

Section 1.01

Media Technology Advisory Committee (MTAC) and Challenges

1. MTAC must be co-chaired by the Media Coordinator.
2. MTAC must be involved in the selection process.
3. MTAC membership guidelines and responsibilities are found in IMPACT.
4. MTAC member names must be submitted to the JCS Executive Director of Media and Instructional Technology annually by last Friday in September.
5. Challenges of instructional materials must be handled according to JCS policy. Policy Codes 3310, 3320, 3320-R, and 3320-E must be followed.
6. The Media Coordinator must notify the school principal and the JCS Director of Media and Technology Instruction immediately when it becomes evident that a challenge is likely.
7. The Media Coordinator should ascertain that the challenge has been initiated by a parent of a child enrolled in Johnston County Schools or by an employee of Johnston County Schools and that the Citizen's Request for the Reconsideration of Instructional Media has been completed, signed and delivered in writing to the principal.
8. A copy of the completed Citizen's Request for the Reconsideration of Instructional Media should be forwarded to the JCS Director of Media and Technology Instruction as soon as it is received.
9. MTAC members must completely read, watch, or otherwise thoroughly examine challenged materials in order to fulfill their responsibilities as committee members.
10. MTAC members will examine the objection(s) and survey professional reviews of the item.
11. MTAC members will "determine the extent that the material supports the curriculum, weigh merits against alleged faults to form opinions based on the material as a whole and not on passages isolated from context." (JCS Policy Manual, 3320-R)
12. A reconsideration meeting will be held in the school's media center and presentations related to the resource in question will be heard.
13. MTAC will deliberate, make its decision and present a written determination to the principal, to the complainant, and to the Superintendent of Johnston County Schools within five days.
14. If the complainant is not satisfied, he then has ten days to submit a written appeal. The reconsideration process will then proceed to the system level MTAC and possibly to the Johnston County Schools Board of Education, following established policy.

Section 1.02

Collection Management

The Media Coordinator is expected to follow Johnston County policies when choosing media materials. Policy Code 3310 relates to selection and procurement of media. IMPACT guidelines should be consulted also.

A collection development (resource alignment) plan as described in IMPACT should be evident in media purchases and in weeding activity.

The age of the nonfiction collection should be as recent as possible. The collection age should never decrease.

Processing (barcodes, spine labels, etc.) and MARC records should be ordered along with media materials. The Media Coordinator should only do "original" cataloging and processing for donated materials or for very small orders.

The use of collection analysis web resources is encouraged. Follett Library Resources and Perma-Bound are examples of companies with online collection analysis services.

At the beginning of each school year, the Media Coordinator should create a new Category for the current year (2007-2008, for example). As individual or imported copies are added, set Destiny Library Manager to include all these materials in this Category. At the end of the school year, the number of books in the category will be the number required for AMTR.

From IMPACT, p.152: "At no time should Media and Technology facilities be closed when school is in session to complete the inventory process."

Bibliographies listing newly-acquired materials should be forwarded to the school's principal and to its faculty, as resources are added to the collection.

Only 14-character barcodes should be used when new materials are added to the collection. Do not use old barcodes that begin with T.

A collection analysis report may be run at any time using Follett Library Resources (FLR) online. Each Media Coordinator should set up an account with FLR and should use the established JCS directions to run the report. The following prefixes should be used exactly as listed when Titlewise reports are requested, so that all schools' reports have the same parameters.

Titlewise Collection Analysis

Include these prefixes	Ignore these prefixes
F	CAS
R	CD
921	CDR
PRO	COM
SC	KIT
PB	SET
E	VID
BB	EQU
NC	DVD
PAR	MAG
SP	TEM
SB	VHS

Section 1.03

Budget, Purchasing and Ordering Procedures

Funds will be assigned to the Media Coordinator by the Principal:

The Media Coordinator must work with the school bookkeeper in the eProcurement process.

A list of preferred / frequently-used vendors is made available to Media Coordinators.

Purchase orders for the next school year's periodicals should be completed according to JCS procedures.

Purchase orders for the current school year's resources should be completed by January 1, whenever possible.

United Streaming and NC Wise Owl are resources that should be utilized often, with the understanding that their use may eliminate the need for the purchasing of some reference and audio-visual materials. The Media Coordinator should include these resources in collaboration sessions and make their value known to MTAC.

Section 1.04

Procedures for Ordering Periodicals

The Media Coordinator should implement a plan of action designed to change the periodical ordering process so that the current year's budget is used to cover the magazine / journal subscriptions for the next school year. When this plan is in place, there will be no further need for submission of purchase orders during the summer months, yet there will be continuous receipt of periodical issues.

Until this plan is in force, the following procedures will apply: Each spring, W. T. Cox or EBSCO will send to individual schools a copy of the current year's periodicals invoice. The Media Coordinator, with suggestions from MTAC, will review and revise the order as necessary for the upcoming school year, following JCS Policy Code 3310. It is suggested that a request to "combine and extend" the subscriptions be included so as to avoid receipt of multiple copies.

Include a note that the purchase order will follow after July 5, and fax the renewal list to W. T. Cox or mail your renewal list to EBSCO. Make sure that you instruct the company not to invoice until after July 5. Make a copy for your records and give a copy of your list to your school's bookkeeper. Ask the bookkeeper to send the purchase order after July 5.

W. T. Cox
Attn: Tina Evans
201 Village Road
Shallotte, NC 28470

Phone Number – 800-571-9554
Fax Number – 910-755-6274

The vendor code number for W. T. Cox is 1680.

OR

EBSCO Subscription Services
Lory Ferrell, Customer Service Representative
1-877-701-1200

Mail Renewal List to:
EBSCO Subscription Services
PO Box 2543
Birmingham, AL 35202-2543

The vendor code number for EBSCO is 35550.

