

# LIBRARY MEDIA GUIDELINES

## CENTRAL DAVIS JR. HIGH



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**Mission Statement:**

The mission of the Central Davis Jr. High Library Media Center is to provide a safe and stimulating environment. CDJH library strives to enrich and support the informational, educational, and recreational resources within our diverse school community. The library media center program will provide materials and services that will encourage growth in knowledge and a love of reading. The library strives to stimulate intellectual curiosity and to establish the habit of lifelong reading and learning.

**Curriculum:**

The librarian, in collaboration with classroom teachers, provides instruction:

- To implement the Core Curriculum for Library Media as outlined by the Davis Essential Skills and Knowledge (DESK) Standards and support classroom teachers in instructing students in multiple literacies across the curriculum.
- To use library media materials in print, visual and electronic formats and the related equipment needed to research and produce final products.
- To help students and teachers become information literate.
- To empower students and teachers with life-long learning skills.
- To offer a variety of materials in formats to enhance curriculum instruction and to provide accurate, authoritative and balanced informational views.
- To provide for student recreational reading.

**Policies:**

1. The library media center will be open from 7:45 am until 3:15 pm, Monday through Thursday, and from 7:15 am until 2:00 pm on Friday. It is open for teacher, student, and parent use any time within these hours. Extended hours may be arranged upon request.
2. Reference materials are available for library use only.
3. All other books are checked out on a three-week basis. Students may have up to five books checked out at a time, dependent upon current demand.
4. Teachers wishing to use the media center for an entire class period or longer must pre-schedule the period with the librarian and accompany the class.
5. Students will pay for damaged or lost books.
6. Students are responsible for replacing media center resources where they belong as they are used. Yearbooks will be held at the end of the year until outstanding balances are paid or lost books are returned.

**Circulation Policies:**

Regularly circulated books may be checked-out for a three-week period of time with an additional two weeks granted for renewal. Reference materials, including periodicals, may not be checked-out. Audiovisual materials and equipment may be checked out by faculty members only.

**Overdue Materials:**

Library patrons are charged ten cents per day, per item for overdue materials, up to \$5.00. Overdue notices will be emailed or given out in English classes several times per term. Patrons are ultimately responsible for knowing when their materials are due.

**Lost/Damaged Materials:**

Library media patrons are expected to reimburse the library media center the purchase price of lost materials plus a \$2.00 processing fee. If the lost materials are found within 30 days, the reimbursement is refunded, less the fine accumulated prior to the declaration of the loss and the \$2.00 processing fee. Fines for lost materials will not be refunded after 30 days.

Library media patrons are expected to reimburse the library media center the cost of the repairs for damaged books.

**Fines and Lost Book Funds:**

Funds collected from fines and lost books are used to purchase new titles or to replace those titles which are still relevant to the collection. Fines are collected during the school year.

**Legal Responsibility:**

The Davis School District Board of Education shall be legally responsible for the selection and approval of all materials used in the school district. 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 library media specialist is ultimately responsible for the selection and acquisition of all materials for the library media center.

**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.

**Computers**

Teachers and students may use the library computers for school-related work any time during library hours. (See *Computer Use Policy*)

## **Collection Development**

The selection of library resources and materials shall be done by library professionals at each school site using processes and criteria developed under the direction of the District Library Curriculum Supervisor (DLC Supervisor) and approved by the Assistant Superintendent over Curriculum. The criteria shall include, at a minimum:

- relationship to or support of curriculum
- developmental/maturity level of students
- format
- accuracy
- timeliness
- reliability
- provision of balanced views
- recreational needs of students
- literary quality
- professionally reviewed and recommended
- completion of series
- linguistic pluralism for both English language learners and foreign language programs

**Donations:** Materials donated to school libraries must be reviewed using the above criteria and will be placed in libraries at the discretion of the site library professional.

### **Request for Media Center Purchases**

Because our mission is to support the curriculum and information needs of students and teachers, it is important for students, parents, and teachers to have an active voice in the purchasing of materials. 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. Recommendations of materials will be given consideration within budgetary constraints.

### **Inventory of Collection**

The school librarian is responsible to maintain a regular inventory of materials and equipment. An ongoing inventory process identifies lost, stolen or damaged items and allows for an organized collection development process. The media center has an automated circulation system. When all materials have been inventoried, the main database prints out a list of missing items. Missing items are removed from the system.

- A formal inventory may be conducted at the end or beginning of the school year to assess the collection and help with selection/acquisition of materials and equipment.
- Alternatively, partial inventories may be conducted throughout the year and finalized on a regular basis as scheduled by the librarian.
- Missing items should be regularly deleted to maintain an accurate catalog.

### **Weeding of Materials and Removal of Equipment**

It is the responsibility of the individual librarian to implement a weeding policy. Weeding is the activity of examining and evaluating library materials for possible removal and is essential to maintaining a current, relevant, and up-to-date collection.

Materials and equipment should be weeded according to the following guidelines:

- Materials may be removed from the collection for being outdated, inaccurate, damaged, or no longer part of the curriculum.
- Remove the barcode, spine label and card pocket from materials being removed from the collection.
- Stamp "No longer property of Davis School District" or "Withdrawn" inside the front and back of the book or on the front of AV materials.
- Books may be sold at a used book sale, given to a recycling vendor or other organization, or donated.
- Videos, filmstrips or other materials may be given to another organization or disposed of through the school trash pick-up system.
- Discarded equipment will be shipped to the District warehouse.

### **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 they deem 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 book is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in *11IR-107 Section 14*.

### **School Library Advisory Committee**

The School Library Advisory Committee is made up of teachers, students, and parents. The committee meets early in the school year to set goals for the library and throughout the year as needed. The School Library Committee also gives advice on curriculum, inventory, acquisition, and provides feedback on the library needs of school.

### **Collection Evaluation Committee**

Collection Evaluation Committee is set up to handle any challenges to library materials.

- The school evaluation committee may consist of the school library advisory board. The committee consists of an odd number of voting members, not less than five, and may include an administrator, department chair/or grade level teacher, parent representative, and student representative. The school library media teacher or library media specialist chairs the committee.
- The district library reconsideration committee assists in reconsideration procedures. The District Library Media Supervisor oversees the committee.

### **Reconsideration of Materials**

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.
3. The library professional will call a meeting of the School Library Reconsideration Committee ("School Committee") to introduce the request.
  4. The material in question will remain in use during the reconsideration process.
  5. Under the direction of the library professional, the School Committee members will be assigned to read, view, or listen to the material in its entirety, and the library professional will provide public written reviews from professional review sources of the material being reconsidered.
  6. The School Committee will meet after reading, viewing or listening to the material, at which time the parent has the option to meet with the School Committee to present his/her views.
  7. The School Committee will then dismiss the parent for the purpose of hearing the views of other committee members and deliberating.
  8. The School Committee will decide by a majority vote whether to retain the material in the library, relocate the material within the library, or remove the material from the library.
  9. The parent will be notified of the School Committee's decision in writing within a reasonable time period.
  10. The same materials cannot be reconsidered for at least three years.

## **District Level Request for Reconsideration**

If the parent is not satisfied with the decision of the School Committee, he/she may appeal the decision through the District Level Request for Reconsideration.

1. The parent shall submit a written request for District level reconsideration along with a copy of the original Form within ten school days of receiving the decision of the School Committee.
2. The material in question will continue to be used as determined by the School Committee during the reconsideration process.
3. Informal Meeting
  - [a] The parent may request a meeting with the DLC Supervisor to discuss options for resolution prior to the District level reconsideration.
  - [b] Prior to meeting with the parent, the DLC Supervisor will review all reconsideration documentation.
4. If the parent feels that a satisfactory resolution has not been reached at the informal meeting, the DLC Supervisor will convene the District Library Materials Reconsideration Committee ("District Committee") and provide them with materials for review.

5. The District Committee members will read, view or listen to the material in its entirety, and the DLC Supervisor will provide public written reviews of the material being reconsidered from professional review sources.
6. After being afforded time to review the material, the District Committee will reconvene, at which time the parent will be given the option to meet with the committee to present his/her views. The committee will then dismiss the parent.
7. The District Committee will then deliberate the issues and reach a decision. A decision is made by a majority vote. The committee will decide whether to retain the material in the library, relocate the material within the library, or remove the material from the library. This decision will only apply to the library from which the complaint originated.
8. The parent and the original school librarian will be notified of the District Committee's decision in writing within a reasonable timeframe.

### **Evaluation**

#### **Intellectual Freedom**

The media center operates under the Library Bill of Rights, adopted by the American Library Association, which follows:

#### ***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 that 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.

### **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.

- The school staff shall abide by all provisions of the copyright laws.
- Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- 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.
- 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.
- Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or district office.
- 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>) and are attached.