

**Clayton County Public Schools
Department of Media Services
Local Author Book Consideration Procedure**

Clayton County Public Schools (CCPS) Department of Media Services will consider materials that are written or published locally for addition to school media center collections. Our selection process is governed by Clayton County Board of Education Rule IFBC-R(1) Media Programs which states:

SELECTION AND EVALUATION OF INSTRUCTIONAL MEDIA

The selection of instructional media, both materials and equipment involves administrators, area specialists, school principals, media specialists, teachers and students. Suggestions for materials and equipment will be evaluated for possible purchase by the appropriate professional personnel. Certain criteria will be considered before instructional media is purchased:

- Objectives of the system and/or school
- Curriculum of the system and/or school
- Teaching strategies and learning activities
- Existing collection
- Professional reviews and/or technical evaluations
- Budget

The following criteria will be considered in the evaluation of instructional media: purpose, authority, scope, format, content, appeal, and relevance and significance of subject matter to educational objectives.

The best method to bring your book to the department's attention is through reviews in recognized publications. Positively reviewed books are more likely to be selected for addition to a media center collection.

The next method is to provide print-format promotional materials along with samples of your book to our District Media Committee at the address found at the end of this document. Please include the following in a cover letter included with your materials:

- **Contact Information**
- **Purpose:** Why was the book written and what is the intent of the book?
- **Authority:** What are the author's qualifications as a writer?
- **Scope:** What is the scope of the book?
- **Format:** In what format is the book available? Is the book available in eBook format? Is the book available in languages other than English? Note: Books must be library-bound or hardcover.
- **Content:** Provide a brief summary of the book's content.
- **Appeal:** Which young people are most likely to find the book appealing?
- **Relevance and significance:** How is the book relevant to either our curriculum or our student's independent reading interests?
- **How can the book be purchased?** Note: Books must be available through a vendor registered with the CCPS Purchasing Department.

Consideration requests will be forwarded to our District Media Committee. Visits to promote books cannot be accommodated. Sample book copies are considered a donation which may or may not be added to a media center collection. The committee's findings will be shared with our media specialists who ultimately select the materials for the school media center collection.

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Mailing Address;

Clayton County Public Schools
Department of Media Services
1058 Fifth Avenue
Jonesboro, GA 30236

Attention to:

Ebony Lee, Ph.D., Coordinator of Media Services
Craig L. Coleman, District Lead Media Specialist