

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-3	Policy #13.30
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-5D-01, 4-JCF-5D-02, 4-JCF-5D-03, 4-JCF-5E-01, 4-JCF-5E-03	
Chapter 13: EDUCATION	Effective Date: 2/9/16 Scheduled Review Date: 2/9/17	
Subject: MEDIA CENTER	Replaces: 5/20/14 Education and Re-Entry Services	
Attachments:  None.	APPROVED:   <hr/> Avery D. Niles, Commissioner	

**I. POLICY:**

The Department of Juvenile Justice schools-Georgia Preparatory Academy shall provide a wide range of media programs to support its philosophy, goals, and instructional programs.

**II. DEFINITIONS:**

**Media Services Coordinator:** The education staff member appointed to coordinate the school's media resources and operations for the duration of the school year.

**Media Materials:** Reading, listening, and technology resources.

**III. PROCEDURES:**

- A. At the start of each school year, the school principal and/or lead teacher will appoint a Media Services Coordinator. The school principal and/or lead teacher will forward the name of the Media Services Coordinator to the Regional Principal within 15 business days of the start of the school year.
- B. The Regional Principal will ensure that a media committee consisting of the school's Media Services Coordinator, teachers, students, and other facility personnel meet to assist with the following procedures:
  - 1. Selection of media program materials;
  - 2. Consideration of gifts of media materials;
  - 3. Replacement of damaged materials; and
  - 4. Effective utilization of media materials.

Chapter	Subject	Policy #	Page
EDUCATIONAL SERVICES	Media Center	13.30	2 of 2

- C. The Media Committee will meet twice per year, once each a semester, and shall record minutes for each meeting. Regional Principals will maintain a record of meeting minutes for their assigned schools.
- D. The committee will select media materials to meet the educational, informational, and recreational needs of youth. When selecting new materials for the media center, the committee must consider reading levels, languages, and special interests of the youth.
- E. Each school must develop a plan for scheduled media center access for students and teachers in groups and/or as individuals simultaneously throughout the instructional day. A logbook must be used to document students' utilization of the media and/or any other resource materials.
- F. The media committee must develop procedures that hold students and school personnel accountable for media resources. Procedures for checking out books will be posted.
- G. Each Media Center must have a minimum of 10 books per student.
- H. The Media Services Coordinator must conduct an annual inventory and update that inventory when new books arrive.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**