

## **BOARD POLICY**

**Descriptive Code: IFBD**

## **MEDIA PROGRAMS**

**Date: July 27, 2004  
(NEW)**

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### **Media Policy 160-4-4-.01 MEDIA PROGRAMS (IFBD)**

The Board of Education shall provide a wide range of media programs to support the philosophy, goals, and instructional programs of the Columbia County Schools.

The superintendent shall annually appoint a system media contact person to serve as liaison with state, regional and community agencies; between systems; from system level to schools and among schools.

The superintendent shall annually appoint a system media committee consisting of the system media contact person, a principal, a media specialist, a teacher, and a parent or business partner, to assist with the development of procedures for:

- a. Selection of media program materials locally
- b. Resolution of requests for reconsideration of materials
- c. Consideration of gifts of instructional resources
- d. Effective utilization of instructional materials
- e. Reimbursement of lost and damaged instructional resources
- f. Compliance with copyright law
- g. Identification of education specifications for constructing and renovating media centers

The appointed system media committee shall:

- a. Provide assistance with the implementation of the overall county media policy and procedures.
- b. Develop long and short-range goals, budget priorities and operations, utilization and accessibility procedures for the media program.
- c. Develop a multi-year system media plan that shall be based on the extent of need reflected in school media plans, on budget and service priorities of the school system and the annual evaluation results for the system.

Each school shall develop processes to implement the system media policy and procedures. The following shall be included in the school media program:

- a. 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.
- b. A school media committee that makes recommendations and decisions related to planning, operation, evaluation, and improvement of the school media program. This committee shall annually evaluate media services and develop multi-year media plan for budget and service priorities.
- c. Collaborative planning that includes joint determination by media specialists and teachers to ensure use of media center resources and services that support on going classroom instruction.
- d. Procedures that hold students and school personnel accountable for instructional resources provided through the media center.

- e. A procedure for complying with current copyright law and for appointing one individual to provide current copyright clearance and to recommend compliance procedures.
- f. Quality instructional media provided through a unified media program are available in sufficient quantity and diversity to support state required and locally adopted curricula, varying instructional strategies, and learning styles to contribute to the attainment of educational goals/objectives.
- g. Organization and management of all school-owned instructional resources through the media program.
- h. Use of community resources necessary to provide effective support to instruction.
- i. Provide students with opportunities to develop information access skills.

The system media policy shall be reviewed with school personnel annually and will be available upon request.

Newly built or renovated system media centers will meet the minimum requirements specified in [A Guide for Planning and Construction of Public School Facilities in Georgia: Media Center Facilities](#) with regards to functional areas, square footage, and electronic distribution system.

**PROCEDURE: YES**

**ADOPTED: 7-27-04 (NEW)**

**REVISED:**

**Columbia County Board of Education**