



OCS Media Center Handbook 2026-27

Oglethorpe Charter School Library Media Center

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OCS Library Media Center Mission Statement

Partnering with parents, teachers and community to ensure that students and staff are effective and ethical users of ideas and information, as well as lifelong learners and readers.

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Overview

The OCS Library Media Center Mission Statement:

Partnering with parents, teachers, and community to ensure that students and staff are effective and ethical users of ideas and information, as well as lifelong learners and readers.

The OCS Library Media Center is committed to its mission by

- building a flexible learning environment that involves teaching standards-based lessons collaboratively with teachers,
- building the collection to support the curriculum, and
- utilizing technology to improve learning.

Our students come to the library media center to think, read, research, browse, check out books, assist, and create. Our collection is up to date and supports the Georgia Standards of Excellence. Our flexible access library media program allows students to use the facility for independent or group activities.

I. *Programs and Services*

A. *Access to materials*

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats;
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas; and
- by working with other educators to design learning strategies to meet the needs of individual students. --Information Power: Guidelines for School Library Media Programs (1988), p.1
- The media center program promotes intellectual freedom within the school community by providing access to a variety of information, ideas, and resources.

B. *Programs and services for students*

Library-Media Center Hours

The media center is open from 7:15 am until 3:15 pm most school days. Students may come to use any of our computers to research, type and/or print (no color), to read, purchase IDs/lanyards, create digital projects, and to check books in or out. Students must have a pass **ANY** time they come to the media center using the eHallpass program. Students may come to the media center after school until 3:15 pm with a pass from their tutorial teacher or coach.

Media Center Student Visits BEFORE School

Students may come to the media center before the start of school from 7:15 until 7:35 am without a pass.

Allowable reasons to go the media center between 7:15 and 7:35 am include:

- Computer use: research, type and/or print;

- To purchase: an ID (\$5), lanyard (\$1), ID case (\$1)

- To check-in/out books

ALL students are sent back to class **by 7:35 until after announcements**. **NO** students are allowed in the MC during morning announcements so that students can hear/view important, relevant information.

Print Materials

Materials are purchased and maintained to reinforce the middle school academic curriculum and to encourage reading. We support the STEAM Model and the Georgia Standards of Excellence as well as our students' diverse interests and abilities with a wide selection of fiction and nonfiction books. Our fiction collection ranges from teen bestsellers and graphic novels to great classics and required reading. All our fiction titles are sorted by genre to make selection more appealing and enticing.

Computers

The media center maintains 8 computer workstations for student use. Each of the Windows computers are equipped with the following:

- Windows 11 Operating System

- Microsoft Office

- High Speed Internet Access

- Printing capability (5 copies per student per assignment)

Helen Ruffin Reading Quiz Bowl

Participants in the Reading Quiz Bowl read books of literary excellence by Georgia Authors and then compete in a district competition held each January. Titles are chosen by the Helen Ruffin Reading Bowl Committee.

Student IDs

The media center staff prints student ID cards which help insure a safer school environment for everyone. All students are issued an ID card at the beginning of the school year and are expected to wear it when on campus or at school sponsored events. ID cards can be replaced for \$5. Replacement lanyards and ID cases cost \$1 each. Students should report to the media center with payment between 7:15 to 7:35 am to make purchases.

Databases

<http://www.worldbookonline.com>

School - Username: oglethorpe Password: titans

<http://www.galileo.usg.edu/>

No password is needed at school. The current at-home password is always posted in the media center or can be obtained by emailing the media specialist.

Accelerated Reader/Renaissance Place

OCS uses the web-based version of Accelerated Reader known as Renaissance Place where students have access to over 100,000 AR quizzes. Students and parents are able to log in from home and view student progress and quiz lists. Students are NOT able to take quizzes outside of their ELA/Reading class or outside of school. Students should log in using the link under the Library tab of the [OCS website](http://checkitout.sccpss.com).

<http://checkitout.sccpss.com>

Destiny®, OCS's library circulation software, provides a friendly online environment for students and teachers to access and search our library collection. Students may access Destiny Discover by logging into ClassLink using their Active Directory username and password and choosing the Destiny Discover link. Students, parents, and teachers may also use Destiny to read our fiction and nonfiction eBook collection and listen to digital audio books. eBooks can be checked out to read online via computer, Chromebook, or on an Apple or Android device by downloading the Destiny Discover app.

- There is a link to Destiny in ClassLink. Students should first log into ClassLink to access the icon from home or school.

C. Programs and services for faculty and staff

Collaborative Planning with the Media Specialist

Teachers may plan with the Media Specialist for any class activity or instruction to be held in the media center or classroom. Please email, call, or discuss your plans with the media specialist in advance when possible. When signing up to bring a class or send a small group to the media center, please send your project sheet and discuss your plans with the media center staff in advance.

Group and One-on-One Instruction

Navigating the Network Drives
 Using Destiny and Destiny Discover eBooks and digital audio books
 Using World Book Online
 Chromebook and COW Procedures
 Using MS Office to create a document, Brochure, PowerPoint, Excel File, etc.
 Using MS OneDrive
 Creating a Distribution List or attaching files in MS Outlook
 Google Docs
 Printing
 EChalk (school website)
 Encouragement and support
 Orientation to the media center

Material Consideration

The collection is continually being updated and improved. The media specialist will purchase any materials that you need depending on media center funding and/or appropriateness. Speak with the media specialist or contact a Media Committee member if you require resources or materials.

Computers and Printers

If you have a computer, laptop or printer that is not working properly in your classroom or you cannot log onto the network, please contact the Media Specialist or submit a Help Desk request. To put in a Help Desk Request, you can do one of the following:

1. Call Technology Support Services at 5029.
2. Email CustomerCare@sccpss.com including all device information and issues.
3. Place a work request by going here (<https://customercare.sccpss.com/Support/NewRequest/AddRequest>) and fill out the information in red. If you need assistance, please contact the media staff.

Laptops

Teacher Laptops must be logged into the network at **a minimum of every two weeks** for updates and security reasons. To take the laptops home, teachers must complete and sign a Technology Equipment Loan Form found in the Media Center folder on Allstaff (<G:\Oglethorpe Allstaff\Media Center>). The form must also be signed by the site administrator and turned in to the Media Specialist.

Lamination

The media center staff are the only staff responsible for using the laminator. Items can be laminated up to 26 inches wide. We do not laminate any items with specific dates since they cannot be reused in the future. Please do not request lamination excessively or for personal items. Remove all staples and adhesive substances. Items to be laminated can be dropped off in the media center with a note indicating owner.

Posters

Posters can be printed 13 x 19 inches, 18 x 24 inches, or 24 x 30 inches. Banners of various sizes can also be printed. Create your poster using any MS Office software or Canva and then save as a PDF. E-mail the PDF document as an attachment to the Media Specialist (Deborah.Lindblad@sccpss.com) stating what size poster you would like and whether it should be laminated. Posters are printed as soon as possible.

Safari Montage

TV channels are available for viewing through Safari Montage. To access Safari Montage, click on the Safari Montage School News icon in the SCCPSS ClassLink folder or on ACORN under the Resources tab. Choose a channel by clicking on its title. Limited channels are available.

Videos and Movies

Videos and movies shown to students **must be curriculum related and approved by administration**. Copyright laws and Fair Use Guidelines prohibit the showing of videos that are not curriculum related. The purpose for the showing must be reflected in your lesson plans. The video must be previewed by the teacher prior to its use. Teachers must obtain administrative approval and parental permission to use any video with any rating other than "G".

Professional Collection

The professional collection materials and videos are located in the MC Conference Room. If you need help locating any professional materials, please ask the media center staff. Items added are compatible with professional development goals of the district and our charter program.

II. Personnel

A. Duties and Responsibilities of Media Specialist

Role: Teaching and Learning

- Plans and works collaboratively with classroom teachers to integrate literature, resources, and information literacy skills into the curriculum.
- Utilizes appropriate record of instructional planning with classroom teachers
- Promotes literature and reading
- Assists with instruction and evaluation of cooperatively planned units
- Assists teachers in the selection and utilization of appropriate resources
- Recommends strategies for the integration of resources and technology into instruction
- Promotes literature, reading and intellectual freedom through a variety of resources
- Schedules events and activities to promote reading
- Provides reader advisory services (example-recommendations)
- Creates displays and /or multimedia to promote reading
- Develops and provides instructional opportunities with information technologies for staff and students
- Assists students and staff in the access and utilization of resources and new technologies
- Provides orientation for new students and staff as needed
- Promotes awareness of outside resources such as public and college libraries, online services and community resources
- Collaborates with teachers and students in production of instructional projects and resources
- Assists student and staff with production activities
- Provides instruction in production techniques using a variety of formats

Role: Program Administration

- Provides instructional leadership and plans for the use of library media/technology resources and needs as a member of the school technology committee

- Assists in identifying resources that support the curriculum
- Assists in identifying resources needed for information literacy skills development
- Leads the media committee in the development, evaluation, and revision of the policies, procedures and services of the media program and media center
- Sets short and long term goals for the media services program
- Seeks input from and informs students, staff and community about the media center, its resources, services, program and activities
- Maintains and uses statistical reports for instructional and budgetary planning
- Coordinates the procedure for challenged materials
- Disseminates current information about copyright law to staff and students as appropriate
- Seeks opportunities to increase professional skills as a media specialist and as a professional educator
- Participates in local workshops and /or opportunities provided by professional organizations and/or educational associations
- Reads professional journals in order to increase awareness of current educational issues
- Administers and maintains a center and program that fosters a positive learning environment while maintaining a flexible schedule as mandated by Georgia state codes
- Maintains an attractive, student-centered media center
- Is aware of instructional and curricular needs of students
- Ensures accessibility to the media center and its materials for students and makes provisions for those with special needs
- Ensures effective organization and accessibility of the center and resources
- Maintains the media center database(s) in a manner that promotes effective identification and location of materials
- Catalogs and processes resources purchased for circulation
- Promotes appropriate use of online resources
- Inspects, maintains and weeds media center resources
- Selects and orders resources consistent with system policies and school curricular needs
- Analyzes the media center collection based on curriculum and instructional needs
- Seeks input for collection development and uses appropriate selection tools
- Monitors the media center budget
- Provides assistance with software and hardware evaluation and acquisition
- Ensures timely submission of completed media center purchase orders
- Provides leadership and supervision for media center staff
- Assists with interviews and evaluations
- Ensures proper training
- Provides ongoing supervision and guidance

B. Duties and Responsibilities of the Media Clerk

- Operates the computerized circulation system including checking materials in and out and creating and distributing overdue fines/notices.

- Assists in all phases of materials processing according to established procedures.
- Reshelves and maintains correct order (Dewey decimal classification) of returned materials.
- Prepares current periodicals for shelving and maintains collection of back-dated issues.
- Assumes responsibility for operation of the media center and supervision of students in the approved absence of the media specialist.
- Repairs print and non-print materials.
- Maintains inventory of supplies and suggests items for acquisition as needed.
- Assists in maintaining an orderly, neat, and attractive atmosphere in the media center.
- Assists in preparing and maintaining media center displays.
- Supervises and assists small groups of students in locating and retrieving materials, finding information, operating instructional equipment, or other activities.
- Operates computers and production equipment as needed in the media center.
- Assists in the integration of technology used throughout the school.
- Operates and maintains media-related equipment.
- Assists in training volunteers.
- Assists in producing, mounting, and laminating materials.
- Prepares and assembles materials for classroom use.
- Prepares work orders for broken/damaged equipment in media center.
- Assists in inventory of materials and equipment.
- Assists with media promotions and book fairs.
- Performs other duties and tasks as assigned by the media specialist and/or administrative staff.

C. The Duties of the 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:

- Develops procedures for implementing the system's instructional media and equipment policy.
- Establishes media program objectives and priorities based on instructional goals in order to develop immediate and long-range plans for the media program.
- Assesses available media resources as related to instructional needs and recommends priorities for media budget proposal.
- Participates in evaluating and modifying media services.
- Recommends media policy revisions.
- Establishes procedures for the participation of the total school community in media selection.

- Recommends procedures that insure accessibility to media services for all.
- Informs the community of the procedures for formally challenging materials used in the school and responds to those challenges.
- Creates and promotes procedures for copyright awareness.
- Assists in identifying and planning media or technology –related staff development activities.
- Recommends applications of technology for inclusion in the media and instructional programs.

III. Policies and Procedures

A. Policies

Circulation

- Students may check out two (2) books for a period of two (2) weeks and renew them as needed.
- Students will not be allowed to check out books more than once per day without written permission from a teacher.
- Students will not be allowed to check out videos or equipment.
- Students will not be allowed to check out books if they have an overdue book or owe a device fine.
- Teachers may check out as many books or materials as needed for as long as required for classroom purposes.

Overdue Notices

- Notices of overdue materials will be sent to reading teachers for distribution as needed. Daily reports of overdues and fines are sent to reading teachers via email.
- All teachers should encourage the prompt return of all media center materials.

Use and Lost Book Policy

The entire school community will be accountable for the use of library media materials and equipment. See [SCCPSS Board Policy IFBD-R-J](#).

- Each patron will use necessary care to avoid loss or damage to all forms of media materials and equipment.
- If damage or loss of materials occurs, all patrons (faculty, staff, students, and community) will be required to pay replacement or repair costs. The site administrator and/or media specialist retains the authority to waive payment under conditions deemed necessary.
- All textbooks, library books, and media materials shall remain the property of the school.
- The school reserves the right to implement measures for the recovery or replacement cost of media center materials per O.C.G.A. 20-2-1013, which include:

- Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
- Withholding of all report cards, diplomas, or certificates of progress until restitution is made.

B. Procedures

Individual Student visits:

- Students may visit the media center from 7:15 am to 3:15 pm daily.
- Students MUST HAVE THEIR ID and A PASS, either in the eHallpass program or a paper pass, from their teacher in order to use the media center before or after school and during class or lunch. The pass must state the student's purpose (i.e.: use a computer, check-in/out books, read, etc.), the date, time and teacher signature.
- Students who come to the media center to obtain a new ID must have a pass and money to purchase.

Small Groups:

- Each teacher may send up to five (5) students for 10 to 15 minutes periods to the media center during a class block without prior arrangements. If media center is full, student(s) will be returned to class with instructions on when to return.
- If teachers wish to send small groups (5 students) for class assignments, please confer with the media center staff in advance.
- Students should have a pass created in the eHallpass system.
- Students misbehaving in the media center will be returned to class with an email to the teacher and, if needed, the appropriate team AP, stating the reason for the return.

Class Visits:

- The media center will be available for class visits by RESERVATION ONLY on a first come-first serve basis. Contact the media specialist to schedule a reservation at least 24 hours in advance if possible.
- Teachers are responsible for maintaining discipline and assisting their class while in the media center.
- If special materials or assistance will be needed, please notify the media center staff so materials can be collected in advance. Teachers are encouraged to provide the media center staff with a copy of the class assignment.

IV. Collection Development

A. Selection of Materials

Materials and equipment for the media center will be selected by the media specialist with input from the Media Committee in accordance with the selection criteria set forth in [SCCPSS Board Policy IFBD-R-C2](#). Please see [SCCPSS Board Policy IFBD-R](#) for information on the following procedures. An online service called TitleWave is utilized to assist with the analysis of our collection including the following:

Selection of materials
Evaluation of collection
Material processing
Types of resources
Maintenance
Inventory
Weeding

V. Equipment

A. Purpose

All Savannah-Chatham County Board of Education employees and students will utilize information technology resources in a manner that is consistent with Board Policy GAGA - Code of Professional Ethics or the Student Code of Conduct. Temporary workers, contractors, and vendors are all subject to the same enforcement of this policy while working with information technology resources in the Savannah-Chatham County Public School System. Please see [SCCPSS Board Policy ECH-R](#).

B. Technology Equipment Loans

Employees or students may check out technology equipment for limited periods of time, depending upon availability. In addition, teachers may check out technology equipment for use during periods of time when school is not in session (weekends, holidays, summer break). The Library Media Technology Specialist (LMTS) will record the transaction, as authorized by the principal, and maintain an inventory of all checked out technology equipment. The following procedures will apply:

- The Technology Equipment Loan Form will be filled out and signed by an administrator.
- The equipment listed is entered and checked out through the Library Media Management System.
- The LMTS will be responsible for documenting and tracking the equipment on loan.

Technology resources that may be checked out include, but are not limited to, portable electronic devices such as calculators, laptops, iPads, document cameras, as well as desktop computers and peripherals.

As stipulated in Administrative Regulation IFBD-R, if damage or loss of equipment occurs, the employee or student/parent may be required to pay replacement or repair costs. A fair market value for the item will be determined by the school's LMTS using repair cost estimates or the formula provided in board policy DO: School Properties Disposal Procedures.

Persons using loaned equipment shall comply with the Board policy IFGB, Internet Acceptable Use. No loaned equipment may be used in violation of the policy.

C. Employee's Responsibilities

Employee must use care and diligence in protecting, safeguarding, and supervising the use of equipment checked-out and must return the equipment in the same condition it was in prior to checkout, excluding normal wear and tear. Equipment is provided solely for the borrower's use and is not intended to be shared with others.

- Employee agrees to promptly return all equipment to the site/department on the assigned due date, prior to leaving the school or school system, upon transfer to another school, or at the request of an administrator.
- Employee is required to secure sensitive data. Information containing student IDs, employee IDs, Social Security Numbers, and other identifying information. Devices are to be password protected at all times.
- Employee is required to return equipment to the schools/department fixed assets administrator upon request for the purpose of inventory, inspection, updates, and/or reallocation.
- If any district property is lost or stolen on school property, employees are required to notify an administrator or campus police. An investigation will be initiated by an administrator and/or campus police. A report is to be filed documenting the investigation and any corrective action necessary to ensure proper controls were followed and are in place. Restitution of lost or stolen item shall depend on the outcome of the investigation. In addition, an Inventory Update Form must be prepared and forwarded to the District-Level Fixed Asset Accountant with a copy of the report attached.
- If any district property is lost or stolen away from school property, the employee must file a police report with the local law enforcement agency where the loss or theft occurred, and report the loss to his/her supervisor no later than three days from the date of discovery. Restitution of lost or stolen item(s) shall depend on the outcome of the administrator or campus police investigation. In addition, an Inventory Update Form must be prepared and forwarded to the District-Level Fixed Asset Accountant with a copy of the police report attached.

D. Student's Responsibilities

Student must use care and diligence in protecting and safeguarding the use of equipment checked-out and must return the equipment in the same condition it was in prior to checkout, excluding normal wear and tear. Equipment is provided solely for the borrower's use and is not intended to be shared with others.

- Student agrees to promptly return all equipment to the site/department on the assigned due date, prior to leaving the school or school system, upon transfer to another school, or at the request of an administrator.
- Student is required to return equipment to the school's fixed assets administrator upon request for the purpose of inventory, inspection, updates, and/or reallocation.

If any district property is lost or stolen from school property, students are required to notify a teacher or administrator immediately. The teacher and/or campus police must investigate and file a report documenting the investigation and any corrective action necessary to ensure that proper controls are in place and were executed. Restitution of

lost or stolen item shall depend on the outcome of the investigation. In addition, an Inventory Update Form must be prepared and forwarded to the District-Level Fixed Asset Accountant with a copy of the report attached.

If any district property is lost or stolen away from school property, the student/parent will need to file a police report with the local law enforcement agency where the loss or theft occurred, as well as report the loss to his/her teacher or school administrator. This action will need to occur no later than three days from the date of discovery. Restitution of lost or stolen item shall depend on the outcome of the teacher, administrator, or campus police investigation. In addition, an Inventory Update Form must be prepared and forwarded to the District-Level Fixed Asset Accountant with a copy of the police report attached.

School staff **ONLY** should move equipment within the building. Absolutely **NO** student(s) should be allowed to move equipment (i.e. printers, computers, monitors, etc.) either on a cart or manually at any time. If the equipment or materials are too heavy or cumbersome for a teacher to move, please request assistance from a custodian.

VI. *Gifts*

All gifts to the media center must meet the criteria stated in [SCCPSS Board Policy K-H](#) – Public Gifts.

VII. *Intellectual Freedom*

The media center program promotes intellectual freedom within the school community by providing access to a variety of information, ideas, and resources.

1. The media center will adhere to the American Library Association's Freedom to Read Statement.
2. The media center will adhere to the American Library Association's *Access to Resources and Services in the School Library Media Program*. Please see [SCCPSS Board Policy IFBD-R-E](#) for more information.

VIII. *Copyright*

A. SCCPSS Board of Education Policies

The SCCPSS Board of Education and its employees will maintain the highest possible ethical standards in the use of copyrighted materials for educational purposes.

1. Current copyright information will be posted on the District's Intranet and distributed by the media specialist to all employees.
2. Specific copyright questions will be referred through appropriate persons to the attorney for the Board of Education.

The SCCPSS Board of Education and its employees shall adhere to the Copyright Law of the United States of America and related laws contained in Title 17 of the United States Code.

1. Duplication of copyright materials shall adhere to the fair use guidelines (section 107 of copyright law) or written permission must be obtained from the copyright holder.
2. Copyrighted material sent to the print shop for duplication must be accompanied by permission to duplicate from the copyright holder. ([SCCPSS Board Policy IFBD-R-II](#))
 - U.S. copyright law (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Unauthorized reproductions beyond the scope of fair use and other copyright exemptions may be a violation of the law.
 - Educators may use a copyrighted work under Fair Use Guidelines. Fair Use depends on the purpose of the use, the nature of the work, the amount of the work used and the effect on the marketability or value.

B. Fair Use Guidelines for Educational Media

Copyright Law

The Copyright Act of 1976 became effective in 1978 as Public Law 94-533. It provides that copyright owners have the exclusive right to reproduce, prepare derivative works, distribute, perform, display, transfer ownership, rent or lend the creations. It also provides that educators may use portions of copyrighted material. The principles listed below are factors considered that would likely cause the use to be deemed fair:

Purpose of use: The purpose and character of the use is educational in nature.

Status of Original Material: The copyrighted work has been previously published since the creator of a work intends for it to be viewed by the public.

Amount of Material: A portion of the work may be used, but not a substantial portion. Substantial constitutes a large amount and/or a central or critical part of the original work.

Marketability: The marketability of the copyrighted work will not be impaired.

Copyright Guidelines

The Fair Use Guidelines for Educational Multimedia of 1997 were drafted by a diverse group of interested parties. The agreed upon interpretation of the fair use provisions of the Copyright Act are currently endorsed by twenty-three associations including the U.S. Copyright Office and the U.S. Patent and Trademark Office. They are not legally binding; however, they do define the educational audience and provide the following guidelines:

Definition:

Educational multimedia, as it relates to these guidelines, incorporate students' or educators' original material, such as course notes or commentary, together with various copyrighted media formats including but not limited to motion media, music, text material, graphics, illustrations, photographs and digital software which are combined into an integrated presentation.

Permitted Uses:

Educators may use their own educational multimedia projects, created for curriculum-based instruction in face-to-face instruction, student directed self-study, remote instruction, peer conferences, and for their own professional portfolio. Students may perform and display their own multimedia projects in the courses for which they were created and may use them in their own portfolios as examples of their academic work.* Since the Fair Use Guidelines for Educational Multimedia are merely criteria to be

evaluated and not legally binding, an attorney should be consulted with if there is any doubt as to whether a use is a fair one.

These guidelines are available for non-profit activities of nonprofit education institutions at all levels of instruction whose primary function is supporting research and instructional activities of educators and student. (Our media festival projects fall under these guidelines as one of our purposes in the festival is for students to produce these products in order to learn the process.)

Students may use portions of lawfully acquired copyrighted works in their academic multimedia programs with proper attribution and citation and may perform their program for educational purposes and may retain it in their personal portfolios as examples of their academic work.

Portion limitations:

Motion media – 10% or 3 minutes text material – 10% or 100 words

Music - Up to 10% or 30 seconds

Illustrations and photographs – up to 5 images of an artist or photographer in its entirety, no more than 10% or 15 images from a collective work

Poem – entire poem may be used if less than 250 words, no more than one poem by a poet or

5 poems from an anthology

Longer poems – 250 words but no more than one poem by any poet or 5 poems from an Anthology

Exercise caution in using digital material downloaded from the Internet. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment. Credit should be given on the screen. Written permission to use extended portions of material is to be kept on file by the sponsoring teacher.

IX. Challenged Materials

The SCCPSS Board of Education and its employees will endorse freedom of speech and freedom of the press for the entire learning community as stated in the Constitution of the United States.

1. The challenge will be resolved as expeditiously as possible and will begin at the school level.
2. Timelines are provided in the procedures for guidance and failure to meet the suggested timelines will not result in a decision to remove the challenged material.
3. The final decision with respect to the use of challenged materials rests with the Board of Education.
4. See [SCCPSS Board Policy IFBD-R](#) for Challenged Materials Procedures. See [SCCPSS Board Policy IFBD-E\(1-5\)](#) for Challenged Materials Forms.