

**Legacy Junior High  
Library Media Center  
Policy Manual**



**Revised Nov 2018**

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## Purpose

- Here at Legacy Jr. Media Center we support the policies and procedures set by the Davis School District. These policies and procedures, with addendums may be found at this web address:  
[http://www.davis.k12.ut.us/cms/lib07/UT01001306/Centricity/Domain/12/\\_Files/4I-202%20School%20Library%20Media%20Centers.pdf](http://www.davis.k12.ut.us/cms/lib07/UT01001306/Centricity/Domain/12/_Files/4I-202%20School%20Library%20Media%20Centers.pdf)

The purpose of the school library media program is to instruct students in acquiring knowledge and familiarity with a broad scope of information tools – both print and electronic, and foster an appreciation of reading and literature that will enable them to become critical consumers of information and self-sufficient life long learners.

## Philosophy

The library media center serves as the information center of the school. It is a hub for integrated, interdisciplinary, interdepartmental, inter-grade, and school wide learning activities. Through the use of the library, students acquire and strengthen skills in locating, reading, analyzing, synthesizing, and communicating information and in using technology. Resources and activities for learning represent diverse experiences, opinions, social and cultural perspectives, and are appropriate to the full range of ability levels. Students will learn to work both independently and cooperatively to become discriminating readers, viewers, and listeners. They are encouraged to explore a wide range of quality literature in all genres, and to develop an aesthetic appreciation of literature and literary genres as well as electronic media.

In serving this purpose, we, library media professionals, strongly endorse the positions of the American Library Association and the American Association of School Librarians on the library and School Library Bill of Rights, and The Freedom to Read Statement, (included as part of the District Policy Manual, appendix B).

### Mission and Goals of the Legacy Junior High Library Media Program

*The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished*

- *By providing intellectual and physical access to materials in all formats*
- *By providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas*
- *By working with other educators to design learning strategies to meet the needs of individual students*

Excerpted from Chapter 1, "The Vision," of *Information Power: Building Partnerships for Learning*. Copyright ©1998 American Library Association for Educational Communications and Technology

### Goals:

1. To involve the teaching staff in the media program so that the Media Center might effectively support classroom instruction.
2. To involve the teaching staff and students in the selection of media.
3. To be informed and to keep the teaching staff informed of new and existing media.
4. To provide resource materials to supplement all teaching areas within the school.
5. To provide learning experience in library skills for all students.

6. To assist staff members in scheduling of desired materials
7. To aid students in selection of media, and to provide readily available materials to students upon request. Also, to arouse in students an interest in books and other materials and broaden this interest through service in a pleasant atmosphere.
8. To make the Media Center available throughout the school day.
9. To encourage students in the use of the electronic catalog system and other standard library helps so that they might more effectively use the Media Center.
10. To evaluate and weed the various collections periodically in order to maintain a current and useful media collection.
11. To provide materials within a wide range of understanding, materials on opposing sides of controversial issues, materials representative of many religions, ethnic and cultural groups.
12. To use standard guides, along with care and reason, in the selection of materials in order to obtain and maintain a comprehensive, well-rounded collection that is appropriate and useful to the users.

**LIBRARY STAFF:** Consists of a professional school library media teacher, who is responsible for the selection, acquisition and circulation of books, audiovisual materials and equipment. The remainder of the library staff is made up of student assistants trained by the library media teacher (LMT).

**Library Assistants:** Library assistants must apply for the position during the spring of the year prior to the desired year of service. Library assistants must have and maintain a B+ (3.333) GPA, have good attendance, and complete an application with two teacher recommendations. Library assistants are responsible for a variety of library and faculty workroom duties. Library assistants receive a pass/fail grade for the class. The class is a semester class.

**Authorized patrons of LJH Library Media Center include:**

Students, faculty and staff of the school. Student teachers, parents of students, substitute teachers may obtain special permission from the LMT to use library resources.

**School Library Advisory Committee:** The school library advisory committee, when it is convened, promotes library programs, upholds and approves policies, but essentially it convenes to assist in reconsideration procedures at the school level. The committee consists of an odd number of voting members, no less than five, and may include one teacher from each of the following subject areas: English, social studies, math/sciences and vocational, an administrator, parent representative, and student representative. The school library media teacher chairs the committee.

## **Collection Development**

### **ACQUISITION POLICIES:**

In accordance with District Library Policies 2.1, the selection of library resources and materials shall be done by library professionals at each school site using guidelines and criteria developed under the direction of the District Supervisor and approved by the Assistant Superintendent over Curriculum and Instruction.

### **SELECTION CRITERIA – GENERAL RESOURCES:**

- Appropriateness and timeliness of material and subject
- Approved bibliographies and reviews in professional publications
- Importance to the collection
- Relevance of materials to the curriculum and to the needs and interests of the students and faculty.
- Authoritative and balanced views
- Readability and quality of illustrations
- Literary or artistic merit
- Meeting recreational reading needs of the school community
- Cost of the material and physical durability

### **NON PRINT RESOURCES:**

- Availability and capability of existing and currently owned hardware to utilize the format
- Merit and value to the collection
- Ease of use and/or availability of training or customer support
- Addresses instructional goals and supports curriculum, taking into account learning styles, and the developmental abilities and adaptive technology needs of students
- Licensing agreements
- Technical quality
- Accurate and reliable presentation of information

A single material need not meet all of the criteria to be purchased.

### **RECOMMENDATIONS:**

Student, teacher, staff, administration, and community recommendations of materials for purchase are welcomed, and will be given consideration within budgetary constraints. Requests must be made to the media center staff in writing (jotted down on a piece of paper or circled on a photocopied magazine or catalog will be fine). Please provide as specific information as possible to facilitate the location and ordering of requested materials in a timely fashion. The requester's name must be on the request in case there are questions or needed clarifications.

**WEEDING:** Rational-periodic weeding, discarding and replacement of worn or outdated materials, is essential to maintain a current and appealing collection. Materials are considered for weeding if they are worn, mutilated, outdated or unused after a five year period.. Older materials may be retained if they are out-of-print until a suitable replacement can be found or if they are considered "classics" or

listed in special bibliographies deemed necessary for libraries.

Weeded materials are kept for a reasonable length of time to allow input from teachers and/or students as to their usefulness, desirability, or replacement status. The library media teacher will request the advice of teachers in their various fields of expertise to evaluate certain materials for use in the library media center. Materials awaiting teacher evaluation will be tagged on the computerized circulation system until they are physically removed from the media center. Tagged items will then be deleted from the computerized system and the shelf list.

**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 volumes if 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.

**DONATIONS:** Gift materials and donations will be evaluated on the same basis as materials purchased for the library and 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.

**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.

## **Reconsideration of Materials**

### PARENTAL RESTRICTION OF INDIVIDUAL STUDENT ACCESS

The District recognizes the right of parents under state law and District Policy *11IR-107 Recognizing Constitutional Freedoms in Public Schools*, to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. A parent desiring to restrict their own child's access to specific library books or materials shall submit the request in writing to the library professional at the school the child is attending. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in *11IR-107 Section 14*.

Davis librarians follow the District Library Materials Reconsideration policy.

School Level Request for Reconsideration:

1. Informal Meeting A parent who believes that action beyond restricting their own child's access to a particular book or material should be considered shall first meet with the school's library professional to discuss the concerns.
2. School Level Request for Reconsideration • If the concerns are not resolved to the parent's satisfaction in the informal meeting, the parent may request the book or material undergo a School Level Reconsideration Process.
  - The parent must submit a completed Request for Reconsideration of Library Materials Form ("Form") no later than 20 school days before the close of the school year. The Form may be obtained from the school's library professional.
  - Upon receipt of the completed Form, the library professional will notify the DLC Supervisor of the request.
  - Upon receipt of the completed request for reconsideration of materials form, the librarian will call a meeting of the school library advisory committee (SLAC) to introduce the complaint.
    - The SLAC members will be assigned to read, view, or listen to the material, and the LMT will provide public written reviews of the material being reconsidered from magazines or other review sources.
    - The SLAC will meet after reading, viewing, or listening to the material, at which time the complainant has the option to meet with the committee to present his/her views. The committee will then dismiss the complainant and hear views of other committee members.
    - A decision is made by a majority vote. The committee will decide whether to retain the material in the collection, move the material to an appropriate library media center, restrict or discard the material or sanction another appropriate action.
    - The complainant will be notified of the school committee's decision in writing within three weeks after formal submission of the complaint.
    - If the complainant is not satisfied with the decision of the school committee, the matter will be referred to the district LAC. The same materials may not come before the school LAC for reconsideration for at least three years.
    - The material in question will remain in use during the reconsideration process. No item is to be removed from school use without the recommendation of the SLAC.

## **Legacy Jr High LIBRARY POLICIES**

❖ *Students must present an activity card to check out books or use the computer.*

- ❖ Check out limit is four books.
- ❖ Books are checked out for 3 weeks, with one renewal.
- ❖ Students will receive a printed receipt with the book due date.
- ❖ After five days of grace, library book fines are 10 cents per school day. If the grace days are missed, the fine is accrued from the original due date.
- ❖ Library media patrons are expected to reimburse the library media center the purchase price of lost materials and/or reasonable rates for damaged materials. If the lost 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 after the adjournment of the school year cannot be refunded.
- ❖ Library book fines do not accumulate on Saturdays, Sundays, or holidays.

## **Copyright Policy**

The Federal Copyright Law (Title 17 of the U.S. Code) governs the duplication, distribution, use, and display or performance of all copyrighted materials; including printed matter, audiovisual materials, television programs, computer software, and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven for the law; and public schools are subject to its provisions just as are other agencies and businesses. However, there are some exemptions which provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as "fair use." The exemptions, while helpful in facilitating instructions, do not apply for non-instructional purposes such as reward or motivation.

- o The school staff shall abide by all provisions of the copyright laws.
- o Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- o The school board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials or the improper use of commercially duplicated materials.
- o Copyrighted tests and answers are not to be reproduced or transmitted in any form or by any means, electronic or mechanic, including photocopying, recording, or any storage and retrieval system.
- o Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or district office.
- o Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the school board.

## **Computer Use Policy**

Computers in the media center are for research, completing school assignments, and limited personal use. Copies of acceptable use agreements for secondary students and for Davis School District employees are found on the district's website (<http://www.davis.k12.ut.us/site/Default.aspx?PageID=1530>).