**Holly Springs High School**

**&**

 **Holly Springs Junior High School**

**Library Media Center**

**Policy and Procedure Manual**

**2018-2019**

*Where Hawks Fly High*

**Prepared by:**

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**Philosophy and Plans**

**Mission Statements**

**Department of Education**

The mission of Mississippi’s school library programs is to assist in providing a quality education for every child by:

* Encouraging lifelong information literacy and learning through reading and inquiry.
* Providing an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.
* Providing real and virtual access to appropriate, high-quality resources (print/non-print and digital formats) and services that support and enhance teaching, literacy, and learning during and outside the school day.
* Participating in curriculum development and design of learning activities.
* Facilitating professional development for the learning community.

**Holly Springs School District**

The mission of the HSSD is to educate students who can compete in the global community.

**Holly Springs High School / Holly Springs Junior High School/ Holly Springs Junior High School Library Program**

The mission of the HSHS/HSJH Library Program is to provide students with the skills and resources to cultivate proficient readers, develop critical thinkers, and informational users utilizing all formats and media to support all facets of the 21st century academic learner.

**Personal Mission Statement**

As the HSHS/HSJH Library Media Specialist, it is my personal mission to: create and maintain an inviting, accessible physical and virtual presence that supports the learning needs and interests of the students, parents and colleagues in my school community and teach students and faculty the skills to analyze, access, manage, integrate, and evaluate information in a variety of forms and media in preparation for college and career readiness. Furthermore, I will actively seek and embrace further education, professional development and current research to engage and support the learning of staff and students as well as collaborate and identify priorities with others to design instruction that is meaningful and purposeful for all.

**Acronyms**

**HSSD-Holly Springs School District**

**HSHS-Holly Springs High School**

**HSJH- Holly Springs Junior High School**

**LMC-Library Media Center**

**LMCS-Library Media Center Specialist**

**AASL-American Association of School Libraries**

**ALA-American Library Association**

**OPAC- Online Public Access Catalog**

**Goals and Objectives**

**Goal 1**

The HSHS/HSJH Library Media Center will promote Information Literacy by helping patrons to

become adept at organizing and managing information by providing material that will meet the needs of all subject area according to College and Career Readiness Standards.

***Objective 1***

*The LMC will become an integral part of the curriculum and department meetings as well as collaborate with the classroom teacher to increase reading comprehension and research skills.*

**Goal 2**

The HSHS/HSJH Library Media Center will be an active informational hub for the schools and the LMC will be the educational heart of the school for all patrons by sharing multiple sources of information and encouraging use by students and faculty to employ and communicate information effectively and creatively.

***Objective 2***

*The LMC will provide online access to information resources and keep abreast of the informational needs of the school by seeking information in regards to new curriculum development.*

**Goal 3**

The HSHS/HSJH Library will maintain a well-organized and well-balanced collection that provides an immense selection of books and resources that meet the interests of its patrons.

***Objective 3***

*The LMCS will work on a daily basis to ensure that both faculty and students will have a full range of information (print, non-print and electronic) to help promote reading skills which will increase overall reading comprehension. The library will house all print resources in bookshelves with highly visible labels to help patrons locate necessary materials.*

**Goal 4**

The HSHS/HSJH Library Media Specialist will begin a strong collaboration with teachers as instructional partners to develop research units fulfilling the content requirements of the curriculum and the College and Career Readiness Standards.

***Objective 4***

*The LMCS, along with HSHS/HSJH teachers, will begin a process of building a working model of collaboration that helps student performance and increase test scores in all areas.*

**Goal 5**

The HSHS/HSJH Library Media Specialist will promote the legal and ethical use of copyright materials and provide students and staff with information on copyright law and fair use guidelines for education in order that teachers and students share and participate ethically and productively as members of society.

*Objective 5*

*The HSHS/HSJH Library Media Specialist will teach both students and staff what copyrighted materials are and how to both legally and ethically to reproduce these materials.*

**Budget**

**Overview**

With an enrollment of 527 students in grades ranging from 7-12, the LMC currently house a collection of approximately 6086 books and printed reference. Moreover, access to MAGNOLIA, an online database, is available. The LMC has expanded the print collection to include 462 E-Books with QR codes, as well as non-print materials that are current, age, and content appropriate. The HSSD allocates $12,700 this year for the LMC.

**Budget Breakdown by Category**

|  |
| --- |
| **Holly Springs School District** |
|
| Repairs & Maintenance | $900  |
|
| Travel & Per Diem | $200  |
|
| General Supplies | $500  |
|
| Library Books (HSHS) | $5,000  |
|
| Library Books (HSJH) | $5,000  |
|
| Furniture/Equipment | $1,000  |
|
| Dues & Fees | $100  |
|
| **Total** | **$12,700**  |
|

*HSSD FY 2018*

**Operating Procedures**

**Hours of Operation**

The Holly Springs High School / Holly Springs Junior High School LMC is open Monday – Friday from 7:30 am – 3:30 pm. The Holly Springs High School / Holly Springs Junior High School operates on an open/flexible schedule. Students entering the LMC during the day without a teacher must bring a pass from the teacher stamped with current date and time. Upon leaving the library, the LMS will place a call to the receiving teacher to verify the student has returned to class.

**Scheduling Policy for Classes**

In order to serve the students at HSHS/HSJH, a library calendar has been provided to teachers. Open days allow teachers (not on calendar) to reserve the library on the first-come, first-serve premise. Teachers will contact the LMS via e-mail to reserve the day. The LMS will respond to teacher with a confirmation email. There are particular days throughout the school year in which the LMC is closed due to state testing as well as off-campus professional development. These dates have been placed on the schedule prior to avoid conflict with scheduling.

**Circulation Policy**

Students may check out a total of three circulating books at a time for a two-week period. Students may not have any more than three library books checked out at any time. Students with overdue books are not permitted to check out books but are provided access to library resources as long as they remain in the media center.

 Reference books, such as encyclopedias and dictionaries, are to be used only in the media center. However, a variety of resources are available online through the remote access to the library. E-Resources include MAGNOLIA, Purdue Owl, Library of Congress E-Resources and Britannica On-Line. Faculty Policy: Faculty may check out books from the Professional Collection for a nine-week period.

**Fines / Lost and Damaged Materials**

The Holly Springs High School / Holly Springs Junior High School LMC do not charge fines; however, books are expected to be returned on time. Students are expected to pay the full price for lost or damaged books. These funds are used to replace the library editions of the book. In the event that the book is returned, a full refund will be refunded to the student.

**Rules**

Appropriate behavior and respect for all library patrons, staff, and students is expected from all while using the library media center.

**Collection Development**

**Selection Policy**Top of Form

Bottom of Form

|  |
| --- |
|  |

**School Library Policy IFBD**

*IFBD School Libraries*

*HOLLY SPRINGS SCHOOL DISTRICT Policy Manual Revision of 2015, Approved: 8/11/15*

*POLICY CODE: IFBD*

*TITLE: SCHOOL LIBRARIES*

**Philosophy**

The library in each school is an integral part of the school curriculum. Existing primarily for

education purposes, the library offers enrichment and resource materials for students and

faculty. Materials are selected from all forms of media available for interest, vocabulary,

maturity, and ability levels of all students within the school, and it supports all departments of

the school curriculum.

The school library provides additional materials to attract students to reading, viewing, and

listening as sources of pleasure and recreation over and above needed subject content. It

attempts to foster reading as a lifelong activity through pleasurable exposure to print and non-

print material.

**Objectives**

1. To provide and maintain a collection of book and non-print materials designed to

 complement and enrich the school curriculum.

2. To provide resource materials for students and faculty.

3. To make available varied materials of use and interest to both students and faculty.

4. To provide a wide selection of books for leisure reading and to promote a varied

 selection by students.

5. To provide a well-balanced collection of materials on opposing sides of controversial

 issues so that students may develop the practice of critical reading and thinking.

6. To provide material representative of many religious, ethnic, and cultural groups and

 their contribution to our American heritage.

7. To consider the needs, interests, and abilities of individual students.

8. To provide instruction and guidance in the use of the library and research materials.

9. To keep the collection up-to-date and relevant to the learning community served.

**Responsibility for Selection of Materials**

The School Board is legally responsible for the selection of instructional materials. The

authority is delegated to the professional personnel of the district for the selection of these

materials.

Library materials at each school are selected cooperatively by the librarian in consultation with

the administration, faculty, students, parents, and other community members. Selection

is a cooperative, continuing process. Final recommendations for purchase rest with the

librarian with the approval of the school principal and district superintendent.

**Criteria for Selection**

Educational goals, curriculum needs, faculty needs, students’ reading level, maturity level,

background, needs and interests, and existing materials will be taken into consideration in

developing the library collection.

Recommendations by the administrators, faculty members, students, parents, and other

community members will be considered. Material selected should be favorably reviewed in one

or more current or retrospective professional reviewing tools.

**Weeding Policy and Procedure**

Weeding is a process by which materials no longer useful are removed from the library

collection, usually during inventory. However, weeding should be carried out continuously if the

library collection is to be kept up to date.

Types of materials which should be regularly weeded

from the school library are:

1. Items in such poor physical condition that the readers cannot use them.

2. Materials whose leaves have become yellowed and brittle with age.

3. Sources which contain material that is outdated or no longer true. This applies

 particularly to materials in science, or social studies, especially about other lands and

 people. The copyright date is a great help in evaluating this type of materials, though

 not the only factor to be considered.

4. Books which have been replaced by new and revised editions.

5. Materials, which are not suitable for the readers using the collection.

6. Items which are duplicated of books once popular, but seldom used.

7. Dated audiovisual materials and equipment.

Weeded materials should be completely removed so that they will not find their way back to the

library. Old editions should be replaced by newer editions and discarded unless there is a special

reason for keeping the old one. Material unsuitable to the collection (both print and digital

formats) may be offered to other areas of the school, other libraries in the school system, or to a

public library.

**Challenged Books Policy and Procedure**

All materials selected will have been judged on the basis of relevance or permanent value,

accuracy, authoritativeness, clear presentation and/or readability, and format. Insofar as it is

practical, materials will be provided which present all points of view. Materials will not be

excluded because of race, nationality, religion, or political views of the writer. When doubt arises

about one of the possible selections whether print or non-print, approval copies will be examined

by the librarian and at least two other members of the faculty.

The following procedures will be followed when a citizen challenges the appropriateness of an

item in the library collection:

1. When a complaint is received which specifically relates to any materials in the

 library, an informal discussion will be held to determine the nature of the complaint.

2. When necessary, a Request for Reconsideration of Library Resources form will be

 provided to the complainant to fill out and return to the building principal.

3. The Request for Reconsideration will be forwarded to an ad‐hoc library review

 committee, appointed by the superintendent, which will consist of the librarian, a

 reading specialist and/or teacher from the school, the building principal, and a parent

 member of the school parent advisory committee.

4. A meeting of this library review committee will be scheduled within two weeks of the

 receipt of the Request for Reconsideration.

5. Material will be judged by the committee as to its conformance with the criteria for

 selection listed.

6. The written decision of the committee will be forwarded to the superintendent, who

 will inform the Board of Trustees and the complainant of the committee’s decision.

7. If the complainant is dissatisfied with the decision, a request may be submitted to the

 superintendent requesting the Board of Trustees or a sub‐committee of the Board of

 Trustees to review all of the proceedings. The Board of Trustees will then render a

 final decision as to the appropriateness of the materials in question.

8. Challenged materials may remain in circulation until the process is completed.

**Gifts Policy**

 Gifts to the media center may be accepted, if they meet the criteria established for the selection of all media materials. Gifts may be accepted and reallocated according to need from organizations and individual parties expressing interest in donating books, reference resources and other educational-related materials to HSHS/HSJH. Every donation must be curricular appropriate. A professional LMCS must consider potential library donations as a valuable addition to the collection and evaluate using the following criteria:

1. Materials should be new or barely used, complete, and attractive.
2. Reference materials, including atlases, encyclopedia, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer and other resources in areas in which information quickly becomes outdated should be no more than three years old.
3. Fiction books, which are more than eight years old, will not be accepted with the exception of books by well-known young adult authors and classics.
4. All materials including reference, fiction and non-fiction, and other materials should be on the reading level and an interest of students enrolled at HSHS/HSJH
5. Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.
6. Textbooks, workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.

**Collection Analysis and Collection Maintenance**

The library at HSHS/HSJH plans to be both actively involved in the school’s academic efforts and tightly tied to curriculum. The library’s collection consists of approximately 6086 books and MAGNOLIA database. According to the library media center’s Policies and Procedures Manuel, the LMC’s primary purpose is to provide resources to enhance the curriculum standards set forth by the HSSD and College and Career Readiness Standards. The library media center’s mission is to “to support the stated goals and objectives of our school district by providing curriculum support, research guidance and relevant learning experiences for the students, faculty, staff, and patrons of the school community. The LMC fosters an environment that encourages inquiry and discovery through organized, accessible resources. The Library Media Program aids students in becoming independent, lifelong seekers of knowledge who are capable of information retrieval and who value libraries and learning.” Based on this mission statement, the library views itself as a serious and integral part of the school’s academic community. The LMS will collaborate with teachers when purchasing both print and electronic resources to ensure that selection will align with curriculum. Overall, a good collection will reinforce the school district’s mission to educate students who can compete in the global community. Purchase of new material is tied to the following characteristics:

1. Relevance to the curriculum
2. Relevance to student interests
3. Items which assist students and teachers to further their academic goal
4. Items which promote social and please reading
5. Items which reflect multiple points of views through a multicultural lens to include age, race, gender, religion, nationality, language and professional or social status.

The LMCS is in charge of collection maintenance by de-selecting items from the collection based on the MUSTIE acronym.

   M=     Misleading--factually inaccurate
                     U=      Ugly--worn beyond mending or rebinding
                      S=       Superseded--by a new edition of by a much better book on the subject
                      T=       Trivial--of no discernible literary or scientific merit
                      I=        Irrelevant to the needs and interests of the library's community
                     E=       Elsewhere--the material is easily obtainable from another library

 An additional weeding criterion is the copyright date.

**Technology**

**Procedures of Online Usage by Students**

Holly Springs School District is committed to offering the most current technological resources in instruction. It is with the belief that access to the resources available through technology can serve a vast, diverse, and unique purpose with an instructional context, thus promoting educational excellence within HSHS/HSJH. The benefits gleaned from the valuable interaction, resource sharing, innovation, and communication stimulated by technological resources are germane with the educational goals of the district. It is incumbent upon the user to ethically and legally adhere to the guidelines set forth by the district. If a user violates appropriate use of the technology, the violator will be dealt with in accordance with the HSSD Student Handbook. (Refer to the HSSD Student Handbook for the complete Network Acceptable Use Policy)

*Note: The AUP Policy, Copyright and Fair Use Guidelines and Internet Safety Policy are available by visiting the library website.)*

**Using E-mail Wisely**

1. E-mail encourages informal communication because it is easy to use. Remember that even when you delete e-mail from your mailbox, it may exist in the system for some period of time.
2. Be cautious about what you send and to whom. What you say can be republished and stored by others.
3. Beware of the “Reply All” button. Often your message only needs to be returned to one individual.
4. You can create liability for yourself and the HSSD. Make sure none of your activities violate any applicable law or HSSD policy.
5. Finally, beware of attachments. E-mail attachments can introduce viruses into the system and a virus can be introduced to other computers by forwarding an infected attachment. Do not open e-mail if you do not know the sender.

**Using the Internet Wisely**

1. Be guarded about where you go and what you do.
2. Read the “License” or “Legal” contract terms on every site.
3. Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy unless there is a notice on the site stating that you may do so. An exception to the rule is governmental documents. They may be copied, but confirm that it is the government and not a government related entity such as the post office.
4. Do not engage in any “spamming” or other activities that could clog or congest Internet networks.
5. You can create a liability for yourself and the HSSD. Do not publish words that defame or disparage another individual or institution, use the Internet to harass or discriminate against someone, or provide private information or data about someone. Make sure none of your activities violate applicable laws or HSSD policy.

**Appendix A: Library Bill of Rights**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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 beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](http://www.ala.org/advocacy/intfreedom/iftoolkits/ifmanual/intellectual).

**Appendix B: Library Orientation**

All grade levels will undergo a brief Library Media Center orientation during scheduled classes.

**Purpose**

To familiarize new students and refresh returning students with learning materials resources necessary for searching, retrieval, organization, and citation of information in all formats.

**Procedure**

The LMCS schedules and conducts the library orientation sessions with the necessary interaction with teachers and students. The orientation class includes:

1. Library policies
2. Introduction to basic research process
3. Online Public Access Catalog (OPAC) and other electronic databases

**Appendix C: Book Processing Format**

**Cataloging Specifications: Sears Subject Headings**

 Fiction: F or Fic with first 3 letters of author’s surname-Ex. F Fau or Fic Fau

 Nonfiction: Class number with first 3 letters of author’s surname-Ex. 940.53 Mur

 Individual Biography: 92 or B with first 3 letters of biographee-Ex. 92 Oba or B Oba

 Collective Biography: 920 with first 3 letters of author’s surname-Ex. 920 Ell

 Reference: REF above class number with first 3 letters of author –Ex. REF 800 Sha

**Bar Code and Automation System Information**

 Automation System: Atrium

 Data format: Microlif

**Call Number Information**

 Call Number Tag: Dewey Decimal System

**Appendix D: Advisory Committee**

**2018-2019 Holly Springs High School / Holly Springs Junior High School**

**Library Advisory Committee**

Barbara Humphrey-Media Specialist

Cravin Turnage – Career & Technical Center Director

Marcus Autry- High School Principal

Brian White-Distance Learning/Elective Department

Tanesia Whirl-English Department

Tiffany Fields-Social Science Department

Jamarr Walton-Science Department

Tejinder Thind – Math Department

Andre DeBerry-Community Member

Deborah Gulledge-Parent Representative

India Lucas-High School Student Representative

Hanan Alhalemi-High School Student Representative

LeTashia White – Junior High School Principal

Bradley Knight– Junior High School Teacher

Jamonte Mitchell -Junior High School Student Representative

Kassandra Porter - Junior High School Parent Representative

Debbie Jeffries-Holly Springs School District Representative

**Responsibilities of the Library Advisory Committee**

As advisors to the LMS professional staff and as advocates for the LMC program, members of the library advisory committee make a commitment to support the LMC staff and program and to work collegially to enhance and improve the LMC program, resources, and services for the benefit of all students and teachers. The library advisory committee should meet at least twice during the school year (i.e., once each semester).