

CENTRAL FULTON SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CHALLENGED OR
QUESTIONED RESOURCES

ADOPTED: February 12, 2002

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">109.1. CHALLENGED OR QUESTIONED RESOURCES</p> <p>Despite care taken to select library resources and instructional media which are valuable for the student and teacher, occasional objections may arise relative to the use of such materials. Whenever possible, these concerns should be resolved in a cooperative and informal manner.</p> <p>The district recognizes the right of citizens to file complaints when done through established procedures:</p> <ol style="list-style-type: none">1. All complaints must be presented in writing on the designated school form "Citizen's Request for Reconsideration of Educational Material" and must be specific as to author, title, publisher/producer, copyright date and specific section of each objectionable item.2. The statement must be signed with clear identification of complainant so that a proper reply can be made to the question or complaint.3. A committee composed of the librarians, the building principal and appropriate teachers will review the complaint, reevaluate the material and make a decision. A report of this action will be given to the Superintendent.4. Unresolved complaints will be referred to the Superintendent who will review and make a recommendation to the appropriateness of the material questioned. If that recommendation remains unsatisfactory to the complainant, the Superintendent will refer the complaint to the appropriate committee of the Central Fulton School Board. This committee will review the recommendations made by the faculty committee and Superintendent and render a decision. Final dispositional authority concerning a book or other media rests with the Board. As an option, the Board may involve staff as an ad hoc committee to review complaint.
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Lost, Damaged Or Overdue Books And Resources

Borrowers are responsible for replacement of items that are overdue, lost or substantially damaged through improper use. Fines for overdue materials are determined by the policy of the individual library. If a book or other media is returned damaged, but usable after repair or rebinding, the borrower may be required to reimburse the school district for the cost of mending or rebinding. If the borrower fails to return a book or other media, or returns it in a substantially damaged condition s/he may be held responsible for the cost of replacement at the current list price. If a book or media material is returned in good condition at a later date, but prior to the reordering of a replacement, the payment will be refunded.

Copyright Guideline

The copyright Revision Act of 1976, under the doctrine of "fair use", covers the duplication and use of copyrighted materials by educators. Section 107 of the law says use of copyrighted work is not an infringement if used for "purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use, scholarship or research)".

Under the guidelines, teachers may make single copies of book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; charts, graphs, diagrams, drawing, cartoons; or pictures from books, periodicals or newspapers.

Multiple copies, not exceeding more than one (1) per pupil, may be made for classroom use or discussion if the copying meets the test of "brevity, spontaneity and cumulative effect" set by the guidelines. Each copy must include a notice of copyright.

Prohibitions: The guidelines prohibit using copies to replace or substitute for anthologies, compilations or collective works. Works intended to be "consumable", including workbooks, exercises, standardized tests, test booklets and answer sheets, cannot be copied. Teachers cannot substitute copies for the purchase of books, publisher's reprints or periodicals, nor can they repeatedly copy the same item from term to term. The copying of works cannot be directed by a "high authority" and students cannot be charged more than the actual cost of photocopying.

Library Copying: the act gives protection to libraries beyond the "fair use" section. Section 108 allows a library to reproduce one copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any

	<p>purpose of direct or indirect commercial advantage; the collection of the library is open to the public, and available to other persons doing research in a specialized field; and if the reproduction or distribution of a work included a notice of copyright.</p>
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Note: This policy will be reviewed every five (5) years.