

Book	District Policy
Section	I - Instructional Program
Title	Instructional Media Program
Number	IFA
Status	Active
Legal	
Adopted	November 16, 2011
Last Revised	November 16, 2011
Last Reviewed	November 16, 2011 <b>[February 23<sup>rd</sup>, 2017]</b>

The school media center is staffed by media personnel in accordance with SBOE Rule No. 160-5-1-.22 (CGB). The facility, staff and resources are available for student and teacher use for instructional purposes throughout each instructional day of the school year.

#### Selection, Evaluation and Utilization of Instructional Materials

Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national and local.

- Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval.
- No parent or group of parents has the right to determine the reading matter for students other than their own children.
- The Board does, however, recognize the right of an individual parent or guardian to request that his/her child not be required to read, view or listen to a given instructional material provided a written request is filed by the parent or guardian with the appropriate School District personnel.
- Students and school personnel are accountable for proper care of instructional resources provided through the media center.

Operating Guidelines will be developed that describe processes for the following:

- Selecting materials locally
- Handling request for reconsideration of materials
- Considering gifts of instructional materials
- Using non-school owned materials
- Complying with copyright laws.

#### Media Committees

Media committees at the school level will be formed for the purpose of recommending short-range and long-range goals; budget priorities; operation, utilization, and accessibility procedures; and a selection process for media center materials. These committees annually evaluate media services and develop a multi-year plan for budget and service priorities. This plan is reviewed with school personnel annually and made available upon request.

At the system level, the media committee convenes at the request of the senior leader for Instruction in response to a written request from a parent or guardian, who does not agree with the findings from a local Media Committee in regards to a media center book challenger or reconsideration of materials request. The committee will be composed of appropriate media personnel, administrators, curriculum staff and community representatives.

At the building level, the selection and appointment of a media committee will be the responsibility of the administrator of the school. The committee should have representation from administrative, instructional, and media personnel, including, when appropriate, vocational, special education and ESOL educators and technology coordinators; student, community and parent representatives. The committee may seek consultative help from appropriate system level administrators and curriculum staff.

#### System Library Media Contact Person

The local superintendent appoints a system level, certified library media contact person, to serve as a liaison with the state, regional, and community agencies; between systems; from system level to schools.

**Cross References:** IFA – Instructional Media Program Operating Guideline [Link to Guideline](#)