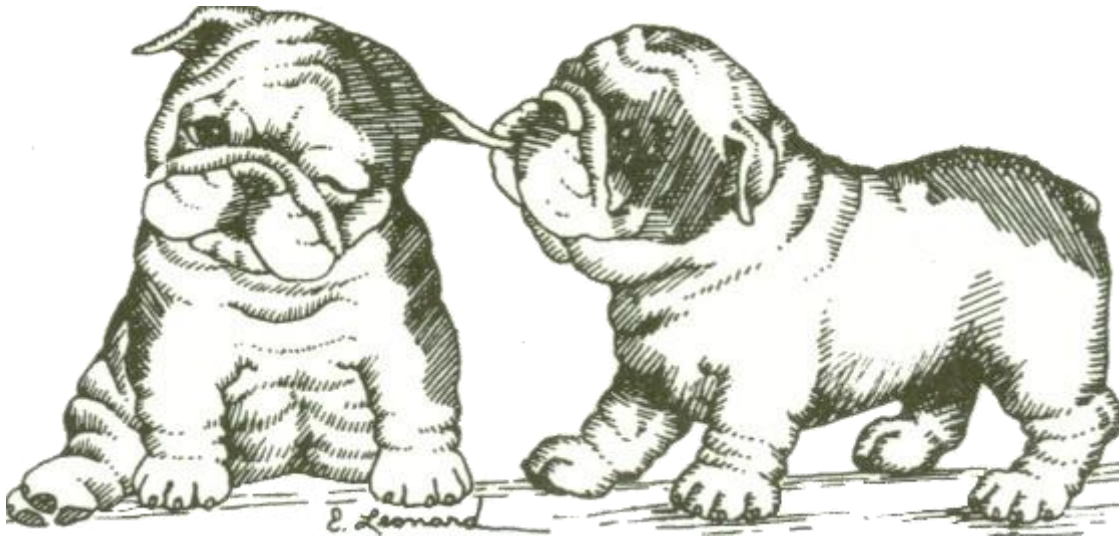


# W.A. Threadgill Primary School Library Media Center



## Policy and Procedure Manual

## Table of Contents

Philosophy, Vision, and Mission Statements.....	3
Hours of Operation.....	4
Student Conduct.....	4
Scheduling.....	4
Book Care and Check Out.....	4
Reference Materials.....	5
Audiovisual Materials.....	5
Periodicals.....	5
Library Resources.....	5
Library Management.....	5
Basic Intellectual Freedom Issues.....	5
Overdue, Damaged, and Lost Materials.....	6
Guidelines for Weeding.....	6
Selection and Collection Development.....	6
Selection and Reconsideration of Library Material.....	8
Request for Reconsideration of Library Material.....	12

## **Policy Manual for W.A. Threadgill Primary School Media Center**

### **Sheffield City Schools Vision**

Our vision is to be recognized as a high performing school district that instills high expectation, accountability, collaboration, and standards based instruction through the utilization of best practices.

### **Sheffield City Schools Mission**

Our mission is to collaborate with families and community members to produce graduates prepared for success through innovative, rigorous, student-centered learning experiences and high expectations for all.

### **Threadgill Primary School Vision**

Our vision is to excel in producing educated, motivated, and self-sustaining students who unleash their potential into an ever-changing society.

### **Threadgill Primary School Mission**

Our mission is to cultivate a passion for learning in a nurturing environment.

### **Philosophy of Threadgill Primary Media Center**

The library media center at TPS is a vital part of our students' overall learning experience. It is the purpose of the library media specialist to make every visit one that students look forward to with expectation and eagerness and to provide instructional materials and resources that support and enrich the educational program for students. The library media specialist works together with teachers and other stakeholders to make each student's experience a positive one that sparks a lifelong love for learning. The education journey is only beginning for our students. Properly used, the library media center can be a place to cultivate a lifelong love of reading while learning the lasting values of responsibility and independence.

### **Threadgill Primary Library Media Center Vision**

The school library is the hub of the school, fostering a love of the written word and empowering students and teachers (users) to achieve their academic and personal goals by giving students and staff (users) unlimited access to print and technological resources that meet their needs for today and tomorrow.

### **Threadgill Primary Library Media Center Mission**

Our mission is to assist our learning community in becoming productive citizens and lifelong learners. This mission is accomplished by

- Providing access to a variety of resources in an inviting, information-rich environment.
- Encouraging students, faculty, and the learning community to seek and utilize new information independently, productively, and ethically.

- Providing learning experiences that instill curiosity and a love of learning and reading.
- Integrating 21<sup>st</sup> Century Information Literacy skills with grade level AL Course of Study standards, AL College and Career Ready Standards (CCRS), Office of State Readiness (OSR) developmental standards for Pre-K children, and current reading unit oral vocabulary.

### **Hours of Operation**

The TPS Media Center is open from 7:30 a.m. until 3:30 p.m. every school day. The media center's activities are focused on a program of services which support and extend the classroom learning environment for students and faculty.

### **Student Conduct**

Patrons of the library media center are expected to follow the established rules of the media center:

- Respect yourself – by making good choices.
- Respect others – by using a quiet voice and walking feet.
- Respect property – by keeping books safe, clean, and returning them on time.

### **Scheduling**

Each class visits the media center twice weekly for 30 minutes in a fixed time slot. During one visit students participate in a library skills lesson or a science or social studies content lesson. During another visit, students have the opportunity to check out a book for a period of one week. During open times students may come to return and check out books. Open times may also be used by the LMS and teachers to schedule collaborative lessons or additional library media time for activities to support classroom instruction.

### **Book Care and Check-Out**

The books in the library belong to everyone. With so many users it is vital that we work together to practice proper care and treatment of library materials. Below are guidelines for checking out books from the TPS Library.

#### **Guidelines for Check-out**

- Students are in good standing with the library if they do not have an overdue book or owe fines for damaged or lost books. Students with overdue, damaged, or lost books will not be allowed to check out another book until the current issue is resolved. Students advancing to another school in the system should pay library fines before leaving Threadgill Primary School.
- Students may check out one book at a time. Under special circumstances, students may check out two books at a time. Both books are due by the due date (one

week) before another book may be checked out. Students may renew books for an additional week by bringing materials into the library.

- There are no fines for overdue books. However, students may not check out another book until the overdue book is returned. Books may be returned to the library during any check-out time or open time in the schedule, not just during the student's scheduled class time.
- Overdue notices will be issued by the librarian when a book is one week past due. When a book is one month past due, it is considered lost (see Handbook) and the borrower will need to pay for the book. A notice of payment due will be sent home by the librarian. Upon payment, borrowing privileges will be reinstated. If the book is found and returned in good condition, payment will be refunded.

Students are responsible for damage that occurs to a book that is checked out in their name. The librarian will send home a notice of payment due for a damaged book. (See Handbook) If a book is checked out that is already damaged, the student should bring it to the attention of the librarian.

### **Reference Materials**

Reference materials are available both in the media center and online through the Alabama Virtual Library (AVL.). Materials are used by students in the library media center but are not available for student checkout. Teachers may borrow reference materials for classroom use when needed.

### **Audio-visual Materials**

Audio-visual materials are available in the media center for faculty check-out only.

### **Periodicals**

Magazines are not to be taken out of the library media center by students but may be signed out by faculty.

### **Library Resources**

The library media specialist shall guard against censorship. The resources shall be appropriate to the needs, interests, developmental, and maturity levels of students. The library resources shall support the mission of the school district as well as the curriculum.

### **Library Management**

The library media center materials are circulated using the Follett automation software, *Destiny*. Software may be accessed on computers throughout the school for searching the library catalog.

### **Basic Intellectual Freedom Issues**

The library media program shall support the principles of intellectual freedom. The right of students to seek and receive information from all points of view without

restriction and to hold, receive, and disseminate ideas shall be guaranteed. The library media specialist shall ensure the free flow of information and ideas to all users and is committed to intellectual freedom and the freedom of access to information as well as the useful organization of materials.

### **Overdue, Damaged, and Lost Materials**

Overdue notices will be distributed to students at school. There are no fines for overdue materials. To ensure students learn responsibility, new checkouts will not be allowed until overdue materials are returned.

If a book is lost or damaged the book must be paid for before any additional materials can be checked out. Any debts incurred by the end of the school year will be turned in to the office. Any debts must be paid before the student withdraws from the school.

### **Guidelines for Weeding**

The media specialist assumes the primary responsibility for weeding the collection. Weeding shall be a continuous process for these reasons:

- a. To have a quality collection.
- b. To have an attractive and neat collection.
- c. To find materials that need to be repaired, replaced, or discarded.
- d. To make the best possible use of available space.

Criteria for evaluation of possible discards are:

Age – The copyright date is an important factor, especially in the scientific and technical field.

Reliability – Factual materials must be authoritative, accurate, and current or they are worthless.

Suitability – Materials should be comprehensible and interesting to the students who use them.

Attractiveness – Dirty, faded, frayed covers or damaged pages of books make them unattractive to students.

Use – Materials which do not circulate are excess baggage and should be discarded. This includes materials no longer needed because of curriculum revision.

Duplication – Multiple copies of most books are not needed and take up needed space.

Materials discarded will be replaced as needed with new copies or editions or more appropriate materials.

## **Selection and Collection Development**

### **Selection Criteria**

The following criteria are recommended as a guide to selecting the best resources for the library media center:

- Literary excellence
- Lasting importance to a field of knowledge
- Support of the curriculum
- Timeliness of the material
- Contribution to the diversity of the collection
- Suitability and appeal for media center patrons
- Favorable reviews found in selection sources such as Horn Book, Booklist, School Library Journal, etc.

### **Purchase Guidelines**

- Budget considerations
- Collection needs as dictated by curriculum standards
- Special storage, location, and circulation concerns
- Parameters of local district policies

### **Requests for Purchase and Gifts**

The media center strives to support the curricular needs of the library patrons. Purchase recommendations from teachers and students are encouraged and appreciated. Gifts are accepted by the library media center. The media specialist has the right to determine which books will be kept, cataloged, and/or added to the collection. Monetary gifts, including memorial gifts for the purchase of materials, are accepted. Any gift becomes the property of the library media center.

### **Evaluating Library Collections**

The materials and resources in the library media center will be evaluated annually for the purpose of maintaining a current, diverse, active library collection of interest to users; identifying materials that may be physically deteriorated; and identifying obsolete materials.

## **SELECTION AND RECONSIDERATION OF MEDIA CENTER MATERIALS**

The Sheffield Board of Education has the responsibility for providing certified media personnel and means for the selection and acquisition of instructional materials for the school media centers. Selection of quality, appropriate materials to maintain up-to-date collections which support and enrich the instructional programs and provide for reading interests of students is the responsibility of the library media specialists. The Board of Education provides a system wide selection policy and a procedure for reconsideration of materials.

### **SELECTION OF MEDIA CENTER MATERIALS**

#### **I. Objectives of selection**

- A. To provide materials that will enrich and support the curriculum and meet personal needs of the users, taking into consideration their varied interests, abilities, and learning styles
- B. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
- C. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
- D. To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis
- E. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments
- F. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection



## Selection and Reconsideration of Media Center Materials

### II. Criteria for selection

- A. To provide for the needs of the individual student, based on:
  - 1. the knowledge of children and youth;
  - 2. requests from administrators, teachers, students, and parents;
  - 3. knowledge of the curriculum;
  - 4. knowledge of the present collection; and
  - 5. recreational interests.
- B. To provide a wide range of media on many levels of difficulty
- C. To ensure that curricula materials:
  - 1. contribute to the objectives of the instructional program;
  - 2. are relevant to today's world;
  - 3. are of high artistic quality, superior format, and have accurate information without bias;
  - 4. have high readability and popular appeal;
  - 5. represent differing viewpoints on controversial subjects; and
  - 6. reflect problems, aspirations, attitudes, and ideals of our society.

### III. Procedures for selection

- A. In the selection of materials for school library media centers, the certified library media personnel shall evaluate the existing collection, assess curricula needs, and receive recommendations from faculty and students which best convey or interpret

### **Selection and Reconsideration of Media Center Materials**

the content or concept being taught. The library media personnel shall use the following guidelines in selecting the material: appropriateness, literary and technical quality, audience, evaluation, treatment of subject matter, and cost.

- B. Because all materials selected should meet high standards of excellence, selection procedures should utilize the various educational media profession. Whenever possible, materials should be examined by consignment.
- C. Gifts shall be judged by the same selection criteria as purchased materials. Once donated, gifts become the legal property of the Sheffield Board of Education. Their use or disposition shall be determined by the school media specialists.

### **RECONSIDERATION OF MEDIA CENTER MATERIALS**

Occasional objections to a selection will be made by the public. If a complaint is made, the following procedures should be followed:

- I. Challenged materials - Librarian's procedure:
  - A. The librarian will inform the complainant of the selection procedures and make no commitments.
  - B. The material in question will be withdrawn from circulation until it has been examined and a decision has been made.
  - C. The complainant will submit a reconsideration form to the librarian. (Form attached)
  - D. The librarian upon reconsideration of the material may withdraw it or give valid reason(s) why it should remain in the media center.
- II. Challenged materials - Faculty procedure:
  - A. If the complainant does not agree with the librarian's decision, the reconsideration form will be submitted to a review

### **Selection and Reconsideration of Media Center Materials**

committee consisting of the librarian, the principal, and three other faculty members selected by the librarian and school principal.

B. The review committee will make the final decision at the school level.

#### **III. Challenged materials - Superintendent's procedure:**

If the complainant does not agree with the committee's decision, he may submit his request for reconsideration to the Superintendent of Education.

#### **IV. Challenged materials - Board of Education procedure:**

A. If the complainant does not agree with the Superintendent's decision, he may submit his request for reconsideration to the Board of Education.

B. The Board of Education will make the final decision to retain or withdraw the contested material.

## REQUEST FOR RECONSIDERATION OF MEDIA CENTER MATERIAL

Author \_\_\_\_\_  
Title \_\_\_\_\_  
Publisher or producer \_\_\_\_\_  
Copyright date \_\_\_\_\_ Format: Book \_\_\_\_\_ Mag. \_\_\_\_\_ FS \_\_\_\_\_ Video \_\_\_\_\_ Other \_\_\_\_\_  
Request initiated by \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_  
Complainant represents: \_\_\_\_\_  
\_\_\_\_\_ (himself/herself)  
\_\_\_\_\_ (name organization)  
\_\_\_\_\_ (identify other group)

1. To what in the work do you object? (Please be specific: cite pages.) \_\_\_\_\_  
\_\_\_\_\_

2. What of value is there in this work? \_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading or viewing this work? \_\_\_\_\_  
\_\_\_\_\_

4. Did you read the entire work? \_\_\_\_\_ What pages or selections? \_\_\_\_\_

5. What do you believe is the theme or purpose of this work? \_\_\_\_\_  
\_\_\_\_\_

6. What would you prefer the school do about this work?  
\_\_\_\_\_ Do not assign or recommend it to my child.  
\_\_\_\_\_ Withdraw it from the media center collection.

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_