

# **Florence High School**

## **Library Policy and Procedures**



**2021-2022**

# **Florence High School Library Policy and Procedures 2021-2022**

## **Purpose**

The purpose of the policy and procedures manual is to provide a guide for the operation of the Florence High School Library Media Center. The manual will be updated as changes are made in the library media center.

## **Mission Statement & Vision of the Rankin County Public School Systems**

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 High School Library Media Program**

The mission of the Florence High School Library Media Program is to ensure that 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, and ethical users & producers of information in a global society.

## **Objectives**

The goals of the media specialists are:

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

## **Library Media Center Hours of Operation**

The Florence High School Library Media Center is open from 7:30 a.m. until 3:30 p.m. every school day. Faculty members are welcome to browse and pick up materials in person or notify the librarian of needs via email, phone or student messenger

## **Scheduling**

The Florence High School Library Media Center allows teachers to schedule a class to use the Library Media Center during that particular block. This policy allows for flexible scheduling for both teachers and students to get the most out of their time in the Library Media Center. Teachers can either contact the Library Media Specialist through email or in person.

## **Student Conduct**

Appropriate behavior and respect for all library patrons, staff, and faculty is expected from students while using the library.

- Food and drinks without a lid are not allowed in the library.
- If furniture, books, and other print resources are used during visit, students are required to return it to the proper location. However, if materials are used and returned damaged, then the patron will be required to replace said material.

## **Checkout Policy**

### Student Checkouts

Students may only check out 2 books at one time, unless given special permission. Students will be charged full price if the book is lost or returned beyond repair. A ten-cent fine is charged per each day past-due date. A \$5.00 ceiling is in effect.

### Faculty Checkouts

Faculty may check out an unlimited number of materials as long as needed. Periodicals and equipment must be checked out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them.

## **Overdue Notices and Fines**

Overdue notices will be printed out and distributed to students at school periodically to ensure books will be returned in a timely manner and to help remind students about books that need to be returned to the library. Students may not check out a new book until the overdue book is returned. Students will be charged full price if the book is lost or returned beyond repair. A ten-cent fine is charged per each day past-due date. A \$5.00 ceiling is in effect.

## **Lost and Damaged Books**

Students are taught good book care at the beginning of each school year. They are encouraged to take good care of library materials. However, accidents do happen. If a book is accidentally damaged, parents/students should not attempt to repair it. The book should be brought immediately to the library so that the librarian can repair it and return it to circulation if possible. However, if a book is lost or damaged beyond repair, the student will be required to pay to replace the book. Payment for a lost book will not be reimbursed if the book is found; at that point the student may keep the book. Debts remaining at the end of the school year may be turned in to the office and become a

part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned or paid for upon withdrawal.

### **Reference Materials**

Reference materials are to be used by students in the library media center. Teachers may check-out reference materials for use in the classroom when necessary.

### **Technology/Equipment**

Technology materials and equipment are available for teachers to check out as needed. Students are allowed to use technology materials in the library, but are not allowed to check them out.

### **Management**

Library materials are circulated using the automation program, Destiny. Students may access Destiny from any computer at school or away from school. Links to access Destiny are located on the Florence High School Library Webpage.

### **Selection Policy**

The needs of the Florence High School Media Center are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. The Florence High School Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. Materials will not be excluded because of race, nationality, religion, or political views of the writer. The inclusion of any item in a collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

### **Selection Criteria**

The following criteria are recommended as a guide to selecting the best resources for the library media center:

- 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 media center patrons
- Suitability for intended use

## **Request for Media Center Purchases**

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

## **Weeding Policy**

Weeding is a process by which materials no longer useful are removed from the library collection. Weeding should be carried out periodically throughout the year if the library collection is to be kept up to date. Types of materials which should be regularly weeded from the school library are:

- Items in such poor physical condition that the readers cannot use them.
- Sources which contain material that is outdated or no longer true. This applies particularly to materials in science, or social studies, especially about other lands and people. The copyright date is a great help in evaluating this type of material, though not the only factor to be considered.
- Books that have been replaced by new, revised editions.
- Materials which are not suitable for the readers using the collection.
- Items which are duplicated of books once popular, but seldom used.
- Dated audiovisual materials and equipment.

## **Library Media Committee**

A library media committee is formed at the beginning of each school year. Members include a volunteer teacher from each grade level. The committee will meet throughout the year to discuss library issues, programs, and activities. In the event of challenged materials, one parent and one principal will join the group to review the complaint and take the appropriate action. Throughout the year, all faculty members may be asked to submit suggestions for library, media and technology purchases.

## **Procedures For Reconsideration of Materials**

If a complaint about library materials is made, the following procedures should be followed:

1. When a complaint is received which specifically relates to any materials in the library, an informal discussion will be held to determine the nature of the complaint.
2. When necessary, a "Request for Reconsideration of Library Resources" form will be provided to the complainant to fill out and return to the Library Media Specialist.
3. The Library Media Specialist will then inform the building principal of the complaint.
4. Appendix A – Letter to Complainant
5. Appendix B – Request for Reconsideration of Library Resources
6. The "Request for Reconsideration" form will be forwarded to the Library Media Committee.

7. A meeting of the Library Media Committee, along with a parent representative and a building principal will be scheduled within two weeks of the receipt of the Request for Reconsideration.
8. Material will be judged by the committee as to its conformance to the criteria for selection listed in the selection policy using the Checklist for Materials Review Committee's Reconsideration of Library Material. (Appendix C)
9. After the committee meeting, the building level principal may notify the direct assistant superintendent of the parents' concerns and the committee's decision.
10. Challenged materials may remain in circulation until the process is completed.

## Appendix A – Letter to Complaint

Dear \_\_\_\_\_,

We appreciate your concern of the use of \_\_\_\_\_  
in our school. The school has developed procedures for selection of materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school's

- Instructional goals and objectives
- Materials Selection Policy
- Policy Statement: Procedure for handling challenged materials

If you are still concerned after you review this material, please complete the Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal

**Appendix B – Request for Reconsideration of Library Resources**

Format:  Book  E-Book  Periodical  CD-ROM  Video  Other

Title

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Author \_\_\_\_\_ Publisher \_\_\_\_\_

Request Initiated by \_\_\_\_\_ Phone \_\_\_\_\_

Address

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Complaint represents:  Self  Other: Identify other \_\_\_\_\_

1. Did you read/view the material in its entirety?  Yes  No

If not, what parts did you read/view?

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2. To what do you object? (Please be specific; cite pages, frames, sections, etc.)

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3. What do you feel might be the result of reading/viewing this material?

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4. Is there anything good about this material?

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5. For what age group would you recommend this book?

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6. Are you aware of the judgment of this book by literary critics?

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7. What do you believe is the theme of this book?

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8. What would you like for the school to do about this work?

Withdraw it from all patrons/students of the school/library.

Allow certain age groups to utilize the material.



\_\_\_\_\_ Do not assign it to my child or allow my child access to this work.

\_\_\_\_\_ Place it on a closed shelf for special use under a specific teacher's guidance.

9. In its place what material of better literary quality would you recommend?

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Organization Name of Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please attach any additional evidence or information.*

**Appendix C – Checklist for Materials Review  
Committee’s Reconsideration of Library Materials**

Title: \_\_\_\_\_

Author/Publisher: \_\_\_\_\_

Purpose:

What is the overall purpose of this material?

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Is the purpose accomplished?

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Authenticity:

Is the author competent and qualified in the field?

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What is the reputation and significance of the author and publisher in the field?

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Is the material up-to-date?

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Are the information sources well documented?

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Are translations/retellings faithful to original?

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Appropriateness:

Does the material promote educational goals and objectives of the curriculum of the Rankin County School District?

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Is it appropriate to the level of instruction intended?

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Are the illustrations appropriate to the subject and age levels?

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Content:

Is the content of this material well presented by providing adequate scope, range, depth and continuity?

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Does this material give a new dimension or direction to its subject?

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Reviews:

Favorably reviewed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Source of review(s):

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Does the title appear in one or more reputable selection sources? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the titles of selection sources:

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Additional Comments:

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Recommendation for Treatment of Challenged Material:

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Names and signatures of Materials Review Committee Members:

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Date: \_\_\_\_\_