

**CENTERVILLE JUNIOR HIGH SCHOOL
CHARGER LIBRARY
PROCEDURES AND GUIDELINES**

(Revised April 2022 by Boyd Dart)

STATEMENT OF PHILOSOPHY

The Centerville Junior High Charger Library exists to provide informational resources as well as recreational reading. The library program seeks to ensure that students and faculty are effective users of ideas and information in all formats.

The library aspires to the standards set forth in Information Power: Guidelines For School Library Media Programs, published by the American Association of School Libraries.

Centerville Junior High School faculty and administration support the students' right of free access to information as described in the ALA's "Library Bill of Rights" and AECT's "Statement on Intellectual Freedom" (See Appendix A). They also recognize the rights of ownership guaranteed by the Constitution to the creators of information and support current copyright laws and guidelines to protect them.

LIBRARY STAFF

The Centerville Junior High Library is staffed by a professional teacher librarian who is responsible for the selection, acquisition and circulation of books, media, and equipment.

PROGRAM

The library's goals are to make the library a significant location for users to obtain information as well as assist the educational process. The library may also be used for curricular and community meetings. Computers and other technologies are being implemented and explored to help with the accessibility of information in our rapidly changing world. A key goal of the library is to increase its use and create a positive atmosphere to facilitate learning, studying, and recreational reading.

DAVIS DISTRICT POLICY AND PROCEDURES

The Centerville Jr. High Library follows the direction of the Davis School District and the Davis School District School Board of Education. The Centerville Junior High Charger Library procedures and guidelines align with the Davis School District Policy and Procedures. Specific policy and procedures for School Libraries is found at "**41-202 School Library Media Centers**". Said district Policy and Procedures can be found at:
<https://resources.finalsite.net/images/v1604602538/davisk12utus/si7y9rqfz40bdxdfz bka/4I-202SchoolLibraryMediaCenters.pdf>

More information may be found on the DSD Library Media Webpage:
<https://www.davis.k12.ut.us/academics/library/library>

THE LIBRARY COMMITTEE

The library committee exists to promote the school library programs, uphold policies, and assist in collection development.

The Centerville Jr. High "Collection Evaluation Committee" ("School Committee") consists of an odd number of voting members (not less than five), and includes an administrator, department chair/or grade level teacher(s), and parent representative(s). The school library teacher shall be a voting member of and chair the "CEC"

EVALUATION OF THE SCHOOL'S TEACHER LIBRARIAN

The teacher librarian is evaluated according to a district procedure for secondary librarians. Based upon a district written job description and yearly goals agreed upon by the librarian and the school administrators responsible for evaluation.

CIRCULATION POLICY

Check-out Policies

Authorized patrons of the library include students, faculty, and staff of Centerville Junior High. Student teachers, parents of students, and others may obtain special permission from the teacher librarian to use library facilities.

Most books and materials from the general collection are checked out for two weeks. Most items may be renewed for an additional two weeks.

Reference materials and periodicals are to be used in the library, but some limited materials may be checked out under the following conditions:

1. Overnight checkout only--materials are checked out for one evening and must be returned by 8:10 a.m. the next day.
2. In school checkout--materials are checked out for that class period or school day and must be returned to the library by the end of that period or by 3:00 p.m. that day.
3. Approval of the teacher librarian.

Copier and Computer Usage

A printer/copy machine is available for student and faculty use. The teacher librarian will copy any materials. Copies are to be educational in nature.

Students must sign up to use the computers available in the library. **Computers and the Internet are to be used in accordance with the Davis County School District Acceptable Use Agreement.**

AV materials and equipment are available for faculty use only. Equipment is checked out from the library for a specific period. Certain equipment may be used outside of the school when special arrangements are made with the librarian.

Copyright Laws

Library personnel recognize the rights of the copyright holder. Legal and ethical use will be promoted and adhered to. Fair use guidelines will be followed. The freedom of access and the availability of information due to today's technologies make printing and copying information easy and available. The librarian cannot be responsible for copyright violations by patrons. Copyright warnings are posted in the library.

Check-out Procedures

The circulation system and on-line catalog are web-based. Teachers and students are issued a photo ID card with a student number and barcode. The librarian uses a barcode scanner to circulate materials, therefore patrons must provide their photo ID for checkout. Scanning the item's barcode assigns that item to the patron until it is properly checked-in through the computer system. A due date slip is available for patron reference. Equipment may be checked-out to teachers using the above procedure.

Fines and Replacement of lost or damaged materials

Overdue books: Overdue notices are sent out by email. Students may be charged 10 cents per school day for an overdue book/material (after a 10-day grace period). Fines begin on the 11th day at \$1.10. Total fines charged for each overdue item may not exceed \$5.00.

Lost/Damaged Materials: Students will be charged for library materials which are damaged or lost. Fines will be the cost of replacement and a processing fee of \$2.00. A student may receive a full refund (less processing fine) if the book or material is returned in good condition within 30 days of payment. Fines for lost materials found during the summer cannot be refunded. Patrons with long overdue materials and unpaid fines may lose their circulation privileges and receive an administrative "U" until all materials are returned, and fines paid.

Fines and Lost Book Funds: Funds collected from fines and lost books are used to purchase new titles or replace titles that are still relevant to the collection. Fines may also be used to purchase promotional materials or other for operational needs of the library. Fines are collected during the school year and allocated according to district policy. **Fines are paid in the office or through the student information system.** Receipts from payments are presented to the librarian as proof of payment to clear the fines from the library's circulation system.

SCHEDULING POLICY

The library may be scheduled for appropriate activities including library skills, research, browsing, recreational reading, computer use, studying, and testing. School and community meetings can be scheduled. Gatherings that are strictly social are generally not considered appropriate.

Teachers may schedule the use of the library with the teacher librarian. Teachers must accompany their classes to the library and are responsible for student behavior, instruction, and evaluation. The Teacher Librarian is available to assist the teacher and is often asked to provide part of the instruction,

evaluation, or class management. At certain times, a teacher may arrange for a small group of students to use the library without the teacher's presence. The teacher librarian then assumes responsibility and upholds the requests of the teacher concerning said students. In some cases, the library may accommodate more than one class if arrangements between the two classes are made. Small groups and individuals with a library pass may be welcome when classes are present.

The library generally is open 15 minutes before school, during school hours, and 15 minutes after school. The library will usually remain open for students during lunch unless classes or an event are scheduled during that time. Special arrangements for modified hours may be made with the librarian.

INVENTORY PROCEDURE

A regular inventory is essential to the evaluation of the library collection to help with the selection/acquisition/weeding of books and equipment. A formal inventory is conducted at the beginning or the end of the school year. An informal or partial inventory may be conducted throughout the school year.

The library's on-line, automated circulation system allows inventory to be conducted using a laptop with a hand-held scanner. Each barcoded item is scanned. When all materials have been scanned, missing items are identified. Missing items are then tagged for removal from the system. If an item is missing for more than one year it is deleted or replaced.

DESELECTION POLICY

Rationale

Periodic deselection (discarding and replacement of worn or outdated materials) is necessary to maintain a current and appealing collection. Materials are considered for weeding if they are worn, mutilated, outdated and inaccurate, unused, or if they encourage stereotypes. Older materials may be retained if they are out-of-print until a suitable replacement can be found, considered "classics", or listed in special bibliographies deemed necessary for libraries.

Disposal

All materials to be deselected are out-processed by stamping "No Longer Property of Davis County Schools" or "Withdrawn", and by removing barcodes. They will be deleted from the catalog records. Books may then be sold, given away, or disposed of according to district policy.

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 editions (if the 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.

MATERIALS SELECTION/ACQUISITION POLICY

Legal Responsibility

As the governing body of the school district, the Board of Education shall be legally responsible for the selection and approval of all printed and published materials used in the school district. As the policy-making body, 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 teacher librarian is, therefore, responsible for the selection and acquisition of all materials for the school library, and the library evaluation committee may review proposed purchases if desired.

Selection Committee

The library focuses on a specific curriculum for junior high school students. Materials selected will:

1. Provide teachers and students with a wide variety of reference and supplementary materials in a variety of formats suited for individual and/or group use as an integral part of the curriculum.
2. Promote literacy and enjoyment of reading and listening for students at all stages of development.
3. Adequately represent differing opinions where available in order to present a depth of understanding of the various sides of an issue.
4. Provide timely information (copyright dates) on appropriate issues both in the curriculum and of interest to teachers and students.
5. Fairly represent many religious and political views; nationalities or ethnic groups; and a variety of authors regardless of origin, background, or opinion.
6. Be of high artistic quality with superior formats possessing qualities of factual accuracy, authoritativeness, balance, and integrity.

Selection Sources

Authoritative selection sources, approved bibliographies, reviews in professional publications will be consulted regularly. Student, teacher, and librarian evaluations may be solicited when reviews are not readily available. Standardized lists and evaluation guidelines are used to create a balanced collection.

Recommendations

Student and teacher recommendations of materials for purchase are welcomed and will be given priority within budgetary constraints. First-hand knowledge or recommendations from other school librarians will also be considered. Teachers may recommend materials to library committee or to the school librarian. Non-print materials (over \$50.00) should be previewed, if possible, by the classroom teacher, department head, or school library teacher before being purchased.

Donations

Donations 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.

Reconsideration of Materials

All complaints about collection holdings must be submitted in writing on forms available from the school librarian. (See Appendix B). If the patron or citizen refuses to complete the form and return it to the teacher librarian, the concern will not be brought to the attention of the media committee and the matter will be dropped.

As soon as the formal complaint is received, it will be reviewed by the library committee and a decision will be made. The decision will be formally written and signed by the members of the committee. The patron will then have the option of either meeting with the committee to discuss the decision or of receiving notification of the committee's decision by letter. The patron or citizen may appeal the decision to the district media supervisor's office, which will handle the request at that level.

Group initiated complaints are handled on a district level and complaint forms must be submitted to the district library media coordinator.

APPENDIX A

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.

1. Books and other library resources should be provided for interest, information, and enlightenment of the library community. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. 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 and doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, background, or views.

6. 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 18, 1948. Amended February 2, 1981, June 27, 1967 and January 23, 1980, by the ALA Council.

STATEMENT OF INTELLECTUAL FREEDOM

The Association for Educational Communications and Technology

The First Amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral.

The Association for Educational Communications and Technology believes the same protection applies also to the use of sound and image in our society.

Therefore, we affirm that:

Freedom of inquiry and access to information--regardless of the format or viewpoints of the presentation--are fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origin, or social or political views.

Children have the right to freedom of inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child.

The need for information and the interests, growth, and enlightenment of the user should govern the selection, and development of educational media, not the age, sex, race, nationality, politics, or religious doctrine of the author, producer, or publisher.

Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society, efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.

The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgement of free expression and free access to ideas and information.

Adopted by:

AECT Board of Directors
Kansas City April 21, 1978