Media Program Standards
updated 2023

This document presents consolidated information regarding the expectations for a media program at a public school as outlined in the Oklahoma Administrative Code (OAC)[i], which was last updated in 2023. When OAC language was identical across school levels, it was combined in this document for concision with labeled school levels. The penultimate single digit in the codes indicates if the language is general (3), elementary (5), middle level (7), or secondary (9). When 5,7,9 appear together in the code, the OAC language is identical for all school levels.

- An elementary school can be any combination of PK-8.
- "A middle level school shall include one or more grades in the fifth through ninth sequence" (OAC 210:35-7-21).
- "A high school may be a 2, 3, or 4 year school that includes at least 2 consecutive grades between 9 and 12 in its organization" (OAC 210:35-9-21).

Part 13. Standard VII: THE MEDIA PROGRAM

Statement of the Standard — 210:35-3-121

(a) **Mission of school library media program.** The mission of the media program is to assist students and teachers in becoming effective users of ideas and information. Emphasis is placed on the development of skills necessary for independent lifelong learning. To that end, schools shall provide an effective library media program through the employment of qualified staff and the acquisition of library media materials sufficient to meet the instructional needs of the staff and students. One centralized library media center can serve two or more organizational units if the units are housed at one site. The library media program is to be based on the combined enrollment and standards for the highest grade unit served.

(b) **Prohibition on pornographic material and sexualized content in library media program.** The State Board of Education recognizes its duty and responsibility to protect minor students from accessing pornographic materials and sexualized content and will implement this duty by exercising the State Board of Education's authority to adopt policies and make rules for public schools. Okla. Const. art. XIII, § 5; 70 O.S. § 3-104(A)(1).

Definitions — 210:35-3-121.1

The following words and terms, when used in this Part (13), shall have the following meaning, unless the context clearly indicates otherwise:

"Library" means a school library, media program, a classroom library, or any other collection of books or other materials, print or digital, that are maintained by a school district or its employees for use by students and that do not qualify as textbooks within the jurisdiction of the State Textbook Committee under 70 O.S. §§ 16-101-16-124.

"Parent" means the natural or adoptive parent or legal guardian of a minor child.

"Pornographic" means:

(A) depictions or descriptions of sexual conduct which are patently offensive as found by the average person applying contemporary community standards, considering the youngest age of students with access to the material,

(B) materials that, taken as a whole, have as the dominant theme an appeal to prurient interest in sex as found by the average person applying contemporary community standards, and

(C) a reasonable person would find the material or performance taken as a whole, lacks serious literary, artistic, educational, political, or scientific purposes or value, considering the youngest age of students with access to the material.

"School district" or **"School"** means any public school district and public charter school district that serves students in prekindergarten through twelfth grades in this state.

"School library" means the official library maintained by a school for use by students.

"Sexualized content" means material that is not strictly pornographic but otherwise contains excessive sexual material in light of the educational value of the material and in light of the youngest age of students with access to said material.

Applicability of the Standard 210:35-3-122

Provisions of this standard (Standard VII) pertain to all school sites.

Collection Requirements and Penalty for Noncompliance 210:35-3-126

(a) **Requirements.**

(1) There shall be a written policy, approved by the local board, concerning the criteria to be used in the evaluation and selection of materials for the media program. The written policies should contain criteria for selection, responsibility for selection, and guidelines for reconsideration.

(2) The media program shall consist of a balanced collection of print materials, nonprint materials, multimedia resources, and equipment and supplies adequate in quality and quantity to meet the needs of students and staff in all areas of the school's program.

(3) A library of professional materials containing print and multimedia resources shall be available to the staff. The professional library is an organized collection to support the instructional process and continued professional growth.

(4) All media materials and equipment shall be maintained adequately with provisions made for regular replacement of outdated materials and equipment.

(5) The school shall provide a variety and diversity of instructional/learning materials sufficient to accommodate the scope of the program and the individual differences among students.

(6) Instructional/learning materials and equipment shall be available in a sufficient quantity to provide for the number of students involved in learning activities and for the number of teachers in the school.

(7) Records of acquisition, classification, cataloging, circulation, and financing shall be accurate and current. A computerized library catalog or an alphabetically arranged card catalog, using a recognized system, and a shelf list of holdings shall be maintained.

(8) All instructional/learning materials in the school related to the media program shall be listed in a central catalog.

(9) The school shall provide equipment, materials, space, and professional guidance for the staff and students in designing and producing instructional/learning materials.

(10) Within 60 days of the effective date of this rule, and annually every October 1, each school district shall transmit to the State Department of Education a complete listing of all books and other materials available in any school library in that district. An attestation from the superintendent that a public online school library catalog or catalogs contain a complete and accurate list, along with the website for accessing the relevant school library catalog or catalogs, shall fulfill this requirement.

(11) No library shall have available to minor students any pornographic materials or sexualized content.

(12) Every school district shall have a written policy for reviewing the educational suitability and age-appropriate nature of any material in a library in the district and for receiving and responding to complaints regarding materials in libraries in the district.

(13) Nothing in this section shall be construed to prohibit students from reading, owning, possessing, or discussing any book they obtained without the assistance or encouragement of a school district, its employees, or its libraries; provided, nothing in this Part shall be construed to authorize bringing pornographic material or sexualized content on the grounds of any public school district.

(b) **Noncompliance.**

(1) **Procedure.**

(A) If a parent or guardian alleges a violation of OAC 210:35-3-126(a), the parent or guardian shall provide a written complaint to the State Department of Education that summarizes the alleged violation, including the time, date, and location of the violation and the identity of any person involved. The complaint must also include a copy of any complaint to the school district and any response.

(B) Within fourteen days of receiving a complaint, the Department shall notify the school district of the allegation and provide an opportunity for response.

(C) The Department shall then conduct an investigation to determine whether a violation has occurred. The Department's legal services staff shall notify the parent or guardian and the school district of the results of the investigation.

(D) If the department concludes that a violation has occurred or may have occurred, the school district shall have fourteen days to request a hearing before the Board. The Board shall review the complaint and the record using a preponderance of the evidence

standard, may take additional evidence at its discretion, and shall publish an order with its findings of fact and conclusions of law.

(2) **Penalties.**

(A) If the State Board of Education makes a finding of willful noncompliance with any requirement of this section, the State Board of Education shall alter the accreditation status of the school district at issue to either Accredited With Warning or Accredited With Probation as classified in OAC 210:35-3-201. The Board shall adjust the status to Accredited With Probation if the school district is already Accredited With Warning.

(B) If the State Board of Education makes a finding of negligent or reckless noncompliance with this rule, the State Board of Education shall require the school district at issue to comply with this rule within a reasonable timeframe ordered by the State Board of Education.

(C) Failure to comply with an order of the State Board of Education pursuant to paragraph (b)(2)(B) of this section shall constitute willful noncompliance within the meaning of paragraph (b)(2)(A) of this section.

Staff Responsibilities for All Schools 210:35-3-127

(a) The professional staff of the school, under the leadership of the media specialist, shall assume responsibility for the cooperative selection of materials and equipment for the media program. Instructional/learning materials and equipment shall be selected by means of comparative analysis, based on criteria approved by the instructional staff prior to the selection.

(b) Responsibility for the development and the operation of the media program shall be placed under the direction of professional staff with adequate technical and clerical help.

(c) The media center, materials/equipment, and personnel shall be available to students and staff throughout the school day and throughout the school year. The media facility and staff should be used specifically to assist students and teachers in becoming effective users of ideas and information and to meet the instructional needs of the staff and students. The library media specialist (librarian) shall not be used as a substitute teacher or to replace a teacher in the classroom.

(d) Inservice education programs shall be provided for the staff in order to ensure effective use of the media center(s).

(e) Instruction in the use of media materials and the center's other resources shall be provided to all students.

Evaluation for All Schools 210:35-3-128

Subject to the requirements and prohibitions of this Part (13), the media program shall reflect the philosophy of the school. The effectiveness of the program shall be judged on the basis of how it facilitates the instructional program, while ensuring minor students are not exposed to pornographic material or sexualized content. There shall be an ongoing evaluation of the effectiveness of the organization, services, and resources of the media program.

Staffing for Elementary Schools 210:35-5-71

The school shall provide staffing for the media program through one of the following arrangements:

(1) **OPTION A**	
ENROLLMENT	**QUALIFIED SPECIALIST REQUIRED**
Fewer than 300	At least a half-time certified library media specialist (librarian)
300 to 499	At least one full-time certified library media specialist (librarian) or a half-time certified library media specialist (librarian) and a full-time library assistant.
500-999	At least one full-time certified library media specialist (librarian) and a half-time library assistant
(2) **OPTION B**	
ENROLLMENT	**QUALIFIED SPECIALIST REQUIRED**
Fewer than 300	At least one-fifth time certified library media specialist (librarian) and a full-time library assistant.
300 to 499	At least a half-time certified library media specialist (librarian) and a full-time library assistant.
500 +	At least one full-time certified library media specialist (librarian) and a half-time library assistant.

Staffing for Middle Level & Secondary Schools 210:35-7-61 & 210:35-9-71

The school shall provide staffing for the media program through one of the following arrangements:

ENROLLMENT	**QUALIFIED SPECIALIST REQUIRED**
Fewer than 300	At least a half-time certified library media specialist (librarian).
300 to 499	At least one full-time certified library media specialist (librarian) or a half-time library media specialist (librarian) and a full-time library assistant.
500-999	At least one full-time certified library media specialist (librarian) and a half-time library assistant.
1000 to 1499	At least one full-time certified library media specialist (librarian) and one full-time library assistant.
1500 plus	At least two full-time certified library media specialists (librarian)

Seating for All Schools 210:35-5,7,9-72

The center shall be attractive, easily accessible, well-lighted, and appropriately equipped. In addition, there shall be sufficient workspace for the technical processing and repair of materials, for conducting business routines, and for storing supplies and equipment. Control and listing of all materials shall be in the central instructional materials center.

The library media center(s) shall provide areas for reading, listening, viewing, preparation, and individual learning for staff and students as well as storage for materials and equipment. Even though facilities may not allow consolidation into one location of all the areas listed above, their availability should be supervised from the central instructional materials center(s) of the school.

Collection for All Schools 210:35-5,7,9-73

The collection shall be current and appropriate for instructional needs. The minimum book collection shall be 3,000 volumes, exclusive of textbooks, or 10 volumes for each student, whichever figure is larger. Newly organized schools will be given a reasonable amount of time to meet the minimum volume requirement.

Collection for Elementary Schools 210:35-5-73

Schools providing early childhood education programs shall make available to parents a collection of books and materials on early childhood education and childcare.

Collection for Middle Level & Secondary Schools 210:35-7,9-63

The program shall consist of a balanced collection of print materials, nonprint materials, and instructional/learning equipment and supplies adequate in quality and quantity to meet the needs of the students in all areas of the school's program.

Expenditures for All Schools 210:35-5, 7, 9-74

(a) **Minimum annual expenditures.** In establishing a balanced print and nonprint collection, the minimum annual media program expenditure per school site shall be as follows:

(1) **Fewer than five hundred (500) enrolled students**: Nine dollars ($9.00) per enrolled student.

(2) **Five hundred (500) to nine hundred ninety-nine (999) enrolled students**: Four thousand five hundred dollars ($4500.00) for the first five hundred (500) enrolled students plus five dollars ($5.00) per student for each additional enrolled student above five hundred (500) students up to nine hundred ninety-nine (999) students.

(3) **One thousand (1,000) to one thousand nine hundred ninety-nine (1,999) enrolled students**: Seven thousand dollars ($7000.00) for the first one thousand (1,000) enrolled students plus four dollars ($4.00) per student for each additional enrolled student above one thousand (1,000) students up to one thousand nine hundred ninety-nine (1,999) students.

(4) **Two thousand (2,000) or more enrolled students:** Eleven thousand dollars ($11,000.00) for the first two thousand (2,000) enrolled students plus three dollars ($3.00) per student for each additional enrolled student above two thousand (2,000) students.

(b) **Permissible media expenditures.** All materials in the school (decentralized materials) that have been processed and are cataloged by the media center may be included. Examples of materials that constitute permissible media expenditures include, but are not limited to:

(1) Hardback, paperback, and/or electronic books;

(2) Periodicals in print and/or digital formats;

(3) Pamphlets, manuscripts, and reports, in print and/or digital formats;

(4) Prints, posters, photographic slides, filmstrips, or photographs, in print and/or digital formats;

(5) Microforms (e.g., microfilm and/or microfiche);

(6) Multimedia packages or kits;

(7) Scientific specimens, microscopic slides;

(8) Realia;

(9) Models;

(10) Audio recordings (e.g., vinyl records, reel-to-reel tape recordings, cassettes, CDs, MP3);

(11) Video recordings (e.g., film, video tape, DVD and Blu-ray discs,) and;

(12) Computer software and applications.

(c) **Impermissible expenditures.** Textbooks, equipment, and salaries may not be included. For purposes of this Section, "equipment" shall have the meaning set forth at OAC 210:25-7-1.

- **"Equipment"** means an article of nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of at least $5,000 as established by the State Department of Education.

(d) **Federal funds not included.** The contributions of federally funded programs shall not be included in meeting this standard.

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[i] An online resource, the OAC only permits linking to its homepage, **https://rules.ok.gov/code**.

To view OAC language about media programs, begin at the OAC homepage.

- Scroll to Title 210 State Department of Education & click to expand the menu.
- Click Chapter 35 Standards for Accreditation of Elementary, Middle Level, Secondary, and Career and Technology Schools.
- Click Subchapter 3 Standards of Elementary, Middle Level, Secondary, and Career and Technology Schools or Subchapter 5 for Elementary or Subchapter 7 for Middle Level or Subchapter 9 for Secondary.
- Click Part 13 The Media Program.