

Instructional media are selected by the Columbia County school district to implement, enrich and support the educational program for the student. Materials and accompanying equipment must serve both the breadth of the curriculum and the needs and interests of individual students. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many differing points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. 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. To accomplish the complex task of selecting and utilizing quality media, carefully constructed and functional procedures have been designed as a guide for all divisions, all departments and all personnel of the Columbia County School System involved in the selection, acquisition, and utilization of instructional media. Refer to The Columbia County Media Manual for detailed procedures.

Segments of Sections VII, IX, and X from The Columbia County Media Manual have been included in this procedure for easy access by administrators.

VII. UTILIZATION /ORGANIZATION INFORMATION ACCESS & DELIVERY

A. Accessibility

There are written procedures adopted for the school that implement Local Board of Education policy and include accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the school year.

The school library media specialist organizes and facilitates a physical environment designed specifically to meet the learning and information needs of students, teachers, and others with a variety of educational and informational resources that provide access to information both within the school and in the local, regional, and global communities.

Reference: *Information Power, Building Partnerships for Learning*, American Association of School Librarians, 1998.

Procedures taken from the Southern Association of Colleges and Schools should be followed:

7.2 All materials are catalogued using a currently accepted system.

7.4 Library/media personnel collaborate with other professional staff to ensure best use of resources.

7.10 Students and personnel have access to library/media services, materials, and equipment.

Reference: <http://www.sacsnet.org/sacs> (Library/Media Services)

B. Organization

- 1. All library media resources shall be organized for effective and efficient use, through cataloging, classifying, and arranging all elements of the collection.**

2. Each Columbia County Media Specialist is expected to organize and make available for use all print and non-print media and equipment purchased with media funds. Guides to use in determining these access and delivery systems will be:

- Polices of the Columbia County Schools.
- Professional training.
- Professional books and periodicals.
- Goals and facilities of the school and media center.
- Experiences as an educator.
- Insights into the needs of the particular school population.

3. Maintain automated system for bibliographic management, circulation of materials and equipment, and information distribution

The current computerized library automation system adopted by the school system is utilized in all schools. The need to modify or simplify forms, designations, or subject headings to suit school populations should be considered. Below are additional resources to aid in modifying a catalog system.

4. Non-School Materials

Principals shall assume the responsibility for and/or approval of non-school owned materials.

Any print or non-print media brought to the school by teachers, students, parents, or speakers for possible classroom use shall be subject to procedures stated herein and those at the local school. All materials shall be previewed by the user prior to anticipated use to determine instructional relevance, appropriateness to the age and maturity level of students, and quality and clarity of the presentation. Adherence to fair use guidelines and other relevant copyright stipulations shall be assured. Consideration should also be given to whether there are comparable school-owned or state-provided resources, which effectively present the same or similar content. In no instance shall media and/or equipment be used in such a manner as to violate Board policy or the law.

5. Borrowing Instructional Media and Equipment

Representatives of school organizations or system employees who request loan of school/system level media or equipment for school related work shall complete a written form preferably two (2) weeks prior to the desired use. The school/system level person responsible for requested media and/or equipment shall approve or deny the request. The borrowing organization or individual system employee shall assume responsibility, in writing, for any damage or loss of material and for compliance with the copyright law until receipt of media or equipment is acknowledged in writing. (SEE ATTACHMENT 3E)

Students and school personnel shall be accountable for media, equipment, and all other instructional materials purchased with public school funds. Reimbursement will be made through the procedures established by the school system.

C. Scheduling & Collaborative Planning

1. The media specialist is responsible for the management of space, equipment, resources, and supplies for all library media programs and services.
Reference: *Information Power, Building Partnerships for Learning*, American Association of School Librarians, 1998.
2. Flexible access to the library media programs and services shall be maintained as stated in State Rule 160-4-4-.01 Media Programs - 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.
3. Collaborative planning shall include joint determination by media specialist and teachers to ensure the use of media center resources and services that support on-going classroom instruction and implementation of the state-adopted curriculum.
4. When the entire class uses the media center, the teacher maintains responsibility for that class. Responsibility for delivery of instruction is determined during the planning process.

GUIDELINES FOR COOPERATIVE PLANNING AND FLEXIBLE SCHEDULING

The following are components of cooperative planning and flexible scheduling:

- A time for planning is scheduled between the teacher and the media specialist.
- Face-to-face planning session for learning activities takes place.
- Flexible scheduling is used to implement activities.
- The media specialist must be allowed to block out small and large blocks of time for planning, working with students, and administrative duties.
- Activities are implemented.
- Learning activities are evaluated.

IX. RECONSIDERATION

Challenges to the use of specific instructional/media materials used in the school system may occur despite the quality of the selection process. In the event of a formal challenge, the procedures listed below shall be followed.

1. Persons initiating complaints or intervening in the appeals process must be citizens of Columbia County, Georgia.
2. Complaints to Columbia County Board of Education staff members shall be reported to the building principal involved, whether received by telephone, letter, or in personal conversation.

3. The principal shall confer with the complainant about the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
4. If the complainant decides to pursue the issue, the principal shall courteously inform the complainant of the procedures for handling his/her concern. The principal shall date and sign a “Request for Reconsideration” form and give it to the complainant along with a copy of the System Selection Philosophy and a letter to the complainant. (See Request for Reconsideration form, ATTACHMENT 3A, System Selection Philosophy, ATTACHMENT 3B, and Sample Letter to Complainant, ATTACHMENT 3C.)
5. The principal shall inform the system media contact person of the ensuing review process.
6. The complainant shall submit the fully completed form to the principal within ten (10) school days of the postmark date the form was issued. The principal shall send copies of the form and letter to the system media contact person. If the formal request for reconsideration has not been received within ten (10) school days, the matter shall be considered closed.
7. Any formal complaint received within the last thirty (30) days of the school year may be referred for committee action the following school year.
8. Upon receipt of completed form, the principal shall call together a committee of five (5) to consider the complaint. The committee shall consist of members of the school library/media committee including an administrator, media specialist(s), teacher, student (grades 7-12 at the committee’s discretion), and community representatives/parents.
9. The committee shall:
 - a. Examine the material in its entirety. The questioned material shall be permitted to circulate among the school media committee members for evaluation.
 - b. Evaluate the material with consideration to its relevance to instructional objectives, the intended use of the material, age and maturity level of students, professional reviews, literary merit, and any other criteria that impinge upon the material in question.
 - c. Allow the complainant to address the committee for a ten (10) minute maximum oral presentation. Upon completion of the presentation, the complainant shall leave to allow the committee to deliberate in private.
 - d. Discuss and deliberate the issue; vote by secret ballot on the proposed solution.
 - e. Prepare written recommendations concerning the material and submit them to the principal within twenty (20) school days from the date the “Request for Reconsideration” form is received by the principal.
10. The principal shall notify the complainant of the decision of the committee by letter with copies to the system media contact person. The letter shall also inform the complainant of the right to appeal within ten (10) school days following the letter’s postmark. A letter requesting an appeal shall be mailed to the system media contact person for review by the system media committee.
11. The decision of the committee is binding only at the school where the complaint is initiated. However, it is recommended that the school media specialist(s) notify all Columbia County media specialists of the challenge, as well as the outcome of the reconsideration and/or appeal process.

Appeals to the System Media Committee

1. Appeals to the system media committee must be made within ten (10) school days following the postmark of the school committee's decision. If an appeal is not filed within the time limit the case shall be considered closed.
2. The system media committee will review the challenged material. (An alternate system member will be temporarily appointed if the challenge originates at their school.) The complainant may appear before the committee to make a ten (10) minute maximum oral presentation in support of his/her request for reconsideration of library media center materials. Upon completion of the presentation, the complainant shall leave to allow the committee to deliberate in private.
3. After careful deliberation by thoroughly examining all of the material, presenting all points of view, and considering all committee members' opinions, the committee shall make a decision by individual secret ballot, with the ballots being tallied immediately in the presence of the committee. Any subsequent appeal of the same item shall be reviewed at the discretion of the system media committee.
4. The complainant shall be informed by letter of the system committee's decision within twenty (20) school days from the date a letter of appeal is received by the system media contact person. A copy shall be sent to the superintendent and to the chairperson of the Columbia County Board of Education within ten (10) school days following the response letter's postmark.
5. The Board is the final authority in all appeals. The final decision on any item challenged to the system committee is binding only at the school where the complaint is initiated. All initial complaints shall start at the school level.

Appeals beyond the System Media Committee

1. Appeals to the Columbia County Board of Education must be made within ten (10) school days following the postmark of the system committee's decision. If an appeal is not filed within the time limit, the case shall be considered closed.
2. Upon receiving written appeal, the Superintendent shall notify the Columbia County Board of Education. The Board shall schedule a response to the appeal in a timely and expedient manner. All members of the Board shall have read the challenged material in its entirety.
3. The Superintendent shall write the parties involved in the appeal within ten (10) school days to inform them of the Board's decision.

X. COPYRIGHT REGULATIONS

The Columbia County Board of Education supports and complies with the United States copyright law. Requests to duplicate copyrighted instructional materials must be obtained using the Columbia County Schools Copyright Clearance Form. (ATTACHMENT 3D).

This section contains important information concerning CCBOE copyright regulations. This information is to be used by media specialists in answering questions about copyright to school personnel.

General Information

- *Local Policy* – Policy IFBD endorses Title 17 of the United States Code dealing with the laws governing copyright. The Board of Education shall comply with all copyright laws.
- *SMCP* – The System Media Contact Person is responsible for dissemination of information on copyright.
- *Media Specialist* – Building level media specialists are responsible for disseminating local copyright procedures to school personnel, for providing information regarding copyright law, and for coordinating copyright clearance.
- *Warnings* – Warning notices will be placed on or near all equipment capable of making copies.
- *Records* – Schools will complete and retain appropriate copyright records such as copyright clearance forms.
- *Enforcement* – The principal has responsibility to assure implementation of system policies and procedures at the school level.

Fair Use

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or photo records. This right is subject to certain limitations found in sections 107 through 118 of the copyright act (title 17, U.S. Code). (U.S. Copyright Office)

One of the more important limitations is the doctrine of “fair use.” The burden of proving fair use falls to the educator using the material, so thorough knowledge of copyright law and associated guidelines is essential for librarians and educators using copyrighted works. (Simpson 13)

What is “fair use”?

There are four factors to be considered in determining whether or not a particular use is fair:

1. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Therefore, the safest course is always to get permission from the copyright owner before using copyrighted material. (U.S. Copyright Office)

Videotaping Guidelines

The guidelines for videotaping broadcast programming are contained in the “Guidelines for Off-the-air Recording of Broadcast Programming for Educational Purposes,” ratified by the House Subcommittee on the Courts, Civil Liberties, and the Administration of Justice. These guidelines reflect the Negotiating Committee’s consensus as the application of “fair use” to the recording, retention and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction.

1. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. “School days” are school session days – not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions – within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines. (Circular 21 22)

ADOPTED: 7-27-04 (NEW)

REVISED:

Columbia County Board of Education

**COLUMBIA COUNTY BOARD OF EDUCATION
REQUEST FOR RECONSIDERATION**

Date Issued _____ Signature of Principal _____

Item Challenged: _____ Textbook _____ Media Center Material

Material Type: _____ Book _____ Paperback
_____ Video _____ Filmstrip
_____ Music _____ Computer software
_____ Other (Please describe)

Title of Item Challenged: _____

Author/Editor of Item Challenged: _____

Publisher/Producer: _____ Copyright date: _____

Name of Complainant: _____ Telephone: _____

Address: _____ City: _____ Zip Code: _____

If the complainant represents an organization or other group:

Name of organization/group: _____

Complainant's position in the organization/group: _____

Questions for the complainant:

1. To what in the item do you object? (Please be specific – include pages or location) _____

2. What do you feel may be the result of the use of this item? _____

3. For what age group do you recommend this item? _____

4. What are the positive aspects of the item? _____

5. Did you read, view, or listen to the entire item? _____

6. Have you read any professional criticism of this item? _____

7. What do you believe is the theme of this item? _____

8. What would you like to see as the outcome of this reconsideration?

_____ Do not assign this item to my child.

_____ Withdraw the item from all students as well as my child.

_____ Other _____

9. In its place, what replacement item of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signed (Complainant) _____ Date: _____

Please return this form to the school principal. This form must be completed before the request for reconsideration can be processed. This matter shall be considered closed if the principal does not receive this signed and dated form within 10 school days of the postmark or date issued to the complainant.

**Procedure IFBD
(ATTACHMENT 3B)**

**COLUMBIA COUNTY SCHOOL SYSTEM
SELECTION OF INSTRUCTIONAL MEDIA PHILOSOPHY**

Children have the right to freedom of inquiry and access to information; responsibility for abridgment of that right is solely between an individual child and the parent(s) of that child. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many different points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. 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. No individual or group has the right to impose its point of view of concepts of politics or morality upon another member of a democratic society.

New 7/27/04

**Procedure IFBD
(ATTACHMENT 3C)**

SAMPLE LETTER TO COMPLAINANT

Dear

**We appreciate your concern over the use of _____
in our school district. The district has developed procedures for selecting materials, but realizes that
not everyone will agree with every selection made.**

**To help you understand the selection process, we are sending a copy of the county's "Selection of
Instructional Media Philosophy." If you are still concerned after you review this material, please
complete the "Request for Reconsideration" form and return it to me. You may be assured of
prompt attention to your request. If I have not heard from you within ten (10) school days, we will
assume you no longer wish to file a formal complaint.**

Sincerely,

Principal

New July 27, 2004

Procedure IFBD
(ATTACHMENT 3D)

**COPYRIGHT CLEARANCE FORM
REQUEST FOR AUTHORIZATION
TO DUPLICATE COPYRIGHTED MATERIAL
COLUMBIA COUNTY SCHOOLS**

FROM:

School _____
Address _____
Telephone _____
Person Making Request _____ Title _____

We are requesting authorization to duplicate the following copyrighted material:

Title _____
Author _____
Subject _____
Medium _____
Rationale _____

Number of copies to be made _____
Copy Medium _____
Use of copies _____
Anticipated date of first use _____
Distribution of copies _____

PRODUCER REPLY:

Permission: ____ granted ____ denied
Details/restrictions: _____

Signature _____
Title _____ Date _____

LOAN FORM

Approved by principal/system level person _____

Date _____

I accept the responsibility for this equipment/material borrowed from _____ . I agree to replace or repair equipment/material if damaged or lost while on loan. I agree to comply with the existing copyright law while using the equipment/material. I agree to return the borrowed equipment/material by (date) _____, (time) _____.

Item borrowed: _____ Qty. _____

Serial Number(s) _____

Signature _____

Name _____

Organization _____

Address _____

Phone # _____