

Media Mission Statement

The Bremen City Media Program will provide media services, leadership, and resources which will assist the schools in the effective delivery of instruction, in the dissemination of information, and in the improvement of education programs. Believing that the media program is an integral part of the educational program and community, it is the mission of the media program to provide students and teachers with the necessary resources to become effective users of information and ideas.

I. Goals of Media/Resources Program

1. To provide support services for instructional programs.
2. To provide efficient management of all media resources.
3. To encourage the development of life-long learners who effectively use information and ideas.

II. Basic Educational Objectives

1. To select and use all types of media which contribute to the support and enrichment of the curriculum.
2. To acquire, maintain and disseminate materials most appropriate to the growth and development of students as individuals.
3. To stimulate thinking and critical judgment.
4. To encourage utilization of audio-visual materials and equipment as well as other non-print instructional materials used to enhance learning and to meet the needs of students who learn in a variety of ways.
5. To use community resources to enrich the curriculum and school program.

III. Local System Requirements

1. The elementary school will be staffed by one certified media professional. The combined 4th /5th Academy/Middle School will be staffed by one certified media professional. The high school will be staffed by one certified media professional.
2. The superintendent shall appoint a system media contact person to serve as liaison between state, regional system, and school media programs.
3. Implementation of the media program is the responsibility of school and system administrators and should be based on the roles identified for each education position in GBOE adopted Roles in Media Program Development: School and Community and Information Power.
4. Bremen City will use effective planning strategies to select, acquire and manage instructional resources that will relate to identified education goals.
5. Developed and approved procedures will address the following: disposal and weeding of material; challenged materials.
6. Each school shall abide by current copyright laws. There shall be one individual at the system and at each school level responsible for ensuring that availability

of current copyright information to all education personnel, for obtaining copyright clearance for materials used in instruction and for recommending system compliance procedures.

7. The use of resources of other institutions in the community (ex, public library) to extend the instructional resources and learning opportunities available to teachers and students will be handled through the media programs.
8. The media centers will organize all instructional materials except three categories: textbooks, resources useful in only one content area or classroom, and resources purchased with categorical funds.
9. Media centers will operate on a flexible schedule, making resources available at the point and time of need.
10. The media centers will be available to students and teachers throughout the day on each instructional day of the school year.

The Local Media Advisory Committee

Each school shall establish a media advisory committee composed of administrative, instructional, and media personnel; and, when appropriate, student(s), community and parent representatives, vocational educators and technology coordinators. The committee shall recommend long-and short-range media goals, budget priorities, operation, utilization and accessibility procedures and selection processes for instructional materials and equipment. Each media committee shall annually evaluate their media program. The media needs and goals shall be amended as annual evaluation dictates.

The following procedures will be used.

Procedures for Making Recommendations and Decisions Related to Planning, Operation, Evaluation and Improvement of the Media Program

The Media Specialist will gather input from the local media committee members to establish goals for the school year.

Bremen City will use effective planning strategies to select, acquire and manage instructional resources that will relate to identified educational goals. At the local school level, principals shall exercise final authority concerning questions of administrative procedure regarding selection, acquisition, utilization and retention of instructional media and equipment.

Weeding, Discarding, Replacement, and Multiple Copies

Multiple copies of outstanding materials and materials in demand are purchased as needed. Need is determined by the library/media specialist and faculty and student request. Worn items and missing items are replaced periodically. Weeding, the process of ridding the collection of out-of date materials, is done on a continual basis.

Outdated or worn equipment that involves costly repair and/or costly parts will be considered for weeding and replacement by the media specialist with the approval of the principal. Media Specialists may make weeded items available to the public for purchase at a minimum price. After a period of time, Media specialists may discard unwanted items. Such discarding shall be in accord with state and local policy, state and federal law, and any restrictions related to the source of the funds.

Procedures for Annually Evaluating Media Services

The media committee will use several different tools for evaluation of media services.

1. Each media specialist shall annually evaluate the media program using the Library Media Program Self-Evaluation Rubric. This rubric was developed by the Georgia Department of Education for use in selection of exemplary and exceptional library programs. This rubric is available online from the Department of Education website. The Media Specialist will take the results of the self-assessment and share strengths and weaknesses of the program. The committee can choose an area(s) to focus improvements upon for the year.
2. Rubric for school staff will provide an opportunity for teachers to evaluate media services. The results of this survey will be shared with the media committee.
3. Administrator's yearly evaluation of the Media Specialist.

Procedures for Developing a Multi-Year Plan for Budget and Service Priorities

The Media Specialist will share information about the media budget for the year.

The committee will develop a "wish list" of needs for the year using faculty evaluations, student/parent requests throughout the previous year, and Media Specialist requests. The committee will prioritize these needs.

Budget priorities will be based on the following:

FTE
Instructional goals of the System
Current and projected curriculum
Standards for Georgia public schools
Criteria for accrediting agencies
Needs of professional staff
Needs of local school and community
State mandated testing and norm-referenced test data
Recommendations from professional sources

Procedures for Selection of Media and Instructional Materials

The purchase of all media materials is legally vested in the Board. The Board delegates to the media specialist the responsibility to develop final recommendations for purchase. Materials considered for selection should be keyed to the curriculum, teaching strategies, personal interests and the needs of the students and faculty. Library/media personnel will be aided by initial purchase suggestions from administrators, supervisors, faculty, students, and parents (community). The widest participation at this level is encouraged. The media specialist is responsible for the final evaluation and selection of materials. Care will be taken to note areas of yearly curriculum revision by the state and the local system, and state guidelines will be consulted.

The selection of materials is a continuous process which is dependent upon the following criteria:

1. In selecting materials to purchase, the media specialist evaluates the existing collection and consults with teachers, coordinators, department chairpersons, supervisors, administrators, community representatives, and students for recommendations.
2. The media specialists are aided in their selections by reputable, unbiased, professionally-prepared selection tools. Such tools include professional book selection aides, basic general lists, current general lists, special bibliographies for reference materials and for subject fields, and current reviewing media.
3. Additional purchase suggestions come from inter-library, University of Georgia Award List, and texts and courses of study approved for use within the school system.
4. In coordinating purchasing to ensure the development of a balanced media collection within a fixed budget, library/media specialists determine priorities among materials to be purchased. Evaluative criteria used to determine the priorities could include the following:
 - a. Is the material needed by this school?
 - b. Is it among the best of its kind available?
 - c. Does it implement or enrich the course of study?
 - d. Are its contents, vocabulary and format suitable for the students?
 - e. Does it have literary merit and interest appeal?
 - f. Does it appear on one or more approved lists or in a reviewing media?
 - g. Has some member of the staff read and examined the material and recommended the title for purchase?
 - h. When appropriate, has the area specialist been consulted?
 - i. Does it fulfill the responsibility of the school library as expressed in the School Library Bill of Rights for Library Media Programs?
 - j. Does it contribute to a balanced presentation of the subject matter in relation to current holdings?
 - k. Is the value commensurate with the cost?

- l. Does subject matter serve more than subject area?
- m. Does it enhance or reinforce the Common Core Georgia Performance Standards?

Procedures for Handling Requests for Reconsideration of materials:

The review of materials questions by the public will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interest of the students, the school, the curriculum and the community. All criticisms not resolved at the building level will be made in writing to the Superintendent who then forwards it to the system media committee.

1. The first meeting of this committee will afford those persons or groups questioning materials an opportunity to meet with the committee and to present their opinions. The school library/media specialist involved in the selection of the questioned material will have the same opportunity.
2. The committee will:
 - a. Read and examine materials referred
 - b. Check general acceptance of the materials by reading reviews
 - c. Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context (thematic value, etc.)
 - d. Reconsider the material with the specific objections of complainant in mind
 - e. Meet to discuss the material and to prepare a report on it
 - f. File a copy of the report in the office of the Superintendent and make recommendations to the Superintendent concerning the disposition of complaint
3. The report of the system media committee's decision will be completed within ten school days and submitted in writing directly to the complainant. The report of the committee will be the final action of the review process. Information copies of the report will be sent to all building principals, all media personnel, and all members of the system media committee.
4. Appeal may be made by the complainant to the Superintendent who will arrange a hearing for the complainant with the Bremen Board of Education. The decision of the Board of Education is final.
5. If the decision results in keeping the material in a reserve area, a library/media parent permission form will be used.

Procedures for Considering Gifts of Instructional Resources

The media specialists welcome books and other resource materials from individuals and organizations, but they reserve the right to refuse unsuitable materials. To be acceptable, the materials must be of the quality to meet the standards established for the selection of materials in the Bremen City Schools. It is understood that the gift collections will be integrated into the general collections and do not warrant special housing. Any donated materials

deemed unsuitable would in turn be donated to the public library or local organization. Media Specialists dispose of a gift materials that become out of date or worn.

Any financial gift of money from organizations or individuals as memorials can be accepted and their expenditure shall be determined by the media committee of the recipient school.

Procedures for Use of Non-School Owned Materials

Any print or non-print media brought to the school by teachers, students, or parents for possible school use within the media center will be previewed by the media specialist to determine instructional relevance, appropriateness to the age and maturity level of students, and quality and clarity of the presentation.

Procedures for Compliance with Copyright Law

The school media specialist will contact companies regarding copyrighted restrictions on materials which the school system wishes to use in some manner not covered by the fair-use provision. The school media specialist shall maintain a local school file of copyright clearances and provide information as necessary to media users. Copyright adherence rules shall be posted in every school media center. Personnel shall abide by the existing copyright laws for instructional media, including equipment use.