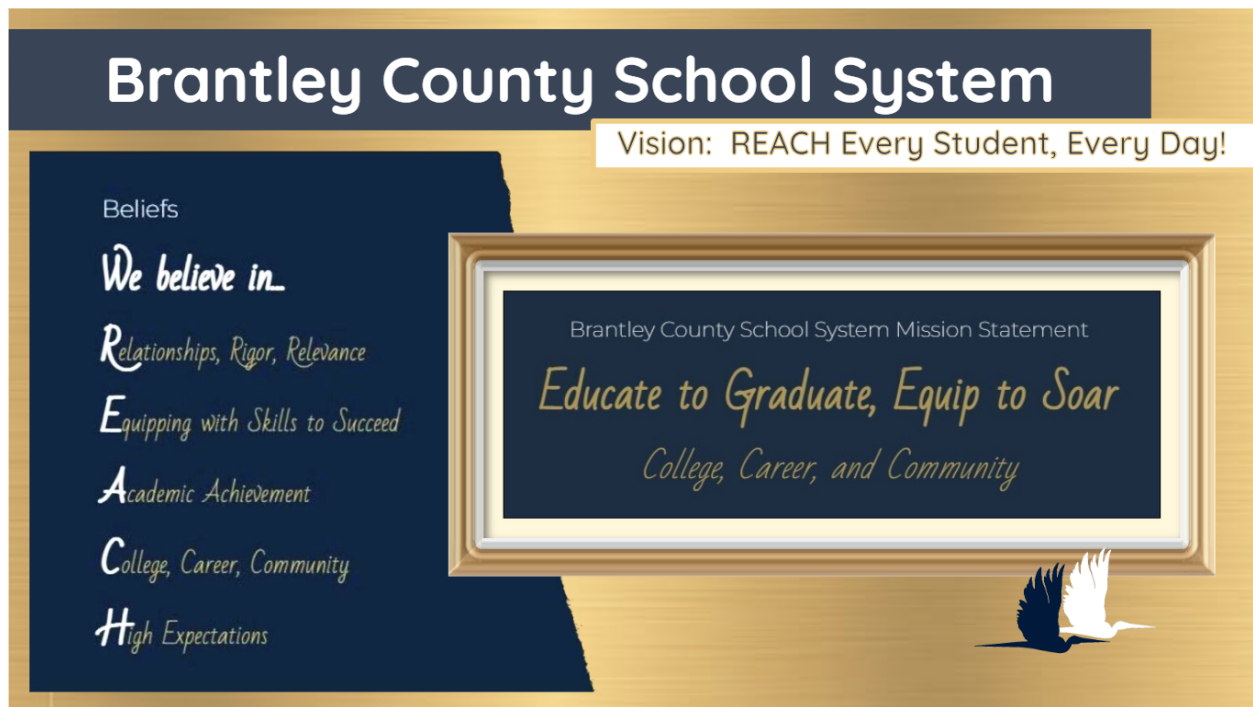


Brantley County School System

Media Handbook



Created April 17, 2023

Updated July 22, 2026

Media Center Purpose

The Georgia Department of Education's Library Media Services Department identifies the following:

Vision: Promote collaborative library media environments that empower the media specialists to be innovative and build relationships

Mission:

1. Collaboration: Champion collaboration through professional learning opportunities and communication avenues that increase capacity and provide networking opportunities.
2. Innovation: Provide support that showcases the innovative practices of the school library media center as a result of easy and efficient access to digital resources.
3. Trust: Strengthen relationships with library media personnel through transparency in communication and responsiveness to needs.

The school library media program supports and strengthens the curriculum, bridges the digital divide, and puts state standards into action. The school library media specialist encourages reading for learning, reading for pleasure, and reading for life.

The school library media specialist is a teacher, an instructional partner, an informational specialist, and a school library media program administrator. School library media specialists directly affect student achievement by collaborating and planning with teachers, teaching information literacy, designing assessment procedures, and providing supplemental curriculum material.¹

Accessibility/Flexible Scheduling

The media center utilizes “flexible scheduling” and shall be accessible to all patrons. Teachers must plan with the media specialist to bring an entire class. At such time, the teacher must accompany the class to the media center and assist in the planned activity.²

Media Committee

A media committee will be formed yearly as a separate committee or in conjunction with another curriculum committee. Committee members will help in the “planning, operation, evaluation, and improvement of the media program.”³

Cooperative/Collaborative Planning

The media program provides a framework for collaborative planning instructionally related and media services. Therefore, the media specialist and classroom teacher shall plan together for the most effective utilization of these services. The teacher shall plan with the media specialist when he/she needs to:

1. Bring an entire class to the media center (teachers must accompany and remain with the students and be responsible for that class)
2. Send small groups to the media center (no more than five (5) students)

All of these activities shall be designed to implement, enrich, and support the classroom teacher’s instruction. These educational procedures and/or techniques shall be:

1. Planned with the media specialist at least one week in advance of implementation
2. Scheduled by the media specialist

¹ Georgia Department of Education,
<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Library-Media-Services.aspx>

² Georgia Department of Education, Flexible Scheduling Guidelines,
https://shealy.sharepoint.com/:w:/s/KRM-MediaSpecialistLiason/Ea5_sGxgKnhPr1MzpzOXvtoB0MHPTgEvUPhd4ieuSknZjg?rttime=p7thaUlq2kg

³ Georgia Department of Education, Media Programs Rule 160-4-4.01,
<https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-4-.01.pdf>

3. Included in the teacher's lesson plans
4. Supported by the curriculum⁴

Student Visits

Students must have a planned purpose for visits to the media center. Planned instruction is often being conducted in the media center by the media specialist or by other teachers. Students wandering aimlessly and/or talking excessively are a disruption to the learning environment. Remember that the media center is an extension of the classroom and is not to be used by students for socializing. Those students who are not performing their assigned activities will be sent back to their classroom.

Classroom teachers shall issue written student passes for specific media center assignments other than checking in or checking out books. These passes must be presented to the media specialist upon arrival and include the student(s) name(s), date, and purpose of visit. Students without a media pass shall be immediately returned to their classroom.

Learning Commons

In *The New School Learning Commons Where Learners Win*, David Loertscher, Carol Koechlin, and Sandi Zwaan defined a learning commons as a shared, typically open space that can be both physical and virtual and which makes the school library an essential teaching and learning tool for the entire school.⁵ They include areas for studying, creating collaborative content, or social learning. The Brantley County School System recognizes the strengths of a learning commons model. Schools in the system are in various stages of converting to this model by updating, replacing, or adding furniture and other materials as well as increasing opportunities for collaboration and social interactions between students. These types of activities still require students to present passes from teachers.

Copyright

The Brantley County Board of Education requires that all employees adhere to the provisions of the existing U. S. Copyright laws and maintain the highest possible ethical standards in the use of copyrighted materials for educational purposes. The U.S. Copyright Office provides updates and resources for educators on their website.⁶

The principal of each school shall designate the school media specialist to maintain an awareness of current copyright provisions and furnish such information to school personnel. A building

⁴ Georgia Department of Education, Media Programs Rule 160-4-4.01, <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-4-.01.pdf>

⁵ Demco, <https://ideas.demco.com/blog/library-learning-commons/>

⁶ U.S. Copyright Office, Resources and Education, <https://www.copyright.gov/about/resources-education.html>

level administrator shall be responsible for the assurance of copyright compliance. At no time shall the school media center staff be held accountable for infringement of copyrighted materials by other personnel, even if the materials and equipment are checked out through the media center.

Digital Resources

Planning for the use of digital resources in the instructional program deserves the same careful attention given to planning for all classroom instruction. Digital content may only be shown for educational purposes and must be tied to the instructional objective. Use of digital materials should be detailed on your lesson plans and approved by the school principal. Always remember:

1. Teachers should always preview any digital media **in its entirety** before presenting the material in their classroom.
2. Teachers may only use media for face-to-face instruction. The use of digital media for entertainment, rainy day recesses, rewards, or time fillers requires a public performance license according to copyright law.

Technology Equipment

1. Technology equipment requests shall be made to the media specialist.
2. Equipment should be used only by the teacher who checked it out. When returned, electrical cords must be neatly wrapped. When returning equipment, report any problem with the equipment to the media specialist.
3. The teacher is responsible for transporting equipment. Do not allow anyone to ride on equipment carts or use them for a ladder or a stool. There is a possibility that failure to follow these instructions may result in serious personal injury.
4. Eating and drinking is **NOT** permitted around the technology equipment. Failure to follow this policy could lead to loss of technology privileges.

Alternative Student Assignments

Students who cannot participate in their normal class activities and who are sent to the media center must have an alternative assignment provided by the appropriate teacher.

The media specialist's primary form of discipline is to send students back to the classroom.

Students sent to the media center for the purpose of making up any work are the direct responsibility of the teacher.

Resource Check Out

The media center uses an automated circulation/cataloging system. Before checking out materials, each patron will receive an orientation and be assigned an individual patron number and barcode. **Student patrons are responsible for their patron card**. The barcode or ID number is required for checkout. Lost or damaged barcodes may be replaced for a fee.

Student patrons may check out resources for 10 school days. Teacher patrons have extended checkout privileges.

Resource Check In

It is the patron's responsibility to see that resources are properly returned to the designated area and are in good condition.

Lost or Damaged Resources

Students and staff are responsible for the return of media materials within a specified time and in good condition. Failure to do so shall result in the restriction of media center privileges.

Replacement costs will be charged for lost or damaged books. Schools may charge overdue fines.

Lamination of Resources

Lamination is provided for the purpose of adding longevity to non-consumable instructional materials.

Consideration File

A consideration file of teacher and student requests will be kept by the media specialist.

Professional Resources

In order to effectively meet the needs of students, materials must also be provided for teachers and administrators. A professional media collection based upon the media committee recommendations shall be maintained and updated periodically at the school or system level. It shall include print and non-print media which are relevant to the instructional activities of the school and which provide information on professional trends and developments. The collection shall be selected, cataloged, and circulated using standard procedures.

Gifts from Individuals

All gifts of instructional material or equipment are subject to the same criteria as those for purchased media. The gift shall be reviewed by the media committee to determine its possible contribution to the curriculum for the school, if the school media specialist is undecided. If accepted, donated materials shall be processed and circulated in the same manner as like media.

Selection and Evaluation of Media Resources

Selection and evaluation of print and non-print instructional media will be conducted by the media specialist and/or media committee and approved by the principal. Each school media committee shall follow selection guidelines, based on system policy, which reflect the needs of

the school community. Principals, teachers, and students shall submit requests to the media specialist and/or media committee. Purchases shall be made based upon curriculum needs, available funds, and the selection policies.

General criteria to be considered in selecting media and equipment are:

1. Overall purpose and timeliness
2. Relevance to objectives and curriculum
3. Quality, integrity, and appeal
4. Format, legibility, and readability
5. Needs and cost
6. Replacement of damaged/lost materials which continue to have instructional value
7. Updating obsolete media
8. Requirements of the copyright law
9. Appropriateness for the instructional and maturity levels of students to be served
10. Durability

Procedures for Media Requisitions and Payments:

1. Resources acquired with state and/or federal school media funds must be selected from reputable, unbiased sources.
2. Teachers and students may make requests for print and non-print materials.
3. The media specialist has the authority to complete the order basing it on the specific needs of the media center, and the principal must approve each school media purchase.
4. Media selected and purchased through these policies shall be cataloged and inventoried in the school media center. The faculty will be made aware of new items purchased.
5. The media specialist will follow school/district purchase and requisition policies and procedures.

Weeding

One purpose of the school media center is to maintain a meaningful up-to-date collection. Individual items should be disposed of when they have outlived their usefulness. Material should be discarded when it cannot be mended or rebound; its content is out of date; paper becomes brittle or discolored; or when the population of the school changes significantly. 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.

Non-School Owned Resources

Non-school owned media must have the written approval of the building level administrator and must be in the lesson plans. See the administrator for required forms.

The Brantley County Board of Education is not responsible for damage, repairs, or theft of non-school owned resources. In no instance shall media and/or equipment be used in such a manner as to violate Board of Education policy or copyright law.

Reconsideration of Materials

The Georgia General Assembly enacted three laws on July 1, 2022 regarding school curriculum content.⁷ The Parents' Bill of Rights⁸, Divisive Concepts⁹, and Content Harmful to Minors¹⁰ laws as they relate to school media centers have been reviewed and will be followed. Careful evaluation and selection of media by qualified school personnel does not ensure acceptance by all segments of the school community. Therefore, occasional complaints may be made concerning instructional media, textbooks, and/or supplementary materials. While the Brantley County Schools recognize individual students' rights, the system also respects the right to question selection procedures. Therefore, an orderly and fair procedure for handling complaints shall be adhered to by local school personnel.

Principal

1. The complaint shall be referred to the school principal who shall attempt to resolve the situation in accordance with the following procedures.
2. The complainant shall be informed of the reconsideration procedure and requested to submit the complaint in writing on the approved form entitled "Request for Reconsideration of Instructional Media."
3. The completed form shall be submitted to the principal within ten (10) school days. The principal must then submit copies to the local school leadership team, media specialist, curriculum director and superintendent. No action shall be taken unless the official form is completed in full and submitted to the principal by the complainant.
4. An individual student may be excused from using specific materials once his/her parent/guardian has filed a written complaint or request and an alternative assignment or reading material may be given. In order to allow for review when a complaint has been filed, materials may be removed from the collection pending committee action. The principal has full authority over these actions.

⁷ GACIS C. Buck, The Big 3 Senate and House Bills,
<https://drive.google.com/file/d/1YuFhyphbvuw3mhXIRJITRTZxmrv-dUd/view?usp=sharing>

⁸ Georgia General Assembly, HB 1178 Parent' Bill of Rights; enact, <https://www.legis.ga.gov/legislation/61677>

⁹ Georgia General Assembly, HB 1084 Education; curricula or training programs which encourage certain concepts; prevent use of, <https://www.legis.ga.gov/legislation/61477>

¹⁰ Georgia General Assembly, SB 226 Sale or Distribution of Harmful Materials to Minors; provisions of Code Section 16-12-103 shall be applicable to libraries operated by schools; provide,
<https://www.legis.ga.gov/legislation/59932>

School Leadership Team

1. Within one month of receipt of the written complaint, the principal shall meet with the school leadership team to consider the request and evaluate the material in question.
2. The school leadership team shall examine the challenged material in its entirety. The following items should be considered by the committee in the evaluation process:
 - A. Relevance of the material to instructional objectives
 - B. Intended use of the material
 - C. Age and maturity level of students
 - D. Professional reviews
 - E. Literary merit
 - F. Theme of material
 - G. Contribution of the material in presenting different points of view within the collection
 - H. Material as a whole rather than passages out of context
 - I. Other considerations applicable to the situation
3. The school leadership team shall then meet to discuss the challenged material and its relationship to the goals and objectives of the school and the curriculum.
4. During the meeting, all material shall be examined, all points of view presented, and the view of all committee members considered. After careful deliberation, the committee shall make a decision by individual secret ballot. The ballots shall be tallied immediately in the presence of the committee members, and the majority vote decides the outcome.
5. The school leadership team shall prepare a written report concerning the decision of the committee. This report must list the names of the committee members and be signed by the principal.
6. The principal shall meet with the complainant to submit and discuss the written decision of the media committee.
7. Copies of the complaint and the decision shall be filed with the principal, media specialist, curriculum director, and superintendent.

System Media Specialist Committee

1. If the decision of the school leadership team is not acceptable to the complainant, the complainant may appeal to the system media specialist committee within ten (10) school days after receiving the written decision of the school leadership team. The system media specialist committee will, within one month of receipt of a formal complaint, follow the same procedure as that of the school leadership team.
2. The system media specialist committee shall examine the challenged material in its entirety. The following items should be considered by the committee in the evaluation process:
 - A. Relevance of the material to instructional objectives
 - B. Intended use of the material
 - C. Age and maturity level of students
 - D. Professional reviews

- E. Literary merit
 - F. Theme of material
 - G. Contribution of the material in presenting different points of view within the collection
 - H. Material as a whole rather than passages out of context
 - I. Other considerations applicable to the situation
3. The system media specialist committee shall then meet to discuss the challenged material and its relationship to the goals and objectives of the school and the curriculum.
 4. During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. Then, after careful deliberation, the committee shall make a decision by individual secret ballot. The ballots shall be tallied immediately in the presence of the committee members, and the majority vote decides the outcome.
 5. The system media specialist committee shall prepare a written report concerning the decision of the committee. This report must list the names of the committee members and be signed by the curriculum director. The completed report shall be sent to the principal of the respective school.
 6. The curriculum director shall notify the complainant of the decision of the system media specialist committee.
 7. Copies of the complaint and the written decision shall be filed with the principal, school media specialist, curriculum director, and superintendent.

Local Board of Education

Further appeal may be made to the Brantley County Board of Education which shall follow its regular process for hearing such appeals. The Brantley Board of Education shall have the final local authority in all appeals.

State Board of Education

The complainant may appeal to the State Board of Education for review in accordance with State Board of Education Policy.

Brantley County Board of Education
Request for Reconsideration of Instructional Media

Request Initiated By: _____
Date: _____ Phone Number: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Complainant Represents:

_____ Self/Your Role: _____
_____ Organization/Other Group Members: _____
_____ Other (Please Specify): _____

Material Challenged:

Title: _____
Author/Editor/Composer/Artist/Creator: _____
Publisher/Producer: _____ Copyright Date: _____

Media Format:

_____ Book _____ Digital Media _____ Other (Please Specify): _____

1. To what in the material do you object? (Please be specific and cite examples.) _____

2. What about this material do you feel may be harmful to children? _____

3. What about this material do you feel may be helpful to children? _____

4. Did you read or preview the entire material? If not, which parts? _____

5. Have you read any reviews about this material? If so, in which publication? _____

6. What would you suggest to do with this material?

_____ Withdraw it from students under the age of _____.

_____ Other (Please Specify) _____

Signature of Complainant: _____ Date: _____