&S=4140&C=I&RevNo=1.41>

Media centers will operate according to flexible schedules, which will provide the school community accessibility to media staff, facilities, and resources throughout the instructional day in compliance with state standards.

From the GA Department of Education webpage, [Library Media Services: Frequently Asked Questions for Media Specialists](#):

What exactly is Flexible Scheduling? Flexible scheduling is addressed in the DOE rule [IFBD 160-4-4-.01](#).

A Georgia school library media program must include 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. Flexible scheduling is maintained by allowing full participation of teachers and the library media specialist in collaborative planning, and allowing students to come to the library media center at any time.

Flexible scheduling is any schedule that is controlled by the library media specialist in collaboration with the classroom teachers to meet the needs of the students at the students' point of need. A schedule that is mandated and/or controlled by the school administration is not flexible. The media program is not to be used as a means to provide planning time for teachers. A flexible schedule works in partnership with collaboration. The media program shall be a collaborative effort between the classroom teacher and the library media specialist. Collaboration is essential to a quality K-12 media center instructional program. Flexible scheduling is essential to an effective K-12 media center program that recognizes the importance of collaboration. One cannot exist without the other.

For more information regarding flexible scheduling please visit the Department of Education Website mentioned above:

http://www.doe.k12.ga.us/sia_as_library.aspx?PageReq=SIAASFAQs

1.2 Programs and Services for Students

STUDENT CIRCULATION

Students may check books out anytime during the school day. You do not need to notify us in advance to send groups for checkout unless the groups are large (more than 5 or 6 at a time). Kindergarten students may have one book checked out at a time and first through fifth grade students may have two at a time. Second through fifth graders may also check out reference books overnight. Reference books may be checked out after 2:30 Monday through Friday. They MUST be returned to the Media Center before 9:30 a.m. the following morning.

CHILDREN'S BOOK WEEK

Every November Marshpoint celebrates Children's Book Week. Several special activities are planned to encourage and celebrate reading. The week culminates with a Book Character Dress Up Day and an Accelerated Read-In Day.

NATIONAL LIBRARY WEEK

Every April the Media Center celebrates National Library Week. The important role that libraries and books play in the lives of our students and teachers is highlighted through various special activities.

ACCELERATED READER PROGRAM

The Media Center participates in and supports the Accelerated Reader Program. Accelerated Reader books are color-coded by grade level and are also identified in the on-line catalog by grade level. Quizlist, a searchable online database of our Accelerated Reader tests, is available on our school website for school and home use.

GEORGIA STUDENT MEDIA FESTIVAL

The Marshpoint Media Center organizes and supports the Georgia Student Media Festival. The Media Festival provides students with the opportunity to produce many different types of media. Information is provided to all students and faculty in December. The Media Specialist and several faculty members serve as judges at the school and local level.

Quiz Bowl Program

The Media Center sponsors the Quiz Bowl Program at Marshpoint in coordination with the Gifted Program teachers. Students at Marshpoint participate in the Lower and Upper levels of the Program.

Media Skills

Media skills are taught to small groups of ten to twelve students or to an entire class. Some lessons may require keeping the groups small, so that each student has the opportunity to actually use the student terminals, on-line encyclopedias, general encyclopedias, the Internet, and other references to locate information. The information retrieval skills taught by the media specialist are planned in collaboration with the classroom teacher to cover the current objectives. The primary role of the media specialist is identified as one of support to instruction. Teachers may bring groups or an entire class into the Media Center to do their own instruction in media skills or any other subject. This should be scheduled on the Media Center calendar to avoid conflicts with other activities. All Media Skills activities are coordinated with the Georgia Performance Standards and the PYP planners.

1.3 Programs and Services for Faculty

CIRCULATION

Teachers may check out books and AV materials from the Media Center and keep them as long as needed for instructional purposes.

CLASSROOM MATERIALS

The Media Center staff will pull materials for your teaching units. Let us know the subject, and we will pull all available books and audio-visual materials. Please give us **48-hour notice** for this service. Place your request on the Teacher Request Notebook in the Media Center.

DESTINY ON-LINE CATALOG

The Destiny on-line catalog is available in every classroom for your use in locating appropriate teaching materials. Teachers can perform searches and generate their own subject bibliographies.

INSTRUCTIONAL SUPPORT

The Media Center staff will help you locate materials to support classroom instruction. This help is not limited to materials housed in the Media Center but may include various professional resources – professional print materials, websites, Georgia Learning Connections, etc.

COLLABORATION

Excerpt from Savannah-Chatham Schools Board Policy Manual:

[School Board Administrative Regulation IFBD-R](#)

Media specialists and teachers will plan collaboratively to ensure the use of media center resources and services that support the curriculum.

1. Classroom teachers and library media specialists will work together to help students learn to:
 - Use the information problem solving process.
 - Develop complex thinking skills.
 - Apply effective reading, questioning, listening, writing, and other communication skills.
 - Acquire, process, store, and present information using current technologies.
 - Recognize and use a variety of information resources and formats.
 - Appreciate reading for information, enrichment, and recreation.

2. Classroom teachers and library media specialists also will collaborate to:
 - Create partnerships throughout the school for planning, teaching, and assessing integrated curriculum.
 - Support a variety of learning styles and teach students to identify and pursue their own style.
 - Allow for personal interests in information problem-solving tasks.
3. Collaborative planning includes providing assistance with instructional lesson plan development, resources and equipment, professional instruction/staff development, and assistance with instructional materials development.
4. Class visits to the media center will follow plans developed cooperatively between the teacher and the media specialist.
5. The classroom teacher will maintain responsibility for the entire class during visits to the media center and will participate in delivery of instruction to meet the purpose of the visit as needed.

2.0 Personnel – Job Descriptions

2.1 Media Specialist

POSITION NUMBER

30032

I. POSITION TITLE

Media Specialist - Elementary

II. NATURE OF POSITION

The Media Specialist-Elementary serves as an instructional resource consultant and media materials specialist in the school; provides leadership to the establishment and maintenance of a school media center.

III. QUALIFICATIONS

Education

Master's degree in school library media

Certification

Master's certificate for media specialist

Experience

Two years of successful teaching experience in the classroom or in the role of an instructional resource person; knowledge of curriculum and effective teaching methods; skills in performing administrative tasks; ability to make value judgments in selection of materials.

IV. ADMINISTRATIVE RELATIONSHIP

Reports to the school principal

V. DUTIES AND RESPONSIBILITIES

1. Serves as a school specialist in the selection of books and other materials; exerts leadership in evaluation and selection of resources for the school media collection; and guides and assists in the use of materials.
2. Serves as a resource consultant to instructors.
3. Exercises leadership in planning a program of media experiences which will accomplish the purposes of the school for the student.
4. Plans and implements a program of instruction that teaches students to use the media resources effectively.
5. Ensures the operation of an efficient and functional media center.
6. Advises and assists teachers and students in the production of multi-media curriculum related material.
7. Performs other duties as assigned.

VI. TERMS OF EMPLOYMENT

Salary and work year will be in accordance with the approved salary schedule and calendar appropriate to the position held.

Duties & Responsibilities of the Media Specialist

- I. Georgia Media Specialist Duties and Responsibilities
 - A. Follows professional practices consistent with school and system policies in working with students, parents, and colleagues
 1. Interacts in a professional manner with students, parents, and colleagues
 2. Maintains confidentiality of circulation records
 3. Works cooperatively with school administrators, special support personnel, colleagues, and parents
 4. Models correct use of language, oral and written
 5. Demonstrates accurate and up-to-date knowledge of content
 - B. Complies with school, system, and state administrative regulations and board of education policies
 1. Enforces regulations concerning student conduct and discipline
 2. Is punctual
 3. Provides adequate information and materials necessary for a substitute to operate the media center
 4. Assists in implementing designed curriculum
 5. Maintains accurate, complete, and appropriate records and files reports promptly
 6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
 7. Complies with conditions as stated in contract
 8. Complies with policies in regard to absences, home-school communication, parent conferences, etc.
 - C. Participates in professional development activities according to system policy
 1. Participates in continuing education
 - D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
 1. Takes precautions to protect records, equipment, materials, and facilities
 2. Assumes responsibility for supervising students in their care
- II. Duties and Responsibilities prescribed by local school and system (optional)

2.2 Job Description – Media Clerk

Job Title:	Media Clerk
Location:	
Nature of Position:	The Media Clerk works in the school library/media center under the direct supervision of the Media Specialist and performs duties related to the administration, organization and instructional program of the media center.
Reports To:	Immediate Supervisor - Media Specialist /Site Administrator - Principal
Education:	Required: 1. Must have a minimum of 60 semester or 90 quarter hours of college credit from an accredited college (OFFICIAL TRANSCRIPT required), OR must have made an acceptable score on the Georgia Assessments for the Certification of Educators (GACE) Paraprofessional Assessment Test (copy of score required), OR possess a Paraprofessional Certificate issued by the Georgia Professional Standards Commission (copy of certificate required). One of these documents must be furnished along with completed application. 2. Must have computer skills, general office training and experience. Abilities to work with students and staff communication skills.
Experience, Skill, Know-How and Certification:	
Duties and Responsibilities:	The primary responsibility of the Media Clerk is to provide and ensure efficient circulation of materials/resources, and to provide assistance/service to students and staff as needed in the media center. Other duties: Operates the computerized circulation system including checking materials in and out and creating and distributing overdue fines/notices. Assists in all phases of materials processing according to established procedures. Reshelves and maintains correct order (Dewey decimal classification) of returned materials. Prepares current periodicals for shelving and maintains collection of back-dated issues. Assumes responsibility for operation of the media center and supervision of students in the approved absence of the Media Specialist. Repairs print and non print materials. Maintains inventory of supplies and suggests items for acquisition as needed. Assists in maintaining an orderly, neat, and attractive atmosphere in the media center. Assists in preparing and maintaining media center displays. Supervises and assists small groups of students in locating and retrieving materials, finding information, operating instructional equipment, or other activities. Operates computers and production equipment as needed in the media center. Assists in the integration of technology used throughout the school. Operates and maintains media-related equipment.

Assists in training volunteers.
Assists in producing, mounting, and laminating materials.
Prepares and assembles materials for classroom use.
Prepares work orders for broken/damaged equipment.
Assists in inventory of materials and equipment.
Assists with media promotions and book fairs.
Performs other duties and tasks as assigned by the Media Specialist and/or administrative staff.

Duties & Responsibilities of the Media Clerk

The Media Clerk supports the media specialist in the daily operations of the media center. Their duties include the following:

- Daily operations of material circulation
- Assisting students and teachers in retrieving information, materials, and equipment
- Maintaining an orderly, neat, and attractive environment
- Shelving books in the correct order
- Maintaining Bulletin boards and displays
- Pulling books and materials for teachers
- Operating and maintaining media-related equipment
- Assisting in all phases of materials processing
- Preparing periodicals for shelving and maintaining collection of back-issues
- Sending overdue notices to teachers and students
- Other duties as assigned by the media specialist

3.0 Circulation

3.1 Faculty

Teachers may check out books and AV materials from the Media Center and keep them as long as needed for instructional purposes.

3.2 Students

1. Kindergarten– 1 Book
2. 1st – 5th Grades – 2 Books
3. Kindergarten – 2nd grades - books may be kept for 1 week and renewed if necessary.
4. Third – Fifth grades – books may be kept for 2 weeks and renewed if necessary.
5. Reference books– overnight checkout for 2nd – 5th graders.
6. No charge for overdue books, though students are encouraged to return books on time and cannot check out books if they have overdue materials.
7. There are charges for lost or damaged materials.

Fines or Fees for Overdue/Lost Materials

The Marshpoint Media Center will make every effort to notify patrons regularly about overdue materials by generating and distributing overdue notices.

The following information found in School Board Manual in Administrative [Regulation Policy JS-R: Student Fees, Fines, and Charges](#):

Student Responsibility

When textbooks, library media materials, and equipment are issued to students, the return of these materials to the school for further use shall be the sole responsibility of the students and their parents or guardians. When materials or equipment are not returned to the school in useable condition, it shall be the responsibility of the students and their parents/ guardians to reimburse the Savannah-Chatham County Board of Education for the cost of replacement or repairs.

Replacement cost for library books and materials shall be the price listed in [Books in Print](#) or producers' catalogs prorated by age and condition of lost book/material. Replacement cost for textbooks shall be the price listed in the [Georgia Textbook List](#) prorated by age and condition of lost text. Repair or replacement cost for equipment shall be determined by the principal with assistance from personnel in the Purchasing Department.

4.0 Collection Development

4.1 Selection of Materials

Students at Marshpoint will be provided with a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

Selection Criteria

Instructional staff will select instructional/resource materials which:

- Contain subject matter that makes a significant contribution and is relevant to the curriculum
- Enrich the instructional program and support the development of intellectual freedom
- Develop critical reading, listening, reviewing, writing and thinking skills
- Reflect religious, ethnic, political, cultural diversities, and support character development
- Are suitable for both the age and instructional levels of the students
- Are supported by favorable reviews based on standard selection sources and/or examination of materials with recommendations by professional personnel

Selection Responsibility

- Instructional staff members collaborate to select instructional materials.
- All instructional materials/equipment and resources must be approved by the site administrator.
- Gift materials will be evaluated by the same criteria as purchased materials.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IF&Sch=4140&S=4140&RevNo=1.34&C=I&Z=P>

Materials and equipment for the Marshpoint Media Center will be selected by the media specialist with input from the media committee in accordance with the selection criteria set forth in Policy IF.

1. The media specialist will be responsible for ordering media center materials and equipment and for maintaining budget records for these orders.
2. All instructional materials and equipment purchased with media funds will be processed and circulated through the media center.
3. In accordance with the State Expenditure Tests for Media Center Costs, consumable classroom materials, textbooks, items purchased for specific classrooms, and items useful only in one specific instructional content area will not be purchased, processed, or circulated through the media center.

4. Selection will be an ongoing process that will include, based on the selection criteria, the removal of materials no longer appropriate and the replacement of lost and worn materials still of instructional value.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBD-R&Sch=4140&S=4140&RevNo=2.37&C=I&Z=R>

Consideration File

The media specialist at Marshpoint will maintain a current file of items suggested for purchase by students and faculty/staff for inclusion in the media center collection. The media specialist will apply selection standards to all media purchases. The media committee may need to review items suggested for appropriateness prior to purchase.

4.2 Budget Procedures

The Marshpoint Media Center will follow the budgeting guidelines stated below:



Guidelines for Purchases with State Media Allotment

Media materials purchased using state media funds must directly support the school library media program. Media materials include print, non-print, periodicals, online databases, supplies, and equipment that are critical to the support and enhancement of the school library media center program. These materials are housed in and circulated through the library media center for use by the learning community of the school. Library Media Center (LMC) equipment purchases may not be housed in a single classroom on a permanent basis. To obtain more information regarding the use of state media funds, please contact the Department of Library and Media Services.

Media Materials	Object Code	Appropriate (Meets the state guidelines)	Non-Appropriate (Does not meet the state guidelines)
Library Books, Magazines, AV materials	4642	Books, magazines, print, videos, DVDs, audio materials, book binding/repair <ul style="list-style-type: none"> • Circulated to the learning community • Limited to 1-5 copies only 	<ul style="list-style-type: none"> • Nonprint materials • Textbooks • Class sets of print materials • Print materials items housed and/or circulated for one subject or grade level only

Supplies	4610	<p>Any supplies critical to the support of the LMC including, but not limited to:</p> <ul style="list-style-type: none"> • General office supplies (paper clips, pens, pencils, folders, etc) • Magazine storage boxes • Labels, protectors, book covers, etc. for media materials 	<p>Any supplies for use outside of the LMC such as:</p> <ul style="list-style-type: none"> • General office & school supplies for classroom and/or teacher consumption • Copier supplies • Poster printer supplies • Lamination film/supplies • Bulletin board paper • Bulbs or supplies for classroom equipment
Supplies – Tech Related	4610	<p>Technology-related supplies that are typically used in conjunction with technology-related hardware and software housed in and/or circulated daily from the media center:</p> <ul style="list-style-type: none"> • Printer cartridges for LMC printers • LCD projector bulbs for LMC projector or projectors circulated daily • Replacement computer & TV remote controls used in the LMC • Recordable media (digital video tapes, DVD-R-W, etc) 	<p>Supplies for items housed in classrooms, offices, or labs and other areas of the school such as:</p> <ul style="list-style-type: none"> • Printer cartridges • Computer cords & cables • Batteries • Remote controls • Storage media
Software	4612	<p>Software and technical support directly related to the media program:</p> <ul style="list-style-type: none"> • Research software • Automation software • Production software • Administrative tools • Research databases • Software licenses and renewals 	<p>Directly related to specific curriculum or functions such as:</p> <ul style="list-style-type: none"> • Classroom software • Assessment/testing software (AR) • Lab software • Curriculum specific software

4.3 Evaluation of Collection

The Marshpoint Media Center uses Follett’s Titlewise to evaluate the print collection to determine the age of the collection and determine areas that need to be strengthened and/or weeded. The collection is also evaluated in regards to the curriculum requests of the staff and students.

4.4 Material Processing

All library media materials and equipment are processed in the library management system, Destiny.

4.5 Types of Resources

The Marshpoint Media Center has books, audiovisual materials, student and professional magazines, print encyclopedias, online encyclopedias, and various other resources to meet the needs of the staff and students.

4.6 Maintenance

AUDIOVISUAL AND COMPUTER EQUIPMENT

Equipment checked out to staff is their responsibility. Teachers should know the location of their equipment at all times. If a piece of equipment is missing, the Media Center should be notified immediately.

RETURNING AV EQUIPMENT

Please do not allow students to return or transport any equipment to the Media Center or to other classrooms. For the safety of our students, teachers should arrange to move large pieces of equipment such as Mobile Laptop Units, SmartCarts, overhead projectors, or opaque projectors themselves or with the assistance of the custodial staff. **Students should never move equipment.**

BROKEN EQUIPMENT

Broken equipment (including burned out lamps) should be returned to the Media Center with a note indicating the problem.

INVENTORY OF NEW OR TRANSFERRED EQUIPMENT

All equipment, regardless of the funding source, must be bar-coded and inventoried through the Media Center. This is required for State Standards and insurance purposes.

PERSONNEL CHANGES

If at any time you leave Marshpoint, it is your responsibility to return all materials and equipment to the Media Center.

Network and Computer Problems

It is the teacher's responsibility to contact the Help Desk or submit a Service Request when experiencing problems or needing assistance with the network or classroom computers.

The Help Desk can be reached at 395-HELP (395-5029) or on the website, [Help Desk/Customer Support and Quality Assurance](#).

The Help Desk serves as a central point of contact to provide an effective means to answer questions and resolve technology issues. This provides all technology users with a single location for asking questions, requesting assistance, and obtaining information regarding technology.

Support issues include the following:

- Hardware
- Networking
- Security - account creation, moves, adds, or changes
- Software
- Telecommunications

The Help Desk staff has a process in place for documenting, tracking, and providing real-time status for each request entered. The staff is trained and experienced in diagnosing and resolving technical issues by phone. When a problem requires onsite support, the Help Desk will dispatch a technician to respond to the request. Help Desk technicians will provide assistance with any district-supported hardware, software, software applications, peripherals, login identification, password resets, hardware repair, and general information regarding technical support.

4.7 Inventory

The Marshpoint media specialist will maintain an accurate inventory of all items associated with the library media program including books, software, and equipment. Inventory is used for the following purposes:

- Assist in collection development and facilities planning
- Identify items that should be repaired, replaced, or removed
- Identify loss
- Have records for emergencies
- Have records for budget justification
- Make more effective use of facilities as a whole

Inventory involves the following elements:

- Schedule after the end of circulation for the school year
- Read shelves prior to beginning inventory
- Develop an inventory strategy (to prepare either sections or the entire collection)
- Remove materials that need replacing or discarding
- Identify missing and lost materials
- Prepare inventory report

4.8 Weeding

One of the duties and responsibilities of Marshpoint media specialist is to assume responsibility for the quality, quantity, and organization of the school library media collection. Therefore, the media specialist will assume professional responsibility for removing from the collection those materials that are no longer appropriate to, nor supportive of, the existing and ever-changing school programs. Systematic weeding is a needed service that will enhance the credibility and use of the school media center.

5.0 Gifts

According to [Board Policy IFBD](#):

All gifts to the Marshpoint Media Center must meet the criteria stated in [Policy KH - Public Gifts](#).

While gifts are generous, they must be judged in light of their benefit to the school's instructional program. Gifts should be accepted only if they add to the strength of the media center's collection.

6.0 Equipment

6.1 Stolen Equipment

Report any missing and /or stolen equipment to the Marshpoint Media Center as soon as possible.

Once a determination has been made that equipment has been stolen, the media specialist will work in association with the campus resource officer and a campus administrator to file a campus police report. As fixed assets administrator, the media specialist is responsible for completing a deletions form and attaching a copy of the police report. Both documents must be forwarded to the district fixed assets administrator as soon as possible.

7.0 Intellectual Freedom

Library Bill of Rights

[American Library Association Library Bill of Rights](#)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

8.0 Media Committee

A copy of the Marshpoint Media Committee will be provided to all staff at the beginning of each school year.

Excerpt from Savannah-Chatham Schools Board Policy Manual:

[Administrative Regulation Excerpt Policy IFBD-R](#)

Media committees will be established and utilized at the system level and at each school.

School-Level Media Committee

a. The school administrator, in conjunction with the Media Specialist, will appoint the school level media committee.

b. The media specialist will serve as the chairperson.

c. The committee will be composed of representatives from:

- School Administration
- Grade Level Teachers/Department Heads
- Community member(s)

d. The committee will meet as needed with a minimum of one meeting per semester.

e. The committee will make recommendations and decisions related to planning, operation evaluation, and improvement of the school media program which include:

- Annual goals and objectives
- Material selection
- Budget
- Services
- Challenged materials
- Staff development
- Other policies and procedures
- Program modifications in accordance with standards

Information found on web at [Duties of the School Media Committee](#).

The Duties of the Marshpoint Media Committee

The school media committee addresses media concerns at the school level and provides input to the system media committee. Members of this committee should include an administrator, the media specialist, a teacher representative from each grade or department, a student representative, and a community or parent representative. Since the role and structure of each committee is defined by learner needs and the school's instructional program, committee composition may differ from school to school even within the same system.

The school media committee:

- Develops procedures for implementing the system's instructional media and equipment policy.
- Establishes media program objectives and priorities based on instructional goals in order to develop immediate and long range plans for the media program.
- Assesses available media resources as related to instructional needs and recommends priorities for media budget proposal.
- Participates in evaluating and modifying media services.
- Recommends media policy revisions.
- Establishes procedures for the participation of the total school community in media selection.
- Recommends procedures that insure accessibility to media services for all.
- Informs the community of the procedures for formally challenging materials used in the school and responds to those challenges.
- Creates and promotes procedures for copyright awareness.
- Assists in identifying and planning media or technology –related staff development activities.
- Recommends applications of technology for inclusion in the media and instructional programs.

9.0 Copyright and Plagiarism

The Marshpoint Media Center adheres to “Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code.” The media specialist is responsible for distributing current copyright information to all building employees. The book, *Copyright for Schools*, by Carol Simpson is the definitive guide. This source provides excellent handouts and recommended reading on the subject.

9.1 Copyright Links

American Library Association. Copyright and Fair Use. www.ala.org

U. S. Copyright Office. Copyright Law of the United States and Related Law Contained in Title 17 of the U. S. Code. www.copyright.gov/title17/

9.2 Quick Reference Usage of Videos/DVDs

1. Videos/DVDs should only be shown for face-to-face instruction.
2. Videos/DVDs cannot be used for after-school entertainment.
3. Videos/DVDs cannot be used for rewards.
4. A teacher may purchase a video/DVD and use it in the classroom for face-to-face instruction.
5. Teachers who use videos/DVDs for “Friday afternoon specials” are in violation of the copyright law.

THESE GUIDELINES ARE STATED IN CURRENT COPYRIGHT GUIDELINES. A COPY OF THIS DOCUMENT IS AVAILABLE FOR YOUR USE IN THE MEDIA CENTER.

FACE-TO-FACE INSTRUCTION MEANS THAT A VIDEO/DVD MUST BE USED IN A CLASSROOM SETTING AS PART OF AN INSTRUCTIONAL ACTIVITY.

9.4 Software Licenses

All copies of software within Marshpoint must have a license on file, preferably in the media center. Typically, the license entitles the holder to use the software and make one backup copy. This allows the use of the program on one, and only one, computer. Licenses may be purchased for a specific number of copies of software, usually at a reduced price. Site licenses may also be purchased, which will allow the school to put the software on any/all, computers within the school building.

Networking software is governed by user license. These are usually 10 users, 25 users, 50 users, etc. It is not possible to connect more computers to a network than the number of users allowed by the license. Upgrades to the license must be purchased as the building’s capacity to add users increases. When user licenses are upgraded, backup software must also be upgraded to a compatible user number.

10.0 Challenged Materials

The Marshpoint Media Center follows the BOE Policy IFBD which contains a clear, specific set of instructions and procedures that must be followed in the event that an instructional material is challenged. Please become familiar with the policy and procedures.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBD-R&Sch=4140&S=4140&RevNo=2.37&C=I&Z=R>

The SCCPSS Board of Education and its employees will endorse freedom of speech and freedom of the press for the entire learning community as stated in the Constitution of the United States.

1. The challenge will be resolved as expeditiously as possible and will begin at the school level.
2. Timelines are provided in the procedures for guidance and failure to meet the suggested timelines will not result in a decision to remove the challenged material.
3. The final decision with respect to the use of challenged materials rests with the Board of Education.
4. The following procedure will be used for challenged material requests:

CHALLENGED MATERIALS PROCEDURE

CHALLENGED MATERIALS STEPS	ACTIONS
<p>1. A complainant raises a question or complaint concerning the content of instructional material.</p>	<ul style="list-style-type: none"> • The complainant will be directed to contact the teacher and department chair regarding classroom materials or to the media specialist regarding media center resources at the school where the complainant finds the material to be objectionable. • Once the school has been notified of the concern, site personnel shall respond to the complainant within five working days. • Site personnel shall explain the role the questioned material plays in the educational program, its intended educational usefulness, and any additional information regarding its use, including the option of an alternate selection and/or guided study. • If the issue is not resolved, proceed to step #2.
<p>2. The Materials Reconsideration Form is given to the complainant.</p>	<ul style="list-style-type: none"> • Site personnel (department chair, media specialist, or principal) provides the Materials Reconsideration Form IFBD-E-1 and the Challenged Materials Policy IFBD-R to the complainant. • Site personnel will notify the principal of the complaint. • Complainant completes and returns the form to principal within five working days. • The principal acknowledges receipt of the form using the sample letter IFBD E-2.
<p>3. Upon receipt of the Materials Reconsideration Form, the principal will forward it to the school-level media committee [members shall include the principal or designee, media specialist, grade-level teachers/department heads, and community member(s)].</p>	<ul style="list-style-type: none"> • The principal or designee shall notify the Chief Academic Officer of the review and forward the completed Materials Reconsideration Form, IFBD-E-1, to the school-level media committee within two working days. • If the reconsideration involves classroom resources, the teacher will submit to the committee a written rationale supporting the

	<p>instructional value of the material in question.</p> <ul style="list-style-type: none"> • The committee shall: <ul style="list-style-type: none"> • read the entire selection • examine the material as a whole and not on passages or components pulled out of context using Selection Policy IF. • weigh the strengths and weaknesses of the material and evaluate its relevance to the curriculum. • check the general acceptance of the material by reading professional reviews. • Materials under consideration will remain in use until a decision has been rendered. • The committee will complete the review and render a written decision using form IFBD-E-3 within 20 working days of the receipt of the Materials Reconsideration Form from the principal. • The committee’s written decision will be sent to the principal and the Chief Academic Officer. • The principal forwards a copy of the committee’s decision (IFBD-E-3) to complainant. • If the issue is not resolved, all appeals should be referred to the superintendent or his/her designee.
<p>4. Upon receipt of an appeal, the Superintendent or the designee, will convene a committee which will consider and/or hear the complaint (members shall include the Chief Academic Officer, Executive Director of Curriculum and Instruction, Governing Executive Director, Director of Reading/Language Arts, Director of Library/Media Services, and members of the System-Level Media Committee).</p>	<ul style="list-style-type: none"> • The Superintendent or the designee will request all related documents within five working days. • The committee shall examine the material using the same criteria as stated in step #3. • Materials under consideration will remain in use until a decision has been rendered. • The committee will complete the review and render a written decision using form IFBD-E-4 within 20 working days of the receipt of the appeal. • The committee’s written recommendation (IFBD-E-4) will be sent to the Superintendent. • The Superintendent or the designee will inform the complainant and the committee of the decision. • If the issue is not resolved, proceed to step #5.
<p>5. In the event of an appeal of the Superintendent’s decision, the complainant must make the appeal to the School Board within ten days through the Superintendent. This appeal is to be made using the Challenged Materials Appeal to the School Board Form</p>	<ul style="list-style-type: none"> • The Superintendent shall forward the Challenged Materials Appeal to the School Board Form IFBD-E-5 and other relevant documents to the School Board for review within five working days.

IFBD-E-5.

- The School Board shall examine the material using the same criteria as stated in step three.
- Materials under consideration will remain in use until a decision has been rendered.
- The Board of Education will complete the review and render a written decision within 30 working days of the receipt of the appeal.
- The Superintendent or his/her designee shall inform the complainant of the final decision within five working days.

Materials Reconsideration Form IFBD E-1

Please complete and return this form to the principal. Your answers to the questions below will assist us in reviewing the material. Additional pages may be attached if needed.

Date: _____ Phone Number: _____

Request Initiated By: _____

Address: _____

School Name: _____

Grade Level of Child: _____ Type of Material: _____

Title: _____

Author, Editor, or Compiler: _____

Publisher: _____ Date of Publication: _____

1. Why do you object to the material? Cite specific incidences.

2. Did you read, view, or listen to the challenged material in its entirety? If not, why not? Be specific.

3. Outside of your objection, what did you find acceptable about the material?

4. What would you like the school to do about this material?

This form must be fully completed in order to be forwarded to the School-Level Media Committee.

<https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-1%20Materials%20Reconsideration%20Form%20102607.pdf>

Acknowledgement of Receipt of Reconsideration Form IFBD E-2

School's Letterhead

Date

Mr., Mrs., or Ms. _____

Address

City, State Zip

Dear _____:

The purpose of this letter is to inform you that I have received the completed Materials Reconsideration Form that you submitted for the book _____ by _____. I appreciate you taking the time to share with us your concerns about this material.

Following the Savannah-Chatham County Public School Board Policy IFBD, we will proceed by convening the school-level media committee to review your request. The committee will complete the review and render a decision. I will notify you in writing of the committee's decision.

If you have further questions, please contact me.

Sincerely,

Principal

School-Level Media Committee Response to Materials Reconsideration Form IFBD E-3

Title/Author of Challenged Material:

Date complaint received by committee: _____

Complainant: _____

Decision:

____ Recommended to continue use of Challenged Material

____ Recommended to continue use of Challenged Materials with following guidelines: _____

____ Recommend to discontinue use of Challenged Material

____ Other: _____

Position Statement of the School-Level Media Committee:

Signatures of School-Level Committee Members in Attendance:

Date: _____

<https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-3%20Response%20to%20Materials%20form%20030508%20final.pdf>

System-Level Media Committee Response to Materials Reconsideration Form IFBD E-4

Title/Author of Challenged Material:

Date complaint received by committee: _____

Complainant: _____

Decision:

_____ Recommended to continue use of Challenged Material

_____ Recommended to continue use of Challenged Materials with following guidelines: _____

_____ Recommend to discontinue use of Challenged Material

_____ Other: _____

Position Statement of the System-Level Media Committee:

Signatures of System-Level Committee Members in Attendance:

Date: _____

<https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-4%20Response%20to%20Materials%20form%20030508%20final.pdf>

