

**I. Professional Responsibility**

The purchase of instructional materials is legally vested in the Cherokee County Board of Education. Each person involved with the instructional program is expected to know and to implement system policies and procedures governing the selection and use of instructional materials and equipment.

The responsibility for planning, developing and coordinating the instructional media program is delegated to the Superintendent and/or a designee or designees. The media specialist is responsible for performing the functions identified in the Georgia School Library Media Specialists Handbook, which can be accessed through the system website at [www.cherokee.k12.ga.us](http://www.cherokee.k12.ga.us).

The instructional and media personnel shall plan cooperatively to ensure optimal opportunities for individual student achievement. Each school shall have an annual media plan.

The Superintendent on an annual basis makes the appointment of the System Media Contact Person. The SMCP serves as a liaison between the Cherokee County School System and the Georgia Department of Education.

The Superintendent shall appoint a system level instructional media committee. The committee is to be composed of administrators, media specialists, teachers, parents, students and community representatives. The committee addresses system media concerns within the framework of existing policies and procedures. The committee meets annually. Additional meetings may be called with permission of the Superintendent.

The principal in each school shall appoint an instructional media committee. The committee is to be composed of administration, media specialist, teachers, parents, students, and a community representative(s). The committee shall meet biannually and the committee chairperson may call additional meetings after consultation with the principal.

**II. Media Program Implementation**

**A. Program Priorities**

Media programs and services for the Cherokee County School System shall meet all requirements of the Georgia Board of Education and the accreditation principles of the various accrediting commissions in which the system holds membership. The program shall meet the instructional goals of the system.

Implementation of the media program is the responsibility of the principal and should be based on the Georgia Department of Education's Georgia School Library Media Specialist Handbook. Each school shall have written procedures to implement the system's media policy.

B. Selection of Instructional Media

The responsibility for the selection of instructional media is delegated to the professionally trained personnel employed by the school system. Selection of media involves principals, teachers, media specialists, students, parents, and appropriate system level personnel.

At the building level, the principal will be responsible for the recommendation of textbooks, consumable materials and library resources to the appropriate system level personnel. The recommendation of the principal may be based upon recommendation from teachers, media specialists and/or the school instructional media committee.

**III. Selection – Evaluation of Instructional Materials**

Selection and adoption of equipment and materials shall be according to rules, regulations, and policies of the State and local boards of education.

Instructional materials and equipment shall be carefully selected on the basis of the appropriateness for the purposes and grade level for which they are selected. In order to accomplish this the following criteria are to be used:

1. Overall purpose.
2. Relevancy or permanent value.
3. Quality of writing/production.
4. Readability and popular appeal.
5. Authoritativeness.
6. Accuracy.
7. Reputation of publisher/producer.
8. Reputation and significance of Author, etc.
9. Format.
10. Price.

The principal shall recommend the purchase of textbooks based upon need, state and local regulations and recommendations from instructional staff and/or instructional materials committee.

- A. Consumable materials are defined as workbooks, classroom periodicals, etc., that are designed to be used only once. The principal shall recommend purchase of consumable materials based upon need, state and local regulations and recommendation of the media specialist and/or the instructional materials committee.
- B. Media materials and equipment, including gifts and sponsored materials, non-school owned materials, and community resources shall be carefully selected

**Supplementary Materials Selection & Adoption**

---

on the basis of their potential contribution to the attainment of system goals and their appropriateness for the purpose and grade level for which they are selected.

The principal shall recommend purchase of media materials based upon need, state and local regulations and recommendation of the media specialist and/or the instructional materials committee.

**IV. Use of non school owned materials/equipment**

Any print or non-print media brought to the school by teachers; students or parents for possible classroom use shall be subject to the same criteria as that established for school-owned materials.

In no instance shall media and/or equipment be used in such a manner as to violate Board Policy or the law.

**V. Removal of Materials**

Out-of-date or no longer useful materials will be withdrawn from the collection periodically. The principal must approve the removal of materials to be discarded.

**VI. Copyright Compliance**

The Cherokee County School System shall adhere to the Federal Copyright Law. (P.L. 94-553).

The Assistant Superintendent for Educational Programs, Student Support and Professional Development will be responsible for keeping abreast of copyright law interpretations and changes. This person shall disseminate this information to educators within the school system so that school materials, employees and equipment will not be involved in infringement of this law.

**VII. Challenged Media**

The Board of Education acknowledges the right of parents and other citizens to raise questions through established procedures when materials appear inappropriate for public school use.

Though care is taken to select valuable materials for students and teachers, there may be occasional objections by the public as to the selections that have been made.

In the event that a complaint is made, the following procedures should be followed:

- A. The school staff member receiving the complaint shall explain the selection process utilized and the procedures for challenged materials, but make no

commitments as to personal opinion, etc. Written documentation of this contact should be filed with the school principal.

- B. In the event that the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process and refrain from expressing personal opinion.
1. If, after consultation, the complainant desires to file a formal complaint, a copy of the challenged material form shall be given to the complainant by the principal.
  2. The principal shall inform the complainant that the form must be completed in its entirety and submitted to the principal. It must be emphasized to the complainant that incomplete forms will be considered invalid and will not be recognized.
  3. After the challenged materials form is completed and signed by the complainant, it is to be filed with the principal and copies sent to the appropriate system level personnel.
  4. When referred to the system instructional media committee, as a minimum the committee shall do the following:
    - a. Read and examine materials referred to it;
    - b. Check general acceptance of the materials by reading reviews;
    - c. Compare values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context;
    - d. Meet to discuss the material and to prepare a report on it;
    - e. Present the report to the appropriate personnel.
  5. In the event that the above procedures do not satisfy the complainant, the matter may be referred to the Cherokee County Board of Education. The decision of the Board of Education is the final authority.

### **VIII. Organization of Materials and Equipment**

All school-owned print and non print instructional materials and equipment except basic textbooks, items purchased with categorical funds and items useful only in one specific instructional content area shall be organized and made available through the media center.

Organization of materials shall be based on nationally recognized system and designs for school media centers. Equipment shall be organized so as to provide accurate circulation, maintenance, and inventory records.

**IX. Accessibility of Facilities and Resources**

Provision shall be made to assure accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the school year.

Provision shall be made for access to media resources to support instruction in any Georgia Board of Education approved course when offered outside regular instructional time.

Provision shall be made through the media specialist to facilitate the use of information sources outside the school, which are available through cooperating agencies.

When the entire class uses the media center, the teacher is the instructional leader. The purpose of the visit is planned cooperatively with the media specialist.

**X. Textbook and Instructional Materials Accountability**

Once textbooks and instructional materials paid for by public funds are issued to a student; the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and parents or guardians.

When textbooks, library books or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and the parents/guardians to reimburse the Cherokee County School System for the full replacement cost of the textbook, library book or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the student and the parents/guardians once the school receives replacement funds. Students who do not pay for books issued to them which have been lost or damaged shall not be issued additional books or materials or shall not receive grade reports or diplomas until their debts are accounted for. In no case shall a student be eligible to participate in graduation exercises and activities of the Cherokee County School System if debts related to lost or damaged books or materials remain unpaid.

Students who met graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books or other instructional materials should receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source shall be honored.

---

**ADOPTED: August 2, 2001**

**Cherokee County Board of Education**