



SCHOOL LIBRARY MEDIA CENTERS

GUIDELINES AND PROCEDURES

November 5, 2020



This Handbook is designed to provide guidance for the daily operation of school library media centers in the Davis School District. It contains references to applicable policies and procedures, outlines minimum requirements for building level media center policies, and provides references to support materials.

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1. APPLICABLE LAWS AND BOARD OF EDUCATION POLICIES

4I-202 School Library Media Centers

This policy sets forth the Board's philosophy and instructions for administrative development of procedures regarding collection management, parental rights to control student access, and challenged materials procedures.

4I-200 Instructional Materials Management and Administrative Procedures

This policy and administrative procedures identifies how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum to ensure they are used legally and appropriately in achieving legitimate educational objectives.

STANDARDS – Utah Standards for Library Media (6-12)

This document produced by the Utah State Office of Education contains recommendations for public school library media programs in the state of Utah.

7SS-003 TECHNOLOGY RESOURCES AND INTERNET SAFETY

This policy outlines the terms and conditions of District internet use by students and employees including the mandatory Acceptable Use Agreements and Internet/Intranet Publishing Guidelines.

Utah Code Ann.53F-2-407.

Appropriation for library books and electronic resources.

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2. CURRICULUM

DISPOSITIONS EXPERIENCE SKILLS AND KNOWLEDGE (DESK)

The library media professional, in collaboration with classroom teachers, provides instruction:

1. to implement the Core Curriculum for Library Media as outlined by DESK Standards and support classroom teachers in instructing students in multiple literacies across the curriculum;
2. to use library media materials in print, visual, and electronic formats and the related equipment needed to research and produce final products;
3. to help students and teachers become information literate;
4. to empower students and teachers with life-long learning skills;

5. to offer a variety of materials in formats to enhance curriculum instruction and to provide accurate, authoritative and balanced informational views; and
6. to provide for student recreational reading.

3. DISTRICT LEVEL ADMINISTRATIVE PROCEDURES

COLLECTION DEVELOPMENT

The following elements develop a balanced collection for each school library.

ACQUISITION

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 Library Media Supervisor (District Supervisor) and approved by the Assistant Superintendent over Curriculum and Instruction: The criteria shall include at a minimum:

1. relationship to or support of curriculum;
2. developmental/maturity level of students;
3. format;
4. accuracy;
5. timeliness;
6. reliability;
7. provision of balanced views;
8. recreational needs of students;
9. linguistic pluralism for both English language learners and foreign language programs;
10. literary quality; and
11. quality of illustrations.

Requests and suggestions of students, parents, and faculty which fit these criteria may also be considered.

WEEDING

The District Supervisor has been delegated the responsibility to implement weeding guidelines for the identification and disposal of library resources and materials to be removed from libraries. Materials to consider for weeding include:

1. poor physical condition. Literary quality and availability of a replacement if a work remains appropriate for a collection should be considered;
2. superseded by more current information, contain subject matter no longer needed to support the curriculum;
3. receiving little use;
4. providing wrong, inaccurate, or dated information; or
5. encouraging stereotypes or biases.

Materials which have been selected for weeding should be treated as follows:

1. Remove the barcode, spine label, and card pocket from materials being removed from the collection.
2. 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.
3. Books may be sold at a used book sale, given to a recycling vendor or other organization, or disposed of through the school trash pick-up system.
4. Videos, filmstrips, or other materials may be given to another organization or disposed of through the school trash pick-up system.
5. Discarded equipment will be shipped to the District warehouse.

DONATIONS

Professional library staff must review potential library media center donations using the criteria for selection of purchased material. In addition, the following criteria shall be considered:

1. Materials should be new or barely used (in good to excellent condition with no writing or other defacing marks), complete, clean, durable, and attractive.
2. Reference materials, including atlases, encyclopedias, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other like resources in areas in which information quickly becomes outdated should be no more than three years old. Multi volume sets should be complete.
3. Fiction books should be no more than five years old with the exception of books from well-known children's authors and classics.
4. All materials should have a reading level and an interest level of Pre-K through 12th grade.
5. Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.
6. Materials that generally are not appropriate for library media center use, such as textbooks, consumable instructional materials such as workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.
7. Library media professionals are encouraged to post signage informing students and parents of the ability to donate materials through the Davis Education Foundation.

INVENTORY

The District Supervisor has been delegated the responsibility to implement inventory guidelines for library resources and materials. The following guidelines shall be followed:

1. The school library media professional 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.
2. 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.
3. Alternatively, partial inventories may be conducted throughout the year and finalized on a regular basis as scheduled by the library media professional.
4. Missing items should be regularly deleted to maintain an accurate catalog.

4. SCHOOL LEVEL ADMINISTRATIVE GUIDELINES

School library media center staff at each school shall establish written guidelines for the operation of the school library. The District Supervisor and the principal shall be responsible to approve the guidelines. At a minimum, the guidelines shall include:

1. Procedures and timelines for circulation of materials.
 - a. All students will be allowed to check out multiple library books/materials up to a maximum of 6 at a time.
 - b. School lending periods should be a minimum of 2 weeks for each library book/material.
 - c. If library books/materials are lost or fines accrued, students will still be allowed to check out library books/materials to the maximum number allowed.
 - d. In addition, students may also check out 3 digital books at a time in *Sora*, which are automatically returned after the lending period.
2. Scheduling of the library media center to include:
 - a. At least one adult shall be present in the library media center to supervise students during classes, during lunches, and during open library times.
 - b. Elementary
 - i. Libraries will be open during regular school hours. Scheduling of classes is under the direction of the principal with input from the school library media specialist.
 - ii. First through sixth grade students receive 30 minutes of library media instruction per week and kindergarten students receive 15 minutes per week or 30 minutes every other week.
 - iii. Scheduled library periods missed due to holidays will not be made up. Book exchange times may be scheduled.

- iv. The first and last weeks of school are reserved for library media specialists to work on library administrative tasks.
 - v. Library media specialists are not expected to supervise students in assemblies, field days and at other special activities.
 - c. Secondary
 - i. Libraries will be open during regular school hours and 15 minutes before and after school.
 - ii. Scheduling of classes is done in collaboration with teachers and administrators.
 - iii. Materials will be circulated from the first day of school.
 - iv. The circulation of materials will end two weeks prior to the end of school.
- 3. Fines and replacement of lost or damaged materials.
 - a. A secondary student may be charged 10 cents per school day for an overdue library book/material, after a grace period. The grace period is 10 school days with the fine beginning on day 11 at \$1.00. Total fine charged for each overdue item may not exceed \$5.00.
 - b. Elementary students shall not be charged fines for overdue library books/materials.
 - c. Both elementary and secondary students will be charged replacement costs for library books/materials which are damaged or lost, with a processing fine of \$2.00. A student may receive a full refund (less processing fine) if the book/material is returned in good condition within 30 days of payment.
 - d. Secondary teacher librarians may provide a means for students to work off their fines and replacement costs incurred while using library books/materials.
- 4. Library media center computer access by students.
 - a. Students may use the library computers before and after school, during lunch and while with a class scheduled into the library for instruction or research.
 - b. Students may use the library during class time as requested by teachers and verified by the secondary library teacher.
 - c. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or school procedures set forth by the school library media professional and administration.
- 5. Rules and expectations for student behavior while in the library should follow the school guidelines and behavior management plans.

5. LIBRARY SUPPORT

School libraries may use volunteers and/or student assistants who will support the library media professional with tasks as instructed by that school library media professional.

The library media professional will continue best practices through attendance at

required District trainings to remain current with library media trends and resources.

6. 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*.

Educators, including teachers and librarians, do not have the right to censor, limit, or restrict a student from accessing library books and materials based on reading levels or interest, unless requested by a student's parent.

7. CHALLENGED LIBRARY MATERIAL PROCEDURES

A parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends may challenge the placement of the item through the Challenge of Library Media Materials process.

SCHOOL LEVEL CHALLENGE

1. The parent must submit a completed School Level Challenge of Library Media Materials Form (Form) to the school's library media professional. The Form may be obtained from the school's library professional or from the link at the end of the policy, 4I-202 School Library Media Centers.
2. Upon receipt of the completed Form, the library professional will notify the District Supervisor of the request and call a meeting of the Collection Evaluation Committee ("School Committee") to introduce the request.
3. The material in question will remain in use during the challenge process.
4. The school library professional will provide School Committee members access to the challenged material as well as public written reviews 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.
5. 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.
6. 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.
7. The parent will be notified of the School Committee's decision in writing within a reasonable time period.
 8. The same material cannot be challenged at that particular school for at least three years.

DISTRICT LEVEL CHALLENGE APPEAL

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

1. The parent shall submit a written District Level Challenge Appeal 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 District Level Challenge Appeal process.
3. The District Supervisor will convene the District Appeal Committee ("District Committee") and provide them with access to the challenged material as well as public written reviews of the material from professional review sources.
4. The District Committee members will read, view, or listen to the material in its entirety as well as the reviews.
5. 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 District Committee to present his/her views. The District Committee will then dismiss the parent.
6. The District Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The District 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. This decision will only apply to the library media center from which the challenge originated.
7. The parent, the library professional, and the school principal from the school where the challenge originated, will be notified of the District Committee's decision in writing within a reasonable timeframe. This response shall serve as the final administrative action in the matter.

8. COMMITTEES

DISTRICT LIBRARY STEERING COMMITTEE

District Level Committee – The District Library Media Steering Committee exists to promote library media programs, provide professional development, recommend policies and procedures, and address library issues. The committee consists of the District Supervisor, and representatives from elementary media specialists and secondary library media teachers.

DISTRICT APPEAL COMMITTEE

District Level Committee – The District Appeal Committee shall consider appeals of School Level Challenges and make decisions regarding those appeals. The Committee shall consist of an odd number of voting members, not less than five, and may include a member of the superintendency or designee, a parent representative, the Director of Curriculum and Instruction or designee, a student representative where appropriate, an elementary and secondary library media professional, and teacher(s). The District Supervisor shall be a voting member of and chair the District Appeal Committee.

DISTRICT LIBRARY TECHNOLOGY COMMITTEE

District Level Committee – The District Library Technology Committee exists to maintain the shared library catalog. They keep current on updates to the Follett Destiny software, provide a yearly professional development to set up library programs for the coming year, and train new library personnel on the Destiny system. The Committee also maintains the library catalog. The Committee consists of a District informational technology specialist, three secondary library media teachers, and three elementary media specialists.

LIBRARY ADVISORY COMMITTEE

School Level Committee – Each school shall have a Library Advisory Committee which provides input, promotes library programs, and may assist in challenges to materials at the school level. This committee should be in place early in the school year and shall meet at least one time during the school year.

COLLECTION EVALUATION COMMITTEE

School Level Committee – Each school shall have a Collection Evaluation Committee to respond to challenges to library materials. The Collection Evaluation 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 where appropriate. The school library media teacher or library media specialist shall be a voting member of and chair the committee. The District Appeal Committee assists in School Level Challenge procedures.