

IFBC-R Library Media Programs

8/1/22

GSBA Reference: IFBC (Media Programs)

RATIONALE/OBJECTIVE:

Each school in the Cobb County School District (District) shall have a library media center adequately staffed and containing the quality, quantity and variety of print and non-print materials and equipment to support the school's curricular offerings and to challenge individual students at their developmental level.

The District provides instructional media materials through the classrooms and library media centers of the local schools in order to accommodate the varied learning needs of students. Implementation of the library media program and allocation of funds for this purpose shall be such as to ensure compliance with state and local standards, as well as applicable accreditation standards.

The District respects the right of an individual to make independent decisions about reading materials. Further, the District acknowledges the right of parents/guardians and other citizens to be involved in the library media programs of the schools and the use of supplementary materials and to raise questions through established procedures when materials appear inappropriate for public school use.

RULE:**A. GENERAL PROVISIONS:****1. Appointment of System Library Media Contact Person:**

The Superintendent shall appoint a system library media contact person to serve as a liaison between the District and school library media programs and the Georgia Department of Education.

2. Library Media Committees:

a. Library Media Committees shall be established at the District and school levels.

b. Members:

Each Library Media Committee shall be comprised of at least one representative each of administrative, instructional and library media personnel, student (when appropriate), community and parent representatives. The committees shall act in accordance with the current rules of the Georgia Board of Education.

c. Duties:

The Library Media Committee shall:

(1) Make recommendations related to planning, operation, evaluation and improvement of the library media program;

(2) Annually develop a multi-year library media plan for budget and services priorities; and

(3) Act in accordance with the current rules of the Georgia Board of Education.

3. The District shall involve the District Library Media Committee or a School Library Media Committee in identifying educational specifications for constructing and renovating library media centers in accordance with guidelines provided on the Georgia Department of Education: Facilities Services Resources.

4. District personnel shall adhere to all Policies and Rules related to library media programs and facilities which have been adopted by the Cobb County Board of Education (Board) and/or Georgia Board of Education and to any relevant state and federal laws.

B. LIBRARY MEDIA PROGRAM:

The library media program serves to supplement the effective teaching of the Cobb Teaching & Learning Standards. As such, the selection of library media materials and the implementation of programming shall be aligned with the Cobb Teaching and Learning Standards and District goals. The selection of material shall follow the following regulations and be subject to applicable law, including O.C.G.A §20-2-324.6 (content harmful to minors), O.C.G.A. 20-1-11 (divisive concepts), as well as other requirements found in Administrative Rule IFAA-R (Instructional Resources Selection and Acquisition):

1. Library Media Program Goals:

- a. To maintain a climate conducive to the students' growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- b. To assist students in the development of the attitudes and skills which will enable them to become independent, lifelong learners;
- c. To assist students by supporting the curriculum and instructional program of the school;
- d. To provide access to materials that support a wide range of student needs, abilities and interests;
- e. To provide a framework for cooperatively-planned, instructionally related, unified library media programming developed at the local level.

2. Planning for Instruction:

Library media specialists and teachers shall plan collaboratively to ensure use of library media resources and services which support classroom instruction and implementation of curriculum and standards. To ensure opportunities for students to develop print and digital literacy skills:

- a. The library media specialist shall have the primary responsibility for planning with the teacher to link information resources and for recommending opportunities for students to apply these skills during instruction;
- b. The library media specialist shall have the responsibility for providing opportunities for instructional staff to acquire, develop and improve their own print and digital literacy skills and those of their own students;
- c. The classroom teacher shall have the primary responsibility for planning, instructing, and evaluating all units of study in which students and library media specialists are involved.

3. Accessibility of Facilities and Resources:

- a. The library media center shall be available for student and teacher use throughout each instructional day of the school year. Flexible scheduling should make resources available at the point and time of need.
- b. Parents/guardians wishing to review instructional materials should make an appointment with the Principal or designee in order not to interrupt the instructional program of the school.
- c. Provision shall be made for access to library media resources to support instruction in any Georgia Board of Education-approved course when offered outside the instructional day.
- d. The library media specialist shall facilitate the use of information sources outside the school which are available through cooperating agencies.

4. Organization of Materials and Equipment:

- a. Only library media materials and equipment should be organized and made available through the library media center.
- b. Materials shall be organized based on nationally recognized systems and designs for school library media centers.
- c. Equipment shall be organized so as to provide accurate circulation, maintenance, and inventory records.

5. Accounting Procedures:

The District shall provide a system for school personnel to account for library media materials. School personnel shall use the system in a manner that accurately records the disposition of library media materials:

- a. The system shall be used to account for library media materials only. (Textbooks, classroom equipment, and other items useful in only one content area shall be accounted for using the systems provided for those items.)
 - b. An inventory of all library media materials and equipment shall be taken at least once every two years.
 - c. Worn, outdated, expended and unused instructional materials shall be discarded or withdrawn. Equipment shall be removed from inventory when no longer functional or needed.
 - d. School personnel shall follow all acquisition and accounting procedures and instructions provided by the District.
6. **Operational Procedures:**
The library media specialist in each school, in consultation with the School Library Media Committee, shall provide guidelines describing collections, services, facilities and procedures governing library media center operations.
7. **Library Media Program Evaluation:**
- a. The library media specialist and the School Library Media Committee will conduct an annual evaluation of the library media program.
 - b. Findings of the annual evaluation will be used to:
 - (1) Determine program goals,
 - (2) Expand and/or delete services,
 - (3) Revise procedures as necessary, and
 - (4) Develop a three (3) year library media plan that identifies budget and service priorities.
8. **Copyright Laws:**
- a. Adherence to fair use guidelines and other relevant copyright stipulations shall be assured. In no instance shall library media materials and/or equipment be used in such a manner as to violate Board Policy, District Administrative Rules or state and federal law.
 - b. The library media specialist shall be responsible for ensuring the availability of copyright information, dealing with copyright and clearance questions (Administrative Rule GBT-R [Professional Publishing] and Administrative Rule IFBG-R [Internet Acceptable Use]). Provisions for copyright clearance are outlined on Form IFBG-2 (Permission to Use a Third-Party Work Copyright Permission Request).

C. MATERIAL SELECTION:

1. **Supplementary Materials:**

Library media materials are supplementary in nature and may include items that are not appropriate for required reading/viewing in every classroom. Supplementary materials are those materials needed to support classroom instruction and implementation of curriculum and standards. Supplemental materials include, but are not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

2. **Responsibilities and Criteria for Selection:**

Selection of library media materials by a process of competent evaluation is the responsibility of qualified personnel at the District and school level. The School and District Library Media Committees may serve in an advisory capacity for the selection of library media materials. The Library Media Committee, whether District or School, shall consider the following criteria before making recommendations for purchase:

- a. The District's philosophy, curriculum and objectives;
- b. Teaching strategies encouraged by the District;
- c. Nature of the school population to be served;
- d. Existing collection; and
- e. Budget priorities.
- f. Technology Items:
 - (1) In addition to the above criteria, computer software programs and online resources with access fees and/or subscriptions for the library media program should be tested for compatibility with existing computer equipment and network access and browser compatibility as part of the selection process.

- (2) To assure the most efficient use of resources, assurances should be obtained from the vendor that all of the features of the software will work in the environment in which it is to be used. To provide this assurance, vendors should be expected to provide an evaluation copy for testing and/or accept returns of software that cannot be made to work in the designated environment within a 90-day period.
- (3) Vendors shall be required to notify the District regarding digital content updates and all updated must meet the content requirements regarding supplemental materials (see Administrative Rule IFAA-R).
- (4) All online resources shall also require ongoing annual monitoring of the resources to ensure that they are up to date and meeting District requirements.

3. Specifications for Purchase:

Library media materials are considered for purchase on the basis as other supplemental learning resources (see Administrative Rule IFAA-R).

4. Gifts:

The acceptance of instructional materials as gifts to library media centers must comply with the provisions of Administrative Rule KJ-R (Advertising in the Schools) and may be subject to the review and decisions of the School Library Media Committee. Gifts must contribute to the furtherance of the objectives of the instructional programs and shall be subject to the same evaluation criteria as those used for purchasing materials. Donated material addressing controversial issues must give a balanced treatment of the issues if they are to be accepted for the school library media center. The library media specialist shall keep records of the disposition of gifts for a period of three years.

D. RECONSIDERATION OF LIBRARY MEDIA RESOURCES:

Pursuant to State Board of Education Rule 160-4-4-.01, the District has developed the following process for handling requests to reconsider the use of supplemental learning resources made available through a school's library media program.

1. Eligibility to Submit:

Only a parent or legal guardian of a student currently enrolled in a District school ("the complainant") may request the school to reconsider the use of a supplemental learning resource made available through the School's library media program.

2. Initial Complaint:

- a. To initiate the reconsideration process, the complainant shall submit in writing a complaint to the Principal of the School where the complainant's student is enrolled.
- b. The complaint must include the name of the resource and a reasonably detailed description of the complainant's concerns with the resource in question.
- c. Upon receipt of the complaint, the Principal or his/her designee should review the complaint and the resource in question and make reasonable efforts to resolve the issue.

3. Request for Reconsideration:

If the complainant has remaining concerns after consultation with the Principal, the complainant may submit a formal request for reconsideration to the School Library Media Committee by filling out and submitting a copy of the Library Media Resources Reconsideration Form (Form IFBC-3), along with a copy of the original complaint, to the Principal or his/her designee to be delivered to the School Library Media Committee.

4. Timeline for Review:

- a. If the complainant or his/her student has checked out the resource in question from the school, the resource must be returned to the School before the reconsideration request will be reviewed.
- b. If the reconsideration request is received within the last thirty (30) calendar days of the school year, the form may be referred for School Library Media Committee review the following school year.
- c. Upon receipt of the form and complaint, the School Library Media Committee, or sub-committee thereof (Review Committee), should evaluate the request, meet, and render a decision within forty-five (45) working days of receipt.

5. School Library Media Committee Review:

- a. The Review Committee should read, view, or listen to the resource in question in its entirety and review the information provided by the complainant, any other

information received in support of the resource by School staff, and available professional evaluations of the resource prior to making its decision.

- b. The Review Committee's decision will be made by majority vote and may include the following outcomes:
 - (1) Take no removal action;
 - (2) Remove the resource from the local School only;
 - (3) Place the resource at another school level; or
 - (4) Regulate the access or assignment of the resource as appropriate.
- c. The Review will communicate its decision to the Principal or his/her designee, and within five (5) working days, the Principal or designee shall notify the complainant in writing of the decision reached, shall alert School staff, and file a copy of the decision with the Supervisor of Library Media Education and the Assistant Superintendent for Teaching and Learning.

6. Appeal:

- a. If either the complainant or a school staff member at the affected school disagrees with the Committee's decision, they may appeal within ten (10) days of receipt of the Review Committee's decision by filing a new IFBC-3 form and submitting it to the Assistant Superintendent for Teaching and Learning for District Library Media Committee review.
- b. The District Library Media Committee must evaluate the reconsideration request and Review Committee decision, meet, and render a decision within forty-five (45) working days of receipt of the appeal request.
- c. The District Library Media Committee will communicate its decision to the Supervisor of Library Media Education or designee, and within five (5) working days, the Supervisor or designee shall notify the complainant and Principal in writing of the decision reached and file a copy of the decision with the Assistant Superintendent for Teaching and Learning and the Chief Academic Officer.
- d. The District Library Media Committee's final decision on the resource is binding only on at the school where the complaint was initiated. If the District Library Media Committee receives a subsequent appeal request to review the same resource, it may do so at its discretion.

7. Timelines:

The timelines listed above may be extended by the School or District as necessary if the complainant includes more than two resources for reconsideration in the request, or if the complainant has more than two requests active at the same time.

Adopted: 8/9/78

Revised: 4/28/83; 8/8/84; 4/13/88; 7/14/94; 7/28/94; 8/26/02

Reclassified an Administrative Rule: 9/1/04

Revised: 12/14/06; 5/9/07; 6/11/08

Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IJK)

Revised: 5/5/17; 7/1/22; 8/1/22

Legal Reference

O.C.G.A. 20-1-11 Protecting Students First Act

O.C.G.A. 20-2-167 Funding for direct instructional, media center and staff development costs; submission of budget

O.C.G.A. 20-2-168 Distribution of federal funds; summer school programs; year-round operation

O.C.G.A. 20-2-184 Program weights to reflect funds for media specialists

O.C.G.A. 20-2-305 County and regional libraries

O.C.G.A.20-2-324.6 Content Harmful to Minors

Rule 160-4-4-.01 Media Programs

Rule 160-5-1-.22 Personnel Required