

District Media Philosophy

An effective educational media program is totally involved in all aspects of education within the entire school system. It is an integral part of the student learning process through the collaborative efforts of the administration, teachers, media personnel, students and the lay public. Educational media, through its programs and resources, will help the students to develop life-learning skills.

To aid in the development of student instruction and learning at every academic level, media programs will utilize a variety of educational technologies, human resources, facilities and library information science. Students will grow individually in their ability to find, generate, evaluate and apply information that will enable them to function effectively in the classroom and later as adults in today's global society.

District Wide School Media Center Policies

1. Resources of each school media center are classified by the Dewey Decimal system and described in a Patron Catalog or other appropriate manner to insure their usefulness and accessibility.
2. A current shelf list is maintained and used for annual inventory of print and non-print materials and equipment.
3. An inventory of all print and no-print materials will be taken at the close of each school year. A copy will be kept on file in the school media center and a copy submitted to the district before the end of post planning.
4. The media center's resources and services shall be available to students and teachers throughout each school day that students are in attendance with opportunity for independent and small group study at all times.
 - A. It is important that students and teachers be encouraged to use the media center.
 - (1) Students shall be permitted to obtain books every day to insure that their needs are being met.
 - (2) Policies for checkout will be set by the individual media center.
 - B. Media Specialist will assist teachers in using print and non-print materials and equipment in their classrooms.
5. Whenever possible, media centers will be open before and after school to serve both students and teachers whose schedules do not permit them to use the center during the regular school day.
6. Media specialists will spend the majority of their time serving students and teachers. Media aides or clerical assistants will make it possible through their special skills and abilities for the professional to concentrate on professional services and activities. The media specialist should be working with people whenever possible. Record keeping and reporting are important, but the SERVICE of the media specialist to the students and teachers must take priority.
7. Discarding of materials must be carried out as described in the Instructional Materials Management Manual.
8. A form is available in the school office on which to indicate equipment which is to be discarded. Items will be picked up from the school and disposed of from the county office.

9. Libraries will not circulate print materials or hold classes the last two weeks of school. They will, however, be open for reference of individual study. Provisions for other arrangements will be on the basis of individual need in each school.
10. Teachers will be given the opportunity to submit written requests for the purchase of materials.
11. The media specialist in each school will make available to the faculty, notices of newly acquired materials in the media center.
12. Media specialists will strive to teach the effective use of media to members of the faculty through faculty meetings, print out sheets or scheduled times in the media center.
13. The media specialist will continually carry on a program of instruction for both teachers and students in the use of the library. Student instruction will consist of both large group and individual help.

School Library Media Specialist Job Description

The fundamental responsibility of the school library media specialist is to provide the leadership and expertise to ensure that the library media program is an integral part of the instructional program of the school. In order to fulfill this mission, the school library media specialist must be an information specialist, a teacher, and an instructional consultant.

To accomplish these goals the school library media specialist will:

1. Develop policies on the selection, acquisition, use, and evaluation of the instruction materials.
2. Develop a collection which reflects the unique character and needs of the school.
3. Provide access to information and ideas.
4. Provide assistance in locating and using appropriate information resources.
5. Act as a consultant to assist in curriculum design and in the development of instructional activities.
6. Teach information and critical thinking skills.
7. Promote and provide instruction in the effective use of instructional technologies.
8. Inform students, faculty, and staff of new materials, equipment, and services available through the media center.
9. Provide a pleasant and inviting atmosphere which will promote the use of the media center by all its patrons.
10. Help students develop attitudes and abilities which will foster lifelong learning.
11. Evaluate all facets of the school library media program on an on-going basis to ensure the program meets the educational needs of the school.

Role of the Media Center Aide

A Media Center aide is a member of the non-instructional staff and may only assist the Media Specialist in carrying out the duties in the School Library/Media Center. The library aide may not be delegated the responsibility for teaching.

Specific Duties of Media Center Aides:

1. Clerical and secretarial work such as typing, record keeping, filing, and circulation routine
2. Library routine such as carding and shelving books, reading shelves, production of AV materials and processing materials
3. Keeping the library attractive and neat in appearance
4. Delivering equipment and materials to classrooms upon request by classroom teachers and setting up and operating equipment

Media Center Aides Should Not Be Expected To:

1. Assume sole responsibility for a class
2. Evaluate students
3. Administer discipline
4. Classify materials
5. Select new materials

Selection and Use of Instructional Materials

I. Objectives of Selection

The primary objective of the school's educational media center is to enrich and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

II. Responsibility for Selection of Materials

The Nassau County Board of Education is legally responsible for all matters relating to the operation of Nassau County schools.

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Selection of materials involves many people; principals, teachers, students, supervisors and media specialists. The responsibility for coordinating the selection of instructional materials and making recommendations for purchase rests with professionally trained media personnel.

III. Criteria for Selection of Instructional Materials

Needs of the individual school, based on knowledge of the curriculum and of the existing collection are given first consideration.

Materials for purchase are considered on the basis of:

- overall purpose
- timeliness or permanence
- importance of the subject matter
- quality of the writing/production
- readability and popular appeal
- authoritativeness
- reputation of the publisher/producer
- reputation and significance of the author/
artist/composer/producer, etc.
- format and price

IV. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

8.17 RECONSIDERATION OF MATERIALS ---

- 1) Any complaint regarding the desirability of print or non-print material housed in a school media center or used for instruction purposes shall be made on the Request for Reconsideration of Materials form provided by the school and submitted to the principal.
- 2) Within five (5) working days of the receipt of the completed form, the principal will convene the Intellectual Freedom Committee.
- 3) The Committee will review the complaint and the material, and make a determination within ten (10) working days.
- 4) The complainant will be notified by the Committee, in writing, of the determination of the Committee.
- 5) If the complainant is not satisfied with the determination of the Committee, an appeal may be made to the School Board within thirty (30) calendar days.
- 6) The School Board will review the determination of the Committee, and render a decision within 30 days which shall be final.
- 7) The use of the material shall not be restricted during the time period of the reconsideration.

Authority: 230.22(2), F.S.

Law Implemented: 230.22(1), F.S.

Request for Reconsideration of Materials

Name _____

Address _____

_____ Telephone _____

School _____

Type of Material:

_____ Book _____ Film _____ Video _____ Other
_____ Periodical _____ Laser Disc _____ CD-ROM _____ DVD

Title _____

Author _____

Publisher or Producer _____

Please answer the following after the material has been read, viewed or listened to in its entirety. If more space is needed, attach additional sheets.

1. To what in the material do you object? (Please be specific, cite pages or other identifier.)

2. What do you believe is the theme or purpose of this material?

School Media Centers Lost and Damaged Library Materials

Media collections for lost and damaged library materials should be handled through the internal accounts process at your school.