

NLJH LIBRARY MEDIA CENTER LONGHORN LIBRARY GUIDELINES

HOURS

Regular library hours will be daily—7:45 a.m. to 3:30 p.m., on regular open school days.

CIRCULATION POLICY

Students will be allowed to check-out 3 books at one time. If a student has one or more books that are overdue by one week or more, they will not be allowed to check-out any more books. These books must either be returned or renewed by bringing the book to the library or paying for the full price of the book, if the book is lost. These include any regular circulation items. The following items will not be permitted to leave the Library Media Center, by students:

- Reference Materials
- Magazines
- Videos, DVD's, CD's
- Equipment

Teachers will be allowed to check-out up to 50 items at one time.

RETURNING ITEMS

Patrons may return materials by placing them in the book drop located inside the library doors. They may also hand them directly to Mrs. Combe or students designated as Media Assistants.

SELECTION POLICY

The Library Media Center focuses on supporting specific curriculum for junior high school students. Materials selected will:

- Provide teacher and students with a wide variety of reference and supplementary materials suited for individual and/or group use as an integral part of the curriculum.
- Promote literacy and enjoyment of reading, viewing and listening for students at all stages of development and all levels of reading.
- Adequately represents differing opinions, where available, so as to present a depth of understanding of the various sides of an issue.
- Provide timely information (as reflected by copyright date) on appropriate issues, both in the curriculum and of interest to teachers and students.
- Fairly represent many nationalities or ethnic groups; and a variety of authors representing all areas of interest.
- Be of high artistic quality with formats possessing qualities of factual accuracy, authoritativeness, balance, integrity, and interest.

- Encourage students to locate, use, and evaluate as much material as possible so that they may develop the practice of critical examination and thinking.

In selection of fiction materials, the Library Media Teacher will consider the author, reading level and interest level. The selections will be made, keeping in mind the patrons and community it will serve. The guidelines previously viewed from the district policies will also be observed. A list will also be kept of frequent requests from patrons, community members, teachers, and staff. The Library Media Teacher will pull from the list as money comes available for purchases.

In selection of non-fiction materials, the Library Media Teacher will consider the relevancy and accuracy of the information chosen. This will also include all selections of reference and professional collections. It is very important to keep these materials current and up to date.

GENERAL SELECTION CRITERIA IS BASED ON:

General selection for the Longhorn Library collection will be based on the following guidelines:

- Budget availability
- Priority selections, (selections based on areas needing updating or upgrading).
- Requests received from Teachers, staff, students, and the community.

WEEDING

Weeding is essential to maintain a current, relevant, up-to-date collection. NLJH Longhorn professional library staff should periodically review the collection to determine which materials should be removed or replaced. Materials to consider for weeding include:

- Poor physical condition.
- Superseded by more current, up-to-date material.
- Contain subject matter no longer needed to support the curriculum.
- Receiving little use.
- Providing wrong, inaccurate, or dated information.
- Encouraging stereotypes of biased opinion.
- Pictures on the cover and inside the book are outdated.

CHALLENGED LIBRARY MATERIAL

A parent desiring action beyond restricting their own student's access to a particular book or material contained in the library media center of the school his/her student attends may challenge the placement of the item through the Challenge of Library Media Materials process. This process shall not apply to primary instructional materials used by a classroom teacher.

The School Level Challenge must meet the following criteria:

- The parent must submit a completed School Level Challenge of Library Media Materials form to the school's library media professions.
- Upon receipt of the completed Form, the library professional will notify the District supervisor Of the request and call a meeting of the "School Committee" to introduce the request.

- The material in question will remain in use during the challenge process.
- The school library professional will provide the School Committee members access to the challenged material as well as public written review of the material from professional review sources. The School Committee members will be assigned to read, view, or listen to the material in its entirety as well as the reviews.
- After being afforded time to review the material and reviews, the School Committee will reconvene, at which time the parent has the option to meet with the School Committee to present his/her views. The School Committee will then dismiss the parent.
- The School Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The School committee will decide whether to retain the material in the library media center, relocate the material within the library media center, or remove the material from the library media center.

DONATIONS

Donations and gifts will be considered based on the same criteria outlined in the selection policy of other books and supplies. It will also be taken under consideration on the general condition of the items being donated. Paperback cover books will not be accepted unless they are in like new condition. Gifts and donations may be retained, circulated, or discarded, based on the discretion of the Library Media Teacher. They may also be cataloged and shelved as any other collection contained in the Library Media Center.

FINES

NLJH Library does not collect daily overdue fines, for regular check-out books. Students will be fined if a book gets lost or if the book is returned with damage. The fine amount will be the total price of the book, equal to the amount of the original purchase. Students will be fined for overdue textbooks.

COMPUTER AGREEMENT

All students are required to fill out an acceptable use agreement, within the district, as per registration. All copyright rules apply.

COMPUTER USE

The computers in the library may ONLY be used for school-related projects. Games and leisure internet surfing is prohibited, except during lunch periods. The only game sites allowed at this time are "Coolmathgames.org", "Google Earth", or "Nitro-type".

COPIES

Each student is allowed to print 10 pages maximum, off of the computer, free of charge. This will be applied on a per project basis. Anything beyond 10 pages will be charged .10/page. They must have the money at the time they make the copies. IOU's or anything of that kind, will not be tolerated. **ALL current events printed off the computer, will be .10/page, including any extra ads or pages that print.**

WITHDRAWAL FROM SCHOOL

All students withdrawing from NLJH are required to bring a paper form to Mrs. Combe to sign. The paper may be signed, ONLY if the student has no materials checked out of the library and fines are NOT found, from the library.

FOOD & DRINK

The library is Mrs. Combe's classroom. Food, gum, and drinks are not allowed in the library.

ELECTRONIC DEVICES & DRESS CODE

All school policies regarding dress code and use of electronic devices apply in the library. The library is considered a classroom.

LIBRARY PERMIT

Library hours are 7:45 a.m. to 3:30 p.m. (Including lunch). Individuals, not with a scheduled class during class time, must obtain a permit or School Hall Pass, from their specific teacher. The permit should be turned in at the circulation desk upon entering the library. When students leave the library, the permit must be signed by Mrs. Combe, or a student designated as Media Assistant. The time leaving the library, must be included on the permit, as the student leaves the library.

VOLUNTEERS

Parents of students enrolled at NLJH may sign up to help in the Library Media Center, at any time during the year. There is a form they may sign up on, at the time of registration. They may also inquire in Library, any other time during the current school year.

LIBRARY ASSISTANTS

Students may register to serve as a Library Assistant, during their 9th grade year. They must have a 3.0 grade point average on their latest report card and citizenship below an S/G will not be acceptable. They also need to have good attendance history. The 9th grade students will receive a letter grade for the class. This will be accomplished through various assignments given during the time they are enrolled in the class.

OFFICE/TEACHER ASSISTANTS

Students may register to serve as an Office/Teacher Assistant, during their 8th or 9th grade year. They must have a 3.0 grade point average on their latest report card and citizenship below S/G will not be acceptable. They also need to have good attendance history. They will receive a Pass/Fail grade for this class. This will be accomplished through completing one main assignment given during the time they are enrolled in the class and is based on the Library Media Teachers decision from one term the next.