

# ***Covington County Schools Library Media Center***



## ***Administrative Procedures Manual***

***Straughn Middle School  
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## **Mission and Role of the Library Media Center**

School library media programs implement enrich and support the educational programs of our schools. It is the administrative policy of Straughn Middle School to provide a wide range of library materials on all levels of difficulty, with diversity of appeal, and representing different points of view.

It is the administrative policy of Straughn Middle School that all administration, staff, faculty, and students have equal access to the services and resources of the library media center. It is recognized that in implementing this equal access policy, the library media center will require the administration, staff, faculty, and students to follow procedures that are necessary for the efficient operation of the library.

The Straughn Middle School library media center reflects the community and school that it serves. The role of the library media specialist is teacher, instructional team member, reading promoter, and information facilitator. The library media center follows the goals, strategic plan, technology plan, objectives, and policies of Straughn Middle School and the Covington County Board of Education. Library media center policies are under the governance of the Covington County Board of Education policies and Alabama State Law.

Use of facilities and instructional goals follow the Covington County School Board of Education Policy and guidelines outlined by the Alabama State Department of Education. Instructional goals are devised using Alabama Board of Education Library Media Center criteria and objectives.

The goals of the library media center are as follows.

- ❑ Provide facilities, equipment, technical support and resources which encourage learning and enrichment activities for the library media center users.
- ❑ Provide access to information on various learning levels, in various formats, and with various points of view.
- ❑ Provide learning activities that utilize various student learning styles, abilities, and interests. These activities prepare students to formulate lifelong skills of acquiring, using, and evaluating information.

- ❑ Provide resources for the reading, researching, viewing, and listening of the users.
- ❑ Encourage reading as a lifelong recreational activity.
- ❑ Integrate library media center technology resources and services into the curricular and instructional goals of the school.
- ❑ Assist teachers in using a variety of media formats including Internet.
- ❑ Encourage the use of technology to improve instructional effectiveness.
- ❑ Integrate information skills' instruction with instructional activities.

## **STAFF JOB DESCRIPTIONS**

### **Library Media Specialist**

Duties and responsibilities of the Library Media Specialist include:

1. Determine the goals, objectives, policies and procedures of the library media center program, facilities, resources and equipment.
2. Select, purchase, organize and process library media center materials and equipment for accessibility to users.
3. Supervise and provide training of the library aide, student aides and volunteers (if applicable).
4. Plan and teach sequential programs of instruction in information/thinking skills within the guidelines of the Alabama Courses of Study and classroom teachers' objectives.
5. Work with teachers to plan instructional units.
6. Assist students with reading selection, technology utilization and research.
7. Provide library media resources that help meet the goals of the school and enrich curriculum.
8. Assist students and teachers in using various media formats, technology, and equipment.
9. Promote the library media center including, but not limited to, the school community; inform users of present or new resources; create a positive atmosphere; and encourage and administer the media center's use.
10. Maintain records of budget, purchasing, inventory, circulation, and resource documentation.
11. Maintain and repair equipment and resources as appropriate.

12. Coordinate circulation of resources, equipment and coordinate facility use.
13. Perform inventory of library media center resources and equipment.
14. Promote reading.
15. Maintain a file for future purchases related to user interest, requests, curriculum and instructional needs and current collection status.
16. Evaluate library media collection, use of technology, services and program.
17. Participate in professional development.
18. Other duties assigned (technology committee, etc.).

**Library Aide (If applicable)**

1. Process library media materials for user access.
2. File.
3. Prepare copy (i.e. correspondence, reports, purchase orders, bibliographies and library media center business).
4. Maintain circulation records.
5. Collate and check out curriculum unit materials for teachers.
6. Shelf materials in correct numerical/alphabetical order.
7. Assist in reading shelves, inventory, and evaluation of collection.
8. Assist in repair and maintenance of materials and equipment.
9. Assist teachers in reserving and checking out audiovisual equipment and materials.
10. Assist in library media promotional activities and library center displays and bulletin boards.
11. Assist with book fairs.
12. Post periodicals and newspapers and place on display.
13. Assist with vertical file collections (if applicable).
14. Help compile materials for school scrapbook.
15. Assist users in locating and checking out materials.
16. Utilize computer for word processing, database, spreadsheet and automated library program
17. Other tasks assigned.

**Student Aides (If applicable)**

1. Read shelves, shelve materials and arrange materials.
2. Perform house-cleaning duties.
3. Read to students.
4. Help provide delivery of materials and equipment to classrooms.
5. Help students check out materials.
6. Help with displays.
8. Other assigned tasks.

**Volunteers (If applicable)**

1. Assist in circulation of materials.
2. Read to a child or group of children.
3. Work with book fair or other selected promotional library activities and parties.
4. Assist with inventory, typing, and bulletin boards.
5. Other assigned tasks of media center library.

## **Policy for Selection and Review of Library Materials**

### **I. Responsibility for Selection of Materials**

The Covington County Board of Education is legally responsible for all matters relating to the operation of Covington County Schools.

The responsibility for coordinating and recommending the selection and purchase of library and instructional materials is delegated primarily to the Library Media Specialist. However, the selection of materials involves many people, including library/media specialists, teachers, students, supervisors, administrators, parents, and other community persons. The selection of materials housed within the school will be in accordance with board policy.

### **II. Objectives of Selection**

In order to assure that the school library media program is an integral part of the educational program of each school, the selection of materials is based on the following objectives:

1. To provide materials that will enrich and support the curriculum as well as personal needs of the clientele, taking into consideration their varied interests, abilities, maturity level, and learning styles.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides on controversial issues so that young citizens may develop with guidance the practice of critical analysis of all media.
5. To provide materials that realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage.
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure an appropriate and comprehensive media collection.
7. To promote the enjoyment of reading as leisure time activity.

### **III. Criteria for Selection of Instructional Materials**

- ❑ Needs of the individual school based on a knowledge of the curriculum and of the existing collection are given first consideration.
- ❑ Requests from faculty and students are considered.
- ❑ Materials for purchase are considered on the basis of:
  - ❑ Overall purpose
  - ❑ Timeliness or performance
  - ❑ Importance of the subject matter
  - ❑ Quality of the writing and production
  - ❑ Readability and popular appeal
  - ❑ Authoritativeness
  - ❑ Reputation of the publisher or producer

- ❑ Reputation and significance of the author, artist, composer, etc.
- ❑ Format and price

#### **IV. Procedures and Selection**

It is recommended that the certified library/media personnel consult with the administration and faculty in order to facilitate the following:

- ❑ Evaluation of the existing collection
- ❑ Assessment of curricular needs
- ❑ Solicitation of recommendations for acquisitions
- ❑ Review of recommendations, when appropriate, to assure that the materials are listed in a reputable, professionally prepared selection aid
- ❑ Viewing selection as an ongoing process which includes the removal of materials no longer appropriate and the replacement of worn/damaged materials still of educational value.
- ❑ Judging donations by the same criteria used in selection of materials
- ❑ Acquisition of multiple items of outstanding and much-in-demand media.
- ❑ Subscription items selected by the same criteria as used in selection of materials.

#### **V. Criteria for Discarding Materials from the Collection (Weeding)**

##### **A. Justification**

Maintenance of the school library media center collection should be a regular, continuous process reflecting changes in the student body and curriculum, new issues and concerns of both faculty and students, and changes in the community.

Weeding is the evaluation of present holdings to determine the need to repair, replace, or remove materials from the collection. Qualified school library media personnel should supervise the weeding process. When appropriate, school staff members should be consulted to identify items valuable to the school program.

##### **B. Standards**

Libraries must meet accreditation standards imposed by the Southern Association of Colleges and Schools and the State Department of Education. Weeding should not adversely affect the library in relation to these standards.

##### **C. Criteria**

Criteria for weeding will vary, depending upon the type of library involved in the process. General criteria will include:

- ❑ Physical condition of material
- ❑ Age (will vary depending on the subject area)
- ❑ Frequency of use (watch for shelf sitters and multiple copies)
- ❑ Currency
- ❑ Accuracy



- ❑ Additional weeding considerations include the selection of new textbooks, changes in curriculum, changes in faculty, and the need for currency in specific Dewey sections (e.g., computers, science, etc). Each Dewey section, as well as Fiction and Reference, should be weeded at least once every 10 years, especially at the secondary level.

#### **D. Process**

- ❑ Identify items to be weeded according to established criteria, as identified in the weeding schedule/plan.
- ❑ Request assistance from subject-area teachers in making decisions. Base the final decision on the overall school curriculum.
- ❑ Withdraw materials from collection and computer database.
- ❑ Physically remove materials. Options include: transfer to another school; recycling; donating; discarding.
- ❑ Include weeded items in inventory/end-of-year reports

#### **VI. Procedures for Formal Review of Materials (Challenged Materials)**

The Covington County School Board supports principals of the intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights and the School Library Bill of Rights. The School Board recognizes the right of persons to express objections to library materials that they deem inappropriate. When a request for formal review of materials is made, the following procedures should be followed:

1. The principal and the library media specialist shall inform the complainant of the selection procedures, request that the material in question be returned to the library, and make no commitment. The complainant will complete the "Request for Review of Library Materials" (Appendix A) and will be given appropriate information as to the procedure to be followed.
2. Upon receipt of the complainant's completed form (Request for Review of Library Materials) the principal requests review of the challenged material by the Library Media Advisory Committee within fifteen (15) working days, and notifies the appropriate supervisor who notifies the superintendent. During the review process, the challenged material will be in the possession of the library media specialist.
  - a. The Library Media Advisory Committee shall consist of the principal, the school library media specialist, two (2) classroom teachers, and one (1) parent. At the middle and secondary levels, two students may be added to the committee (the SGA president and a principal's appointee). The complainant may know the makeup of the committee but may not be a committee member.

##### The Library Media Advisory Committee will:

1. Read and examine materials referred to it.
2. Check general acceptance of the materials by reading reviews of the challenged material.
3. Weigh values and faults and form opinions based on the materials as a whole and not on passages taken out of context.
4. Meet to discuss the material and to prepare a report on it.
5. Recommend retention or withdrawal of challenged materials.

The Library Media Advisory Committee will notify the principal who will notify the complainant in writing of its recommendation within ten (10) working days. A copy of the report will be included with the decision. A copy of the report will be sent to the supervisor who will notify the superintendent.

The decision of the Library Media Advisory Committee may be appealed to the superintendent. This request must be presented in writing to the Superintendent within ten (10) working days of notification from the principal.

The Superintendent will review the challenged material and respond in writing to the complainant within fifteen (15) working days. A copy of the superintendent's decision will be sent to the members of the Library Media Advisory Committee.

## **VII. Gifts**

All gifts to the library media center will be subject to the selection criteria. The gifts are considered a part of the media center property and shall be subject to the aforementioned weeding procedures.

## **COPYRIGHT**

The policy of Straughn Middle School abides by current copyright statutes. Materials, technology, and equipment used in the school collection fall within the requirements of the copyright law. Appendix D contains the Copyright Law.

## **ACQUISITIONS AND PROCESSING**

### **Acquisitions**

The selection policy is used for equipment acquisition and title selection of print and non-print materials, using the state bid list if applicable. A vendor is selected which offers the best price, service, technical support, maintenance plan, processing material or any combination that would best fit the proposed order. All purchases require a purchase order.

Purchase orders are prepared with duplicates for library media center, principal and superintendent's office. Accurate records are kept of purchases.

## **LIBRARY CIRCULATION POLICIES**

### **General Circulation Procedures**

The library media center is open 7:30 am-3:00 pm. Monthly circulation records will be kept. Students and teachers may check out materials throughout the school day. Specific times may be designed to ensure that students receive help with questions of selection on research. All library media center resources must be checked out before leaving the center. Overnight loans are defined as from the end of one school day to the beginning of the next day.

Each student is responsible for materials checked out. Lost or damaged books and/or overdue fines must be paid before other resources are checked out.

**With each of the following local library guidelines are applied:**

### **Books**

1. Teachers may check out books and materials over extended periods of time.
2. Students may check out two books. Students' loan period is two weeks with the option to renew. Three grace days will be given for overdue materials with a \$.05 fines charged per day thereafter.
3. Parents, community members, and school staff may check out books for a two-week loan period.

### **Equipment**

1. Teachers may check out equipment for extended periods.
2. Parents/community members may check out equipment if they meet the school criteria for general facility use.

### **Audiovisual Materials**

1. Audiovisual materials may be checked out by a teacher for extended periods.
2. Students may utilize audiovisual materials, CDs and software during school hours with supervision in the library.

### **Reference Materials**

1. Reference materials are to be used in the library media center.
2. Teachers may check out materials for the classroom for designated periods of time.

### **Periodicals**

1. Teachers may check out professional periodicals and student magazines and return them within a designated time.
2. Students may utilize periodicals for leisure reading and/or research in the library only.

3. Periodicals will be held in the library media center for 3-5 years or as space permits unless the material has special significance. Withdrawn periodicals may be used in a vertical file, instructional unit files, student project resources or other teacher uses.

### **Vertical File**

1. Teachers may check out vertical file materials for a designated time.
2. Students may use vertical file materials in the library only.

### **Reserve Materials**

All types of library materials may be put on the reserve list. They will be used in the center only. These reserve materials allow maximum numbers of students/teachers to use limited supplies. Reserve time limits may vary.

### **Hold Materials**

Teachers and students may place a hold on library media materials. When these materials return to the library, the user requesting the hold will be notified that the material is available for checking out.

## **ALABAMA VIRTUAL LIBRARY CARD ISSUANCE PROCEDURES**

The Straughn Middle School Library Media Center adheres to the distribution procedures for Alabama Virtual Library Cards as outlined in the Alabama State Department of Education's **Alabama Virtual Library Card Issue Manual for K-12 School Library Media Centers**.

## **INTERNET ACCEPTABLE USE POLICY**

The Straughn Middle School Library Media Center adheres to Covington County Schools' Internet Acceptable Use Policy. Appendix B contains the board approved Internet Acceptable Use Policy.

## **MAINTENANCE**

Materials and equipment of the library media center will be evaluated and repaired continuously.

## **INVENTORY**

The library media center inventory will be conducted throughout the year with special emphasis on the first two and last two weeks of school to determine what materials the center actually holds. All materials will be compared to the library media center inventory. Materials, audiovisuals, equipment, and other resources will be returned to the library. Generally, circulation begins the second Monday of school and will stop prior to the last two weeks of school. An accurate record of current collection and withdrawals will be kept.

## **Books**

1. Shelf inventories are read and books placed in order according to classification and author.
2. Each title on the shelf is checked with the inventory. Missing copies are noted.
3. After one-year missing (lost) books are dated and withdrawn from access points of inventory lists, curriculum bibliographies.
4. Damaged books are withdrawn continually. They may be placed on a list for replacement.

## **Periodicals and Vertical File**

1. Vertical File

Vertical file materials can be inventoried at any time within the year.

2. Periodicals

Periodicals over five years old are withdrawn from circulation. They will be discarded or utilized in picture files, instructional units or other uses by the teacher or student. Professional periodicals may be kept longer.

## **Audiovisual materials, software,CDs**

1. Arrange materials on the shelves or designated location according to proper arrangement.
2. Check materials to inventory.
3. Use the same techniques for missing or withdrawn materials as with books.

## **Equipment**

1. Check each piece of equipment and other hardware to inventory list during the last two weeks of school.
2. For items in need of repair, missing or withdrawal, use same process as with books.
3. Perform routine maintenance.
4. Place requests for ordering new equipment as old or damaged items are withdrawn from circulation. Check warranty or replacement policy on old/damaged equipment before ordering.

# **BUDGET**

The Straughn Middle School Library Media Center may receive funding from state library enhancement funds, local sources, book fair profits, grants, and gifts. Input for acquisitions is collected from faculty, students and other interested people. The final authority on administration and finance of the library media center is the Covington County Board of Education with local school decision making. A school budget committee is comprised of the library media specialist, faculty, administration and other persons designated by the principal. The committee makes recommendations, which are voted on by the faculty.