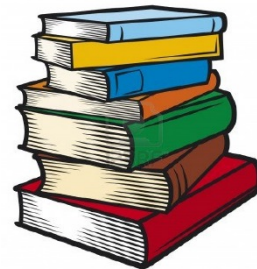


# ALMA BRYANT

## Library Media Services Handbook

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## Mission Statements

### Mobile County Public School Library Media Program

The mission of the Library Media Program in the Mobile County Public School System is to enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

### Alma Bryant High School

Our mission at Alma Bryant is to nurture a school culture that ensures higher learning, higher standards, and higher expectations that fully prepare students for post-secondary success and life-long learning.

### Alma Bryant Library Media Center

The mission of Alma Bryant Media Center is to provide a productive learning environment that will enable staff and students to become information literate, to use information effectively, and provide education and technological opportunities for all patrons.

## Library Media Program

### Advisory & Budget Committee

The advisory and budget committee for Alma Bryant High School Media Center includes the chairperson of each department, students, and parents when available. The library media specialist will serve as the central office liaison. The committee will meet when funds are available for new purchases or when changes are to be made concerning the media center. The meetings will take place in the media center when the budget has been made available for the school.

### Job Descriptions

Job descriptions may be found in the *Library Media Information Handbook* developed by the Library Media Services of Mobile County Public School System.

## Information Selection Services

### Procedures for Selection

The school library media specialists, in conjunction with teachers, students, and parents will be responsible for the selection of materials.

For new purchases, the school library media specialist will be responsible for: final selection of suggested materials, use reputable, unbiased, professionally prepared selection aides when firsthand examination of materials is not possible, judge gifts by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.

The school library media specialist shall select, within budget limitations, the best books and other media materials available which satisfy the needs, interests and curricular requirements of Alma Bryant High School. The school library media specialist shall select educational media materials based on knowledge of the school community, as well as the library media center's existing collection.

For teachers' recommendations, the school library media specialist shall select items on the basis of merit, use and balance. The budget for materials shall be apportioned so that various demands are proportionately met. The library media specialist shall select new and replacement materials in order to duplicate older titles which have proven their worth.

The selection of the resource materials for use with students in the teaching/learning process is a professional responsibility of teachers, administrators, library media specialists and other educators. However, parents and pupils have legitimate and appropriate interests in the selection process and the choices which are made.

### Budget

The library media budget comes from a various sources, but the majority of the funding is dependent upon the Alabama State Library Enhancement Allocation, Alabama State Teacher Allocation, and Title One funding. Purchases will be made through various vendors and local book stores. We use the McAleer Nextgen Accounting System to place a requisition for items to be purchased. An attached list of the items to be purchased will accompany the requisition for approval.

### Acquisitions

The procedures for obtaining materials are listed in the *Library Media Information Handbook*.

### Reconsideration Procedures

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting materials. Library media that is sensitive or mature may not be appropriate for all readers in a school but remains a part of the collection to address the needs of some of the reading community if it meets the district selection criteria.

All procedure and forms necessary for any questioned material can be found in the Library Media Information Handbook.

## Collection Services

### Processing

Procedures for [processing](#) and system wide classification are found in the Library Media Information Handbook.

### Weeding

The task of weeding the school library media center and discarding books no longer useful is almost as important as selecting new books of high quality. Although standards, both state and national, recommend a minimum number of library books that should be included in schools of various sizes, the actual number sometimes proves to be not so important as the quality of the books found on the shelves and the use made of them. Examining books throughout many sections of the school library media center and determining their value to the collection are time-consuming tasks. It is necessary to develop policies for weeding and to seek the help of teachers who make use of the various subject areas. In large school library media centers a few sections can be weeded each year according to plan. The policy for the disposal of materials must be approved by the administration.

We will use the system recommended by Mobile County School Library Media to weed our collection. Please see below:

The **MUSTIE** system will serve as a guide in the weeding of library books.

Misleading: Factually inaccurate or out of date

Ugly: Worn out beyond mending or rebinding

Superseded: A new edition or better source available

Trivial: No discernible literary or scientific merit

Irrelevant: No longer pertinent to the needs and interests of your school or students

Elsewhere: Easily borrowed or researched from another source

### Lost or Damaged Library Materials

The media specialists should maintain accurate records that reflect current charges of materials. Inventory is performed four times a year to ensure items are not misplaced and patrons charged improperly. Prior to charging a second check is made on the shelf for the materials lost. If the materials are not found the student is responsible for payment. The cost of the book may be adjusted based on the age and condition when the student checked it out. If the student can find a book with the same title to replace the lost or damaged one then, this will count as payment.

If a book is lost or damaged the student's account is suspended with the school library and a notice is placed on the student's account. Library workers must direct the student to see one of the librarians.

## Copyright

### MCPS Copyright Policies and Guidelines

Mobile County Public School System recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the "fair use" doctrine. While the system encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system staff to abide by the system's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system staff to violate copyright requirements in order to perform their duties properly. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the system's procedures or is permissible under the law should contact the system's library media services department. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required. In accordance with copyright compliance, copyright regulations will be prominently posted at all areas where materials may be reproduced without supervision.

### [Copyright Law of the United States \(see link\)](#)

## Instructional Services

### Student Use

The library's goals are to help students and other users increase their information literacy skills in accessing, processing, using and evaluating information. We expand that goal by developing these competencies so that users can become confident, independent learners who are prepared for life beyond campus.

- Instruction can be designed to meet the specific needs of the teacher or subject studied.
- Instruction includes teaching the use of the library's catalog, specialized online databases, citing sources and creating bibliographies, or using the library's production center for projects. The production center includes the Cricut letter cutter, laminator, iPads, and basic school supplies.

### Transfers

When a student withdraws from Alma Bryant they should check with the librarian for clearance. If they are not clear they must return items borrowed or pay fair value for the items.

### Equal Access Policy & Circulation Policy

Every individual will have access to the media center throughout the day. All materials will be available on a first come first serve basis. Students will be allowed to check out two items for two weeks at a time. For special circumstance students should speak to a librarian. If the student is in good standing and no class has schedule to use the items for research, then the student will be allowed to check out more than two items. Otherwise student helpers may check out and check in materials for regular use. Videos are available for teacher check out only. Reference material may be used in the library, due to the high cost.

## Information Technology Services

### Software

The media center will carry the most current version of Windows. Apps will be available for download on home or personal devices through Office 365. Apps on the iPad will be added by the librarian. No personal software will be allowed on any computer. Licenses are generally available for one time use and allowing multiple installations would infringe on copyright laws.

### Passwords

Passwords will not be shared with students and parents

Student passwords will be reset for students

Passwords can be reset by the librarian and the TST, but they do not have access to current passwords.

### Internet Acceptable Use

Alma Bryant follows MCPSS Library Media Handbook policy for [Internet](#) acceptable use.