

Hankins Middle School Library Media Handbook



Updated 2017

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PREFACE

The purpose for the policy handbook for the Hankins Middle School Library Media Center is to define services available to students and faculty. It also explains the guidelines and rules for the implementation and delivery of these services. Media Center policies must reflect both school and system mission statements.

The ability to find and use information is essential to the development of students who grow into lifelong learners. The library media program focuses on helping students acquire the skills needed to become information literate. To provide students with these opportunities the media center must operate efficiently, and it must be able to depend upon the cooperation of all members of the school community in adhering to the established policies. Optimal service for all requires policies that encourage equal access. Written policies ensure stability, consistency, and fairness.

**HANKINS MIDDLE SCHOOL
MISSION STATEMENT**

The mission of Katherine Hankins Middle School is to establish a culture which empowers adults and students to lead.

**HANKINS MIDDLE SCHOOL
LIBRARY MEDIA PROGRAM
MISSION & VISION
STATEMENT**

The Hankins Middle School Library will provide a variety of information services and resources to:

- support and enhance the school curricular needs,
- promote and encourage lifelong readers, and
- foster effective use of information literacy skills

LITERACY STANDARDS

AASL Standards for the 21st Century Learner

The American Association of School Librarians (AASL) *Standards for the 21st Century Learner* offers a vision for teaching and learning to guide our profession. The learning standards begin by defining nine foundational common beliefs:

1. Reading is a window to the world.
2. Inquiry provides a framework for learning.
3. Ethical behavior in the use of information must be taught.
4. Technology skills are crucial for future employment needs.
5. Equitable access is a key component for education.
6. The definition of information literacy has become more complex as resources and technologies have changed.
7. The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
8. Learning has a social context.
9. School libraries are essential to the development of learning skills.



The Standards describe how learners use skills, resources, and tools to:



society.

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and
4. Pursue personal and aesthetic growth productively as members of our democratic

<http://www.ala.org/ala/aasl/aaslproftools/learningstandards/standards.cfm>

LIBRARY MEDIA ADVISORY COMMITTEE

This committee serves in an advisory capacity by assisting the library media specialist in conducting surveys needed to obtain information concerning the library media center and its functions. Committee members help to emphasize the importance of the library media center and its uses to their students and colleagues. Subject area and grade level teams meet with committee members to discuss curriculum needs for purchasing materials for the library media center.

LIBRARY MEDIA ADVISORY COMMITTEE GUIDELINES

- The committee will consist of the library media specialist, administrators, teachers, students, and parents.
- The library media supervisor will serve as the central office liaison. The library media specialist will serve as the chairperson.
- The committee members will be selected by the library media specialist.
- The committee will meet for budget planning and again as needed.
- All committee meetings will be announced and open to any staff members who wish to attend.
- The committee will review any "Citizens Request For Reconsideration of Instructional Materials" form received, read the questionable material, and discuss recommendation

CRITERIA FOR SELECTION OF RESOURCES

The standard for selection of library media instructional, informational, and recreational resources is determined by the policy of the Board of School Commissioners. Content considerations include how it relates to the curriculum, the existing collection, and the needs, values, and interests of the community. Items for purchase are evaluated on the basis of:

- Developmental, cultural, and learning needs of the school population
- Organization and presentation
- Importance of the subject matter
- Quality of production and durability
- Appeal and appropriateness to the students' reading ability
- Accuracy and validity
- Reliability of producers or publishers
- Reputation and significance of the author, artist, composer, etc.
- Award winning materials recognized for literary and/or artistic value and merit.
- Format and price

INTERNET ACCEPTABLE USE

MCPSS Policy NO. 3.50

The Board supports access for students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources.

All such materials shall be consistent with board-system guidelines and staff will provide guidance and instruction to students in the appropriate use of such resources.

Annually, students and parents will be given the system's guidelines and rules governing procedures for acceptable use of the Internet describing the information available and prohibited uses of system computers. Students and parents must sign a written statement acknowledging the guidelines in order for the student to access the Internet at school.

Parental Contract Regarding the Safe and Acceptable Use of the Internet

By signing the Parent or Guardian and Student Acknowledgment for the Student Handbook and Code of Conduct, which is found in registration materials, the parent agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. The parent or guardian of this student has read the terms and conditions for system Internet access privileges. The parent understands this access is for educational purposes and that the Mobile County Public School System has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.

The parent also recognizes that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. The parent will not hold the Mobile County Public School System or its employees responsible for materials acquired by my son/daughter over the school system network. The parent hereby gives permission to the Mobile County Public School System to issue Internet access privileges to their son/daughter.

OPEN ACCESS TO LIBRARY / FLEXIBLE SCHEDULING

In order to maximize the benefit of the Library Media Center, students have access to resources and services at their point of need. Students are required to have a written pass with their name, date, and the teacher's signature when they come to the library without a teacher. When they arrive, they must sign-in at the circulation desk.

The library media center may be reserved by teachers, groups, or classes to use resources, check out and return materials, to read for pleasure or information, or research topics for reports, using a variety of print and non-print resources. The library schedule is at the circulation desk and teachers are free to sign up for the whole day to bring all of their classes or for a specific time. For added convenience, teachers may also schedule by sending emails and calling the library.

CIRCULATION

Students are allowed to check out 2 books and keep them for 14 days. Books may be renewed for 2 more weeks and additional books may be checked-out at the discretion of the media specialist. Library privileges are suspended if books become overdue, lost, or damaged. Students may also check out 1 eBook for 7 days.

Staff members may check out up to 20 books for 14 days. Additional books and extended loan periods are available based on the needs of the individual teacher. Teachers may check out 2 eBooks for 7 days. Audio-visual and equipment are also available for staff members as needed.

OVERDUE BOOKS/FINES

Students that have overdue books, lost, or damaged books must return or pay for their books to have library privileges restored. Overdue notices are distributed to homeroom teachers every other week or more frequently if needed. Fines are not charged at Hankins Middle School.

LIBRARY RULES

- Enter quietly with a pass and sign in
- Return books on time
- Be respectful of others and keep voice low when speaking
- No running
- No book bags
- No food, drinks, or gum

RENAISSANCE PLACE

Students are tested several times a year to establish reading levels and reading growth. Approximate reading levels are identified and students are strongly encouraged to read books within that level. Books are marked with a blue dot or label to indicate there is an Accelerated Reader quiz available and reading levels are available on the inside cover. Recognition and incentives are offered to students who work successfully at completing their literacy goals.

CHALLENGED MATERIALS

RECONSIDERATION PROCEDURES

Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school media center or central office media center despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material.

Persons requesting reconsideration of any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see next page) in its entirety. Each school and the central office will keep on hand and make available the reconsideration form. All formal objections to materials must be made on this form.

**MOBILE COUNTY BOARD OF EDUCATION REQUEST
FOR RECONSIDERATION OF
LIBRARY/INSTRUCTIONAL MATERIALS**

School _____

Title _____

Media Format _____

Author or Producer _____

Date of Publication or Production _____

Request Initiated By:

Name _____

Address _____

Telephone _____

Does the person making this request represent a group or organization? YES NO

If so, please identify the name of the organization.

How was this material selected? Student Choice Required

**PLEASE ANSWER THE FOLLOWING QUESTIONS. (ATTACH
ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)**

1. Have you read, viewed, or listened to the material in its entirety?
YES NO
2. What do you find objectionable about the material? Please cite the specific passages and their relationship to the work as a whole. _____

3. What do you identify as the theme of this material? _____

4. What good features do you identify?

5. For what age group would you recommend this material?

6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended. Move up

7. Do you wish to make an oral presentation to the Library Media Committee?
YES NO

DATE

SIGNATURE

PROCEDURES FOR APPEAL

A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. The person receiving the complaint shall be courteous, make no commitment, and refrain from voicing personal opinion.

1. Written documentation of this contact should be filed with the school principal.
2. **The material in question shall remain a part of the collection and in use until the reconsideration process is completed.**

B. In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process but refraining from expressing personal opinion.

1. If, after consultation, the complainant desires to file a formal complaint, a copy of the reconsideration form should be given to the complainant by the principal.
2. The reconsideration form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the district media supervisor.

C. Any action taken related to challenged materials must be heard by the school's Library Advisory Committee.

1. Each committee member shall read, view or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material. The library media specialist will compile necessary professional evaluations of the material in question.
2. The deliberation and balloting of the Library Advisory Committee shall be in private.
3. The Library Advisory Committee shall meet to:
 - Hear the concerns expressed by the complainant
 - Discuss the materials relative to values and faults, appropriateness to grade level, and curriculum.
 - Form opinions based on the materials as a whole and not on passages pulled out of context
 - Render a majority decision, in a meeting with a quorum present, choosing one of the following:
 - (1) take no removal action
 - (2) remove the challenged material
 - (3) limit the educational use of the challenged material
 - (4) place the material at another grade level

4. Within five days of the Library Advisory Committee's decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.


APPEALED DECISIONS

- A. Appeals to the school's Library Advisory Committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:**
- Supervisor of library media services;
 - Representative Library Media Specialist/s – including Library Media Specialist from school involved;
 - Representative/s of the superintendent's Student and Teacher Advisory Committees; and
 - Curriculum & Instruction Supervisor/s.
- B. The school Media Specialist and/or principal will provide information to each School Board Member which will include:**
- Decision of the school Library Advisory Committee
 - Right to Read
 - Library Bill of Rights
- C. The appeal will be scheduled on the Board Meeting calendar. All parties will be given the opportunity to speak.**
- D. The Mobile County Board of School Commissioners is the final authority.**
- E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.**

REVIEW OF SELECTION AND APPEAL PROCEDURE

- A. Principals shall review the selection and reconsideration procedures with all staff annually.**
- B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.**

This handbook has been reviewed and approved by the HMS Library Advisory Committee:


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