

Florence Elementary Library Policy and Procedures

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of Florence Elementary Library Media Center.

Rankin County School District

Mission

Bring Everyone's Strengths Together!

We will all intentionally focus on empowering our students to reach their maximum potential by embracing opportunities and challenges while cultivating a tradition of distinction in education.

Vision

Continue a tradition of excellence by providing a world-class education that empowers all to grow through curiosity, discovery, and learning.

Mission Statement of the Florence Elementary Library Media Program

The mission of the Florence Elementary Library Media Program is to ensure students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty to create lifelong readers, critical thinkers, skillful researchers, critical users and producers of information in a global society.

ALA American Library Association

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 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 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.

Cataloging

Dewey Decimal Classification is used for cataloging of library materials.

Objectives

The goals of media specialists are:

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information literacy to students and faculty.
5. To provide instructional materials stimulating growth in factual knowledge and literary appreciation.
6. To manage a planned program and ensure a welcoming environment.

Library Media Center Hours of Operation

The library is open from 7:00 a.m. until 3:00 p.m. every school day. Whole school access is scheduled from 7:10-7:40 each day.

Scheduling

Third and fifth grade have a 40 minute scheduled class period each week. Fourth grade students have two 40 minute class periods per week. The library is open each day from 7:05-7:38 for students to return and check out books. Teachers please refer to library schedule before sending a student.

Student Conduct

Respect yourself.

Respect others.

Respect the books.

Student Checkout Policy

Students may check out one book per library visit. The loan period is two weeks. Students must bring their book to the library to renew. Renewals are limited to three unless special arrangements are made.

Faculty Checkout Policy

Faculty are not limited to number of checkouts although 30 resources for 30 days is recommended. Equipment such as headphones may be kept for the entire school year.

Overdue Notices and Fines

Overdue notices will be printed and distributed to students and faculty periodically to ensure books are returned in a timely manner. Students may not check out a new book until the overdue book is returned. No overdue fines are assessed upon return to the library.

Lost and Damaged Books

Students are taught good book care at the beginning of the school year. If a book is damaged, students/parents should not attempt to repair.

Student should bring it to the librarian for appraisal. If a book is damaged beyond repair the student will be required to pay to replace the book. The librarian will send notification to the family concerning replacement cost. If a student loses a book and the book isn't found and returned in 30 days of checkout the student is expected to pay for a replacement. The librarian will notify parents of replacement cost. Please note that library bound literature is usually more expensive than trade books due to durability needed for library circulation. Library check out privileges are suspended until matter is resolved.

Reference Materials

Reference materials are to be used by students in the library media center. Teachers may borrow reference and audiovisual media as needed.

Management

Library materials are circulated using the automation program, Destiny. Students and faculty may access Destiny from school or home through links provided on Florence Elementary Library Webpage.

Selection Criteria

The needs of Florence Elementary Media Center are based on knowledge of the curriculum and the existing

collection. Every effort is made to provide patrons with materials that will enrich and support the educational program of the school.

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Appeal to patrons
- Suitability for intended use

Request for Media Center Purchases

Patrons are encouraged to take an active role in developing the collection. Suggestions from students, faculty, and parents are welcomed.

Donations and Gifts

Library accepts donated books and determines best use of material. Monetary donations are deposited in an activity fund and used to purchase books.

Weeding Process

Weeding is a process by which materials no longer useful are removed from the library collection.

Weeding is carried out periodically throughout the year to keep the library collection up to date. Types of material which are regularly weeded are:

1. Items in poor condition that prevents use
2. Sources which contain outdated or false information. This applies particularly to science or social studies, especially material about lands and people. The copyright date helps in evaluating material but not the only factor considered.
3. Books that have been replaced by new revised additions.
4. Materials deemed unsuitable for patrons.
5. Items that are dated and seldom used, including equipment.

Library Advocacy Committee

A committee is formed at the beginning of each school year to discuss library issues, programs and activities. Members include an administrator, teachers from each grade level, parent and student volunteers. In the

event of challenged material the advocacy committee will meet with the parent and Rankin County District protocol will be followed according to Public Concerns/Complaints About Instructional Resources, descriptor KEC, KEC-E.