

## **Instructional Materials and Media Committees**

Adhering to state standards, there shall be a local media committee at each school and a system media committee. At each level the committee shall be composed of appropriate representatives from the school level, parents, and community members. Both the school and system media committees will be established to recommend and evaluate school and system goals for library media programs on an annual basis.

Instructional materials not considered part of the library media collection are to be evaluated and recommended using grade level teams, subject area committees, or School Based Budget committees, as appropriate. This process will require the use of an evaluation/recommendation form signed by all participants in the evaluation/recommendation. This form will be the same as is used by the school media committee for library media. These are to be kept on file by the principal of each school.

In following the procedure above, it is vital that the highest level of professional judgment be utilized. Failing to follow the procedures set forth in this regulation, including using media or instructional materials without appropriate approval, is unacceptable.

Examples of media that fall under these procedures include, but are not limited to, newspapers, magazines and magazine articles, software, and instructional materials not approved as textbooks or textbook resources. Personally owned materials must also be evaluated and approved prior to their use with students.

## **System Media Committee**

The system media committee shall be appointed by the superintendent and shall be charged with the responsibility of making such recommendations that will enable the system to do the following:

1. Establish long-range program goals;
2. Formulate budget priorities;
3. Establish guidelines for selection of materials;
4. Establish guidelines for reconsideration of materials;
5. Establish operational procedures;
6. Formulate rules for copyright adherence processes;
7. Establish guidelines for program evaluation, including expansions, modifications, and deletion services;
8. Establish procedures for organization and processing of materials;

9. Develop policies for disposition of gifts and use of non-school materials in the classroom;

10. Establish processes for instructional planning between teachers and media specialists; and

11. Develop mechanism for use of information sources outside the school.

### **School Media Committee**

The school media committee addresses media concerns at the school level and provides input to the system media committee. Members of this committee should include an administrator, the media specialist, a teacher representative from each grade or department, a student representative, and a community or parent representative. Since the role and structure of each committee is defined by learner needs and the school's instructional program, committee composition may differ from school to school even within the same system.

The school media committee:

1. Develops procedures for implementing the system's instructional media and equipment policy;

2. Establishes media program objectives and priorities based on instructional goals in order to develop immediate and long range plans for the media program;

3. Assesses available media resources as related to instructional needs and recommends priorities for media budget proposal;

4. Participates in evaluating and modifying media services;

5. Recommends media policy revisions;

6. Establishes procedures for the participation of the total school community in media selection;

7. Recommends procedures that ensure accessibility to media services for all;

8. Informs the community of the procedures for formally challenging materials used in the school and responds to those challenges;

9. Creates and promotes procedures for copyright awareness;

10. Assists in identifying and planning media or technology related staff development activities; and

11. Recommends applications of technology for inclusion in the media and instructional program.