

**CENTERVILLE JUNIOR HIGH SCHOOL**  
**CHARGER LIBRARY GUIDELINES**

**(Revised 2018 by Boyd Dart)**

## **STATEMENT OF PHILOSOPHY**

The Centerville Junior High School Library exists to provide information and recreational reading. The school library program is to ensure that all students and faculty are effective, ethical users of ideas and information in all formats. Materials purchased are intended to be used by both students and teachers to enhance curriculum instruction and for personal enjoyment.

The library aspires to the standards set forth in Information Power: Guidelines For School Library Media Programs, published by the American Association of School Libraries.

Centerville Junior High School faculty and administration support the students' right of free access to information as described in the ALA's "Library Bill Of Rights" and AECT's "Statement on Intellectual Freedom"(See Appendix A). They also recognize the rights of ownership guaranteed by the Constitution to the creators of information, and support current copyright laws and guidelines to protect them.

## **LIBRARY STAFF**

The Centerville Junior High School Library is staffed by a professional school library teacher who is responsible for the selection, acquisition and circulation of books, media (both print and non-print) and equipment. This teacher is also responsible for the computers in the library. The teacher is also assigned to help with the distribution and repair of equipment, and to maintain the copy machine in the center.

## **PROGRAM**

The school's goals are to make the library the primary location to obtain information and a primary resource to assist the classroom educational process. The facilities can also be used for curricular and community meetings. Computers and other information retrieval technology is being implemented to keep up with the accessibility of information in our rapidly changing world. The library strives to fill the ever-increasing needs for these and all students by supplying the information and ideas in all available formats. A key goal of the library is to increase its use and to create a positive atmosphere in order to facilitate learning, studying and recreational reading.

## **THE LIBRARY COMMITTEE**

The library committee exists to promote school library programs, uphold and approve policies, and assist in collection development. The school's Joint Staff Study Committee will serve as the members of the Collection Evaluation Committee and the school library teacher serves as a chair of the Collection Evaluation Committee(CEC).

## EVALUATION OF THE SCHOOL LIBRARY TEACHER

The school library teacher is evaluated according to a modified district procedure for classroom teachers, based on job description yearly goals agreed upon by the district, library teacher, and the school administrator responsible for evaluation.

## CIRCULATION POLICY

### Check-out Policies

Authorized patrons of the Centerville Junior High School Library include students, faculty and staff of the junior high school. Student teachers, parents of students, substitute teachers and others may obtain special permission from the school library teacher to use library facilities.

Books and materials from the general collection are checked out for two weeks at a time, and may be renewed for an additional two week period, provided another patron has not requested said items.

Periodicals and reference materials are to be used within the library, but some limited materials may be checked out under the following conditions:

1. Overnight checkout only--materials are checked out for one evening and must be returned by 8:10 a.m. the next day.
2. In school checkout--materials are checked out for that class period or school day only and must be returned to the library by the end of that period or by 3:00 p.m. that day.
3. Approval of the school library teacher.

Reserve materials and certain reference materials must be used within the library only.

A copy machine is available for student & faculty use. Copies are to be educational in nature.

Students must sign up to use the computers available in the library. **Computers and the Internet are to be used in accordance with the Davis County School District Acceptable Use Agreement signed during student registration.**

AV materials and equipment are checked out to faculty members only.

Equipment (such as document cameras, televisions and DVD players) is checked out to a particular teacher or department for the entire year and must be verified at the end of the year. Special equipment,

and items of high demand, are checked out from the library and returned within a specified period of time. Any repairs needed during the school year should be reported to the school library teacher. Certain equipment may be used outside of the school when special arrangements are made with the school library teacher.

### **Copyright Laws**

Library personnel recognize the rights of the copyright holder. Legal and ethical use will be promoted and adhered to. Fair use guidelines for print and non-print materials will be followed. The freedom of access and the availability of information from today's technologies make printing and copying information easy and available. The school library teacher cannot be responsible for copyright violations by patrons. Copyright warnings are posted in the library near computers, printers and other equipment.

### **Check-out Procedures**

The circulation system and the on-line public access catalog are automated (Follett Destiny Library Manager). Teachers' and students' names and student ID numbers are available in the library system. Students are issued a photo ID card with a student number and barcode. This barcode is key to the checkout process and the computer system utilized by the teacher librarian. Scanning the item barcode assigns that item to the patron, until it is properly checked-in through the computer system. A due date slip is placed in a pocket in the back of the book for patron reference.

AV equipment is numbered and assigned barcodes and may be checked-out to teachers using the above procedure.

### **Overdue books**

Overdue notices are sent out by email. Books not returned within one week of the due date are subject to a fine of \$.10 per day, not to exceed \$5.00 per book. Long overdue books and unpaid fines can result in the loss of circulation privileges and an administrative "U" until all books are returned and all fines are paid.

### **Lost/Damaged Materials**

Library patrons are expected to reimburse the library the purchase price of lost materials and reasonable rates for damaged materials. If the materials are found within the same school year, the reimbursement is refunded, less the fine accumulated prior to the declaration of the loss. Fines for lost materials found during the summer months prior to a new school year cannot be refunded.

Students who neglect or refuse to pay for lost/damaged books are denied further circulation privileges and are referred to the administration for collection and citizenship action. Teachers who lose or damage materials or equipment because of negligence are

expected to reimburse the school an amount determined between them and the administration.

### **Fines and Lost Book Funds**

Funds collected from fines and lost books are used to purchase new titles or replace those titles which are still relevant to the collection. Additionally, fines may be used to purchase promotional materials as well as items necessary to process books or the maintenance of the library. Fines are collected during the school year and allocated according to district policy. **Fines are paid in the office or through the student information system where records are kept. Receipts from payments are presented to the school library teacher as proof of payment to clear the fines from the center's automated system.**

### **SCHEDULING POLICY**

The library may be scheduled for all appropriate activities, including research, library skills enhancement, browsing, pleasure reading, computer use, studying, and testing. PTSA and other school and community meetings are, and can be, scheduled.

Teachers may schedule use of the library in the calendar at the circulation desk in the library. The teachers must accompany their classes to the library and be responsible for student behavior, instruction, and evaluation. The school library teacher is available to assist the teacher and is often asked to provide part of the instruction, evaluation, or discipline of students.

At certain times, a teacher may arrange for a small group of students to use the library without the teacher's presence. A library pass must accompany such students sent to the library in order for the school library teacher to assume responsibility of those students during their time in the library and to uphold the requests of the teacher concerning those students.

In some cases, the library may accommodate more than one class at a time if arrangements between the two classes are such that they are not using the same areas at once. It is the responsibility of the teacher who signed up second to seek permission from the teacher already scheduled. Small groups and individuals with a library pass are welcome in the center when classes are present if space and equipment allows.

The library generally is open to all patrons approximately one-half hour before school, during school hours, and one-half hour after school. The library will remain open for students during lunch unless classes or an event are scheduled during that time. Special arrangements for modified hours may be made with the teacher librarian.

## **INVENTORY PROCEDURE**

A regular inventory of materials and equipment is essential to the evaluation of the library. In addition, an ongoing inventory process identifies lost, stolen or damaged items and allows for an organized collection development process.

The formal inventory is conducted the week before school begins in August or the week after school ends in June; according to the desire of the library teacher. An ongoing informal inventory is conducted throughout the school year. Missing items are identified and tagged for removal from the system. If the item is missing for more than one year, it is deleted or replaced.

## **WEEDING POLICY**

### **Rationale**

Periodic weeding, discarding and replacement of worn or outdated material is essential to maintain a current and appealing collection. Materials are considered for weeding if they are worn, mutilated, inaccurate, unused or if they encourage stereotypes. Older materials may be retained if they are out-of-print until a suitable replacement can be found, if they are considered "classics", or listed in special bibliographies deemed necessary for libraries.

### **Disposal**

All materials to be weeded are out-processed and deleted from the catalog and inventory records. Books may then be sold, given away, or disposed of according to the district policy.

### **Replacement**

Materials which are in high demand and weeded due to wear or damage will be replaced as funds allow. Older volumes will be replaced by newer editions if the newer editions are judged to be better. Items which are no longer applicable to the curriculum or have ceased to circulate will not be replaced.

## **MATERIALS SELECTION/ACQUISITION POLICY**

### **Legal Responsibility**

As the governing body of the school district, the Board of Education shall be legally responsible for the selection and approval of all printed and published materials used in the school district. As the policy-making body, the Board of Education delegates authority

to the professional staff of each school for the selection of textbooks, library resources, and other instructional materials. The school library teacher is, therefore, responsible for the selection and acquisition of all materials for the school library, and the library committee may review proposed purchases if desired.

### **Selection Committee**

The library focuses on a specific curriculum for junior high school students. Materials selected will:

1. Provide teachers and students with a wide variety of reference and supplementary materials in a variety of formats suited for individual and/or group use as an integral part of the curriculum.
2. Promote literacy and enjoyment of reading, viewing and listening for students at all stages of development.
3. Adequately represent differing opinions where available so as to present a depth of understanding of the various sides of an issue.
4. Provide timely information (as reflected by copyright date) on appropriate issues both in the curriculum and of interest to teachers and students.
5. Fairly represent many religious and political views; Nationalities, or ethnic groups; and a variety of authors regardless of origin, background or opinion.
6. Be of high artistic quality with superior formats possessing qualities of factual accuracy, authoritativeness, balance and integrity.

### **Selection Sources**

Authoritative selection sources, approved bibliographies and reviews in professional publications will be consulted regularly. Student and teacher evaluations may be solicited when reviews are not published or readily available. Standardized lists and evaluation guidelines are used to create a balanced collection.

### **Recommendations**

Student and teacher recommendations of materials for purchase are welcomed, and will be given priority within budgetary constraints. First-hand knowledge or recommendations from other school library teachers will also be considered. Teachers may recommend materials to members of the library committee or to the school librarian. Non-print materials of over \$50.00 should be previewed when possible by

either the classroom teacher, department head or school library teacher before being purchased.

### **Donations**

Gift materials and donations will be added to the collection if they fit the criteria for selection and fill a valid need. Unaccepted donations will be dealt with in a professional manner or refused.

### **Reconsideration of Materials**

All complaints about collection holdings must be submitted in writing on forms available from the school library teacher. (See Appendix B). If the patron or citizen refuses to complete the form and return it to the school library teacher, the concern will not be brought to the attention of the library committee and the matter will be dropped.

As soon as the formal complaint is received, it will be reviewed by the library committee and a decision will be made. The decision will be formally written and signed by the members of the committee. The patron will then have the option of either meeting with the committee to discuss the decision or of receiving notification of the committee's decision by letter. The patron or citizen may appeal the decision to the district library supervisor's office, which will handle the request at that level.

Group initiated complaints are handled on a district level and complaint forms must be submitted to the district library coordinator.



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.

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

2. 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 and doctrinal disapproval.

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

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

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

6. 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 18, 1948. Amended February 2, 1981, June 27, 1967 and January 23, 1980, by the ALA Council.

## STATEMENT OF INTELLECTUAL FREEDOM

The Association for Educational Communications and Technology

The First Amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral.

The Association for Educational Communications and Technology believes the same protection applies also to the use of sound and image in our society.

### ***Therefore, we affirm that:***

Freedom of inquiry and access to information--regardless of the format or viewpoints of the presentation--are fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origin, or social or political views.

Children have the right to freedom of inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child.

The need for information and the interests, growth, and enlightenment of the user should govern the selection, and development of educational media, not the age, sex, race, nationality, politics, or religious doctrine of the author, producer or publisher.

Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.

The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgement of free expression and free access to ideas and information.

Adopted by:

AECT Board of Directors  
Kansas City April 21, 1978