

**Linden City Schools District Library Policy and Procedures Manual
2016-2017**

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Mission Statement

The mission of the Linden City School's Libraries is to provide access to information resources and to ensure that students and staff are effective users of ideas and information, enabling them to be literate, lifelong learners.

Vision Statement

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the library media center's four walls and the school day.

Philosophy

Our philosophy is that the library exists for the support of the school's instructional program by providing needed services and materials to both students and faculty. In addition to this main function, the Learning and Media Program strives to supply the school community's needs in the area of leisure, recreation, and general information.

Access

Linden City Schools library media center contributes to the achievement of the objectives of the school and serves as a source of needed information for its patrons and stakeholders through its collection, services, and facilities. The library provides resources that meet a wide range of abilities and points of view. To do so, the library media center participates actively in the school program by:

1. acquiring library materials according to the demand of the curriculum, taking into consideration the various interests, learning styles, abilities, diversity, and levels of

maturity of the student population, and organizing these materials for accessibility and use.

2. offering students continued individual experiences and instruction in the use of materials.
3. providing materials that will increase students' factual avenues, and address social political, and historical matters.
4. providing a collection, appropriate in content, that meets the needs of the community.

The library media center program also embraces the policies of the Library Bill of Rights.

Library Bill of Rights

The American Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community served. Materials should not be excluded because of the origin, background, or views of those contributing their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or view.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the belief or affiliations of individuals or groups requesting their use.

Intellectual Freedom

The library media specialist supports the role of intellectual freedom within the school and provides materials that support each student's right to inquiry. Through instruction, students are taught to evaluate information to assess the usefulness of its ideas. By instilling students with this ability, the library is creating a democratic society.

Hours

The library media center is open on school days from 7:50 a.m. until 3:05 p.m.

The library may close for planned activities.

School closings or meetings may affect the hours of operation.

Behavior

Patrons of the library are expected to adhere to the school's rules and those set forth by the library media specialist. Things prohibited in the library include but are not limited to:

1. disruptive, disrespectful, or harmful behavior
2. smoking, eating, or drinking (exceptions to eating and drinking are made for special meetings held in the library)
3. actions that violate state, federal, and local laws
4. destroying or damaging resources or school property

If these prohibited actions take place, the patron will lose his/her library privileges for a week.

Patrons of the library are asked to:

1. work quietly
2. not reshelve books (Please place them on the top of the shelves or tables and the library media specialist will reshelve them.)
3. keep the library clean
4. check out all material before leaving the library

Linden City School's Staff will:

1. ensure that all library rules are followed
2. accompany groups of 10 or more
3. inform the library media specialist of any resources that may be needed

Diversity

Linden City School's library supplies a balanced collection of resources. Efforts are made to insure that different points of view are made available for student interpretation. Personal bias and prejudice are not factors in selecting or supporting material that advances the achievement of students. If materials in the library are challenged, the library's reconsideration policy will be followed.

Evaluation

Linden City School's library is continually evaluated to insure that:

1. materials are aligned the current collection
2. materials are correctly placed
3. patrons have access to materials necessary for academic achievement

Meeting Area

The library media center's meeting area is designed first and foremost for the enrichment of student academic achievement. The library has a closed forum policy in regards to the use of library facilities by outside agents. All other requests will be considered fairly in accordance with the Library Bill of Rights, and its use will be judged by the library media specialist.

Expurgation

Principles set forth by the Library Bill of Rights and the Freedom to Read Statement as they relate to the expurgation of library materials will be accepted in this library. According to the Library Bill of Rights, "Materials should not be excluded because of the origin, background, or views of those contributing to their collection and should not be proscribed or removed because of partisan or doctrinal disapproval." It goes on to state that "libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment." Based on these statements, expurgation is prohibited in this library.

Internet

Internet access is available to all library patrons (The guidelines set forth in the Linden City Schools Internet Use Policy apply.). There are internet filters in place that limit user's access to some materials as a precautionary measure as it relates to the Children's Internet Protection Act. Student users are closely monitored in accordance with the Children's Online Privacy Protection Act.

The library has computers to search the collection, for Internet access, for access to the magazine and newspaper database, and word processing. Student use of the computers is a privilege, not a right. Students should see the librarian for permission to use the computers, for help using any computer, and report any problems immediately.

Labeling

According to the Freedom to Read Statement, "it is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous." The library will not place labels on resources. Patrons are to determine which resources are useful to them.

Privacy

The library accepts the policies and procedures set forth in the Privacy Act and ensures the privacy of all patrons. These patrons have a right to open inquiry without being scrutinized.

Automation Software

Master Library Systems (Concourse Version 8.1- eZcat)

Circulation

Elementary and Middle Schools- Teachers and students are required to check all materials out of the library. Students may borrow one book at a time. Students may check out books for one week. Students may not check out material for other students.

High School- Teachers and students are required to check all materials out of the library. Students may borrow two books at a time. Students may check out books for two weeks, magazines (not the latest edition) for two weeks, and reference books for one week. Students may not check out material for other students.

Fines

Fines will not be charged for late returns of books.

Lost or Damaged Items

Please report all lost or damaged items to the librarian. Students are charged the replacement cost for each item lost from the general, magazine, or reference collection. If a book is damaged beyond repair, the student will be charged the price of replacing that book.

Printer

The printers may be used at a cost of \$0.10 per 5 pages (round up).

Open Access to Library/ Scheduling

All teachers have a previously selected time for library usage, however, whenever the library is not reserved, it is available to all. Please let the librarian know in advance of any special assignments or needed materials.

Teachers are asked to allow no more than 10-12 students to come to the library at a time unless the teacher accompanies them. All other students need to have a pass from the teacher in order to be allowed in the library.

Equipment (storage, maintenance, and use)

Equipment use is available to teachers. All equipment must be checked out by the librarian and returned by the time agreed upon by the librarian and the teacher.

All equipment will be stored in the library in suitable areas. Maintenance will be performed on the equipment bi-weekly to ensure that it is in working order.

Reserving Materials

If a book or any other library item is not available because it has already been checked out, see the librarian and the item can be placed on reserve. When the item becomes available, you will be notified.

Restricted Areas

Students are not permitted beyond the circulation desk without explicit permission from the librarian.

Short Term Goals

Elementary and Middle

- Develop a stronger Accelerated Reader program
- Additional weeding

High School

- Increase use of the library by students and faculty
- Build non-fiction collection (900- history/ 800- literature)
- Improve collaboration with teachers
- Institute Book Review Incentive
- Institute bi-weekly book talks
- Enhance the visual appeal of the library

Long Term Goals

Elementary and Middle Schools

- As funds become available, upgrade reference collection
- Build nonfiction and biography collections of Accelerated Reader titles
- Use existing and emerging technology to access, evaluate, and distribute information for integration in the instructional programs

High School

- Purchase new chairs for the front of the library
- Purchase seating area for the back of the library

Library resources, which include print and non-print materials, meeting areas, and Internet access, are made available for all patrons of the library. To ensure that these resources remain available, all patrons are asked to adhere to the library policy.

Budgeting Procedures

The library budget is voted upon by the teachers.

Acceptable Use and Internet Safety Policy

The library media programs fully support and implement the *Acceptable Use and Internet Safety Policy* as noted in the Linden City Schools Parent/Student Handbook.

Literacy Standards

See included standards

Advocacy

Leadership and advocacy require stepping out of comfortable behind-the-scene roles and becoming a proactive leader. The professional LMS will provide leadership and advocacy in information fluency, technology initiatives, policy creation, instructional design, and professional development.

Copyright and Fair Use

Copyright- the exclusive right of the creator or author of a work to profit from the sale, production, showing, performance, or other use of his work for monetary gain

The Linden City Schools Board of Education shall encourage and promote the rights of copyright owners, regardless of media types. Copyright infringements occur when an individual inappropriately reproduces work that is copyright protected. If a work contains language that specifies acceptable use of that work the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Fair use- use of copyrighted material which is fair for the user and fair for the owner of the copyright; it covers use for such purposes as criticism, comment, news, teaching, scholarship, or research. Commercial uses are not covered by the fair use doctrine.

Library Media Specialist

Manages the library by performing the following:

- Manages and promotes the program, collection center, and activities
- secures , organizes and ensures the school community has access to appropriate resources
- Collaborates with classroom teachers to ensure students acquire skills to access, evaluate and communicate information, and to develop knowledge of good literature
- Confers with teachers as an instructional consultant, to seek ways to improve instruction by improving resources or applying new technologies
- Adheres to ethical and legal principles related to school library media programs, including intellectual freedom, copyright, and confidentiality of information
- Manages technology available in the media center
- Uses systematic procedures for selecting, acquiring, organizing, classifying, cataloging, maintaining, and inventorying a relevant collection
- Participates as a member of the instructional team in the design, implementation and evaluation of instruction
- Assists students and teachers in locating, retrieving, and interpreting information in various formats
- Retrieves needed information from sources to meet user requests
- Attends professional meetings, writes reports, and maintains records

Record Keeping

Monthly circulation reports will be printed and analyzed.

Budgeting

Budgets and Funding The school library media specialist will collaborate with the Haleyville City Board of Education Central Office and administrators to ensure that funds are budgeted to maintain the library media program.

- The library media program must have adequate, consistent, and sustained funding for professional staff, new materials, technologies, professional development, and facilities to meet the 21st Century learning needs of the students in the school community.
- The budget process of the LMC includes operating funds for new resources such as: books, reference materials, equipment, and emerging technologies.
- The budget supports the philosophy of the library media center and the community it serves.

- The LMS must maintain accurate budget records in order to monitor and document use of available funds. These records should be retained for three years.
 - Data collected from the assessment of the media center's collection, school curriculum/instructional changes as well as the increased cost of materials should be used in planning the budget for the year.
 - The LMS must be proactive in obtaining adequate funds to meet the curriculum, the physical facilities, and the information needs of the school community.
 - The LMS should prepare annual reports documenting how each source of funding for the LMC was spent. These documents should be retained for a minimum of three years.
 - The LMS must administer the media center's budget and monitor acquisitions in order to meet all the instructional and informational needs of the school's learning community.
 - State, national and regional learning and accreditation standards should be considered in the acquisition and budgeting process of the library media program.
 - The Alabama Code must be followed in the expenditure of state funds.
- The library enhancement code can be found on the ALMO Web page:
www.alex.state.al.us/librarymedia
- Budgeting procedures for library enhancement funds, as stated by the Alabama Department of Education must be followed. These procedures can be found on the ALMO Web page.

Budgeting and Acquisition Guidelines and Processes

Library Enhancement Funds/Acquisition Process Guidelines

Alabama Code 16-1-8.1 states that classroom instructional support includes all components as provided in the Foundation Program with the exception of textbook funds. These funds include, but are not limited to library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.

All funds allocated in the Foundation Program for library enhancement, technology, and professional development shall be spent only for the purposes for which they were allocated. Media specialists shall be consulted in the budgeting of all library enhancement funds. The procedures for ordering and the regulations applied to classroom instructional support shall be as follows:

Each school should elect annually a three to five member library budget committee by secret ballot. Members are determined by majority vote of all teachers at the school. The committee elects a chairperson and secretary. Secretary keeps minutes of meetings and actions taken to approve budget by secret ballot.

The library budget committee develops a proposed budget for materials and supplies, instructional software, periodical subscriptions, and books. The committee must submit the budget to the faculty at yearly meeting. Teachers must then vote on the proposed budget using secret ballot. The budget should be submitted to the Finance Director.

Local Funds

Local funds include monies received from sources such as book fairs, lost/damaged book fees, overdue fines, donations, fundraisers, etc. These funds may be budgeted and spent as the librarian deems appropriate. No budget committee is required; plus, the restrictions on spending that exist for the library enhancement funds do not apply. The processes for placing an order are the same as those for spending state money, however. Orders still have to be submitted on purchase request forms which must be approved first before the items are actually ordered.