

# Cedar Creek Elementary

## Library Media Center Policies and Procedures



## **TABLE OF CONTENTS**

**MATERIALS SELECTION POLICY 4**

**CIRCULATION POLICY 5**

**CHALLENGES TO MATERIALS 5**

**WEEDING MATERIALS 6**

**RIGHT TO PRIVACY 7**

**INTERNET ACCESS 8**

The purpose of this manual is to provide guidelines for the selection, development, and evaluation of the library media center collection.

Cedar Creek Elementary, located in Austin, Texas, serves students in Kindergarten through 5th grade. The school has approximately 500 students, 22 classroom teachers, and 25 additional staff members. The school was built in 1975, and has a circular design with the library in the middle of the school. The former computer lab, now a flexible learning space with a laptop cart known as the “Learning Lounge,” is housed in the library.

**Library Mission Statement:** The mission of the library is to ensure access to various resources and materials that support and enhance curricular goals and provide for the educational and recreational needs of students and staff.

## **MATERIALS SELECTION POLICY**

### **Policy Statement:**

The Board of the district will provide materials and resources that support the curriculum of the state and district, provide opportunities for library users to explore personal interests, and that enrich the quality and diversity of thought and expression.

### **Policy Specifics:**

Library staff will:

- provide a variety of materials in various formats that enrich the curriculum, including print and electronic resources
- consider the reading levels, interests, and learning styles of students served
- ensure that materials representing different points of view on controversial issues are available
- provide materials free of stereotypes or prejudice and representative of diverse cultural, ethnic, and religious groups

### **Procedures:**

#### Selection Criteria

Materials selected for inclusion in the library collection will:

- align with the state and district curriculum
- support the needs and interests of library users
- be appropriate for the age and developmental levels of library users
- contain accurate and relevant information
- be of value to the collection

The following criteria will also be considered:

- reviews found in bibliographies and review journals
- awards or honors received
- reputation of the author, illustrator, or publisher
- physical format and durability

#### Purchasing

1. Librarian contacts campus secretary to determine funds available.
2. Librarian completes order from approved vendor. Use a purchase order.
3. Submit purchase order to campus secretary.

### **Sources:**

Bishop, K. (2007). *The collection program in school: Concepts, practices, and information sources*. Wesport, CT: Libraries Unlimited.

Library Bill of Rights | American Library Association. (n.d.). *American Library Association*. Retrieved July 18, 2013, from <http://www.ala.org/advocacy/intfreedom/librarybill>

## **CIRCULATION POLICY**

### **Policy Statement:**

The library will provide students, teachers, and library users with educational materials in a variety of formats and various levels of difficulty. Library materials will be loaned to students and teachers for an appropriate amount of time.

### **Policy Specifics:**

Students may check out books for two weeks. The number of books a student is allowed to have checked out at one time is dependent on the student's grade level. Kindergarteners are allowed to have one book checked out, first graders may have two, second graders may have three, third graders may have four, and fourth and fifth graders may have five.

Teachers may check out up to ten items at one time. Exceptions can be made for teachers working on a special project. Teachers may check out available books and audiovisual materials (including DVDs).

If a library item is unavailable, a student or teacher may put a hold on the item.

A fine of ten cents per day applies to all overdue materials.

### **Procedures:**

1. Open the Destiny program on the computer at the circulation desk. Make sure to click on the Check Out tab.
2. Have the student type in their student ID or "lunch number." Teachers can type in their last name.
3. The account should appear on the screen. Ensure that the student or teacher has no overdue items.
4. Scan the barcode of the first item under the barcode reader. The title of the item should appear on the screen. Repeat this step for all remaining items.
5. If a student has a overdue item, fill out the "Overdue Items" form (found in the desk drawer under the printer) and give it to the student directly.
6. Paid fines should be collected and turned in to the campus secretary.

### **Source:**

Cedar Creek Elementary School, Eanes ISD, Austin, Texas

## **CHALLENGES TO MATERIALS**

### **Policy Statement:**

Any resident or employee of the school district may formally challenge the resources used in the library media center on the basis of appropriateness.

### **Policy Specifics:**

#### **Informal Request for Reconsideration**

Attempts will be made for requests for reconsideration to be resolved informally.

If the questioner is not satisfied with the resolution provided by the informal request, he or she may complete a formal request for reconsideration.

#### **Formal Request for Reconsideration**

The complainer will complete the Formal Request for Reconsideration form and return it to the school principal.

The principal will appoint a reconsideration committee consisting of school administrators, teachers, parents, and students as the principal deems appropriate. The committee will meet within 10 days of receipt of the Formal Request for Reconsideration form.

Upon the questioner's request, the committee's decision may be reviewed by the school board. The school board's decision will be considered final.

### **Procedures:**

1. Meet with principal to make her aware of the situation and the book or materials in question. Explain the purpose of the material in question, its place in the curriculum, and any additional relevant information.
2. The resource in question will remain in the library and access will not be restricted during the reconsideration process.
3. If the complainer chooses to make a formal request, provide him or her with American Library Association's Library Bill of Rights and the Materials Selection Policy found in this document.
4. Participate on the reconsideration committee, if necessary.
5. Follow the decision made by the reconsideration committee.

### **Sources:**

Bishop, K. (2007). *The collection program in school: Concepts, practices, and information sources*. Wesport, CT: Libraries Unlimited.

Library Bill of Rights | American Library Association. (n.d.). *American Library Association*. Retrieved July 18, 2013, from <http://www.ala.org/advocacy/intfreedom/librarybill>

## **WEEDING MATERIALS**

### **Policy Statement:**

The library collection will be weeded periodically throughout the school year. Weeding ensures that materials included in the collection are appropriate and contain current, accurate information.

**Policy Specifics:**

Books may be removed from the collection for the following reasons:

- the item contains inaccurate or outdated information
- the item has not circulated for at least three years
- the item is inappropriate for elementary-age students
- the item is damaged beyond repair
- there is a duplicate item or newer edition of the item

**Procedures:**

1. Run a circulation report in Destiny for books that have not been checked out in the past three years.
2. Weed one section at a time. Start with call number 000 for nonfiction, the A section for picture books, and the historical fiction section for fiction.
3. Remove the item from the shelf and from the Destiny catalog.
4. While searching for the items on the list, look at the other books in the section. If any are seriously damaged, or you notice that they are outdated or have inaccurate information, remove those items also.
5. Items in good condition may be donated to Bookspring ([bookspring.org](http://bookspring.org)). Items that cannot be repaired should be thrown away.

**Sources:**

Cedar Creek Elementary School, Eanes ISD, Austin, Texas

Larson, J. (2008). *CREW: A weeding manual for modern libraries*. Austin, TX: Texas State Library and Archives.

**RIGHT TO PRIVACY**

**Policy Statement:**

The library will protect the privacy of students, teachers, and staff. The librarian will maintain confidentiality and respect the rights of library users. The librarian and library staff will guide users to find appropriate materials, but will allow students and staff to make the final decision.

**Policy Specifics:**

Overdue notices should not be posted publicly, but should be given directly to the person with the overdue item.

Checkout records are private and should not be shared with anyone. The only exception to this is parent requests. A parent may ask for a record of their child's library checkouts and for a list of any overdue items their child may have. A parent can only request this for their child.

If a student wants to check out a book that is above their reading level or material that you think is inappropriate, you may make suggestions for other resources and provide guidance to alternate materials. The final decision should be made by the student. All materials available for student checkout can be checked out by any student.

The librarian may use discretion when a student is searching for information on topics such as suicide, self-harm, eating disorders, or other topics that may involve the student hurting himself or herself or others. The librarian may consult the counselor for guidance on how to approach the situation, but must maintain confidentiality by not using names or revealing other identifying information.

**Procedures:**

1. If a student or staff member has an overdue item, see procedure under "Circulation Policy." Give the notice directly to the student or staff member.
2. If a student or teacher asks for information on who currently has an item checked out, you may not tell them. You may look up the item in the Destiny catalog, tell them the item's due date, and may put a hold on the item for the person inquiring about the item.
3. Consult the school counselor if you are concerned about the materials a student is checking out or what a student is reading or searching on the Internet. Be sure to respect the student's privacy and do not use the student's name.

**Sources:**

Bishop, K. (2007). *The collection program in school: Concepts, practices, and information sources*. Westport, CT: Libraries Unlimited.

Woolls, B. (2008). *The school library media manager*. Westport, CT: Libraries Unlimited.

**INTERNET ACCESS**

**Policy Statement:**

Students and teachers are able to access the Internet. All students have access to websites, shared drives, and email. The Internet offers resources, tools, and communication options that are only accessible online. The Right to Privacy policy and procedures stated above also pertain to Internet use.

**Policy Specifics:**

Students and one of their parents sign a Responsible Use Guidelines agreement at the beginning of the school year (available at <http://www.eanesisd.net/students-and-parents/enrollment/docs/Elementary-RUG>).

In accordance with the Children's Internet Protection Act, all library computers have a firewall that restricts access to inappropriate content. The district's Technology Services Department maintains the firewall and determines what is filtered.

All students at the elementary level are only allowed to email their teachers and parents. Exceptions may be made if students are working on a group project that requires email communication.

**Procedures:**

1. If a school-appropriate, informational website that students are attempting to access is blocked, complete a technology work order in Eduphoria. You will be notified by email if the website is unblocked.
2. If a student violates the Responsible Use Guidelines agreement, you may apply one of the consequences listed in RUG, such as temporarily confiscating the device from the student. If the offense is serious or if you are not sure how to respond, inform the principal.

**Sources:**

Cedar Creek Elementary School, Eanes ISD, Austin, Texas

Woolls, B. (2008). *The school library media manager*. Westport, CT: Libraries Unlimited.