

Crystal Springs Middle School



Bearcats

Library Media Center

Policies & Procedures Manual

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Statements and Budget

Department of Education Mission Statement

The mission of Mississippi's school library programs is to assist in providing a quality education for every child by:

- Encouraging lifelong information literacy and learning through reading and inquiry.
- Providing an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.
- Providing real and virtual access to appropriate, high-quality resources (print/non-print and digital formats) and services that support and enhance teaching, literacy, and learning during and outside the school day.
- Participating in curriculum development and design of learning activities.
- Facilitating professional development for the learning community.

School Mission Statement

The Mission of Crystal Springs Middle School is to provide a quality learning environment by striving to meet the individual needs of all students.

Library Mission Statement

The mission of the CSMS Library Media Program is to support the stated goals and objectives of our school district by providing curriculum and technological support, research guidance, literature appreciation, and learning experiences for the students, faculty, staff, and patrons of the school community. The Program fosters an environment that encourages inquiry and discovery through the use of organized, accessible resources. The School Library Media Program aids students in becoming independent, lifelong seekers of knowledge who are capable of information retrieval and who value libraries and learning.

Personal Mission Statement

A librarian's first job is to be a teacher and then a librarian. To promote this idea, my main responsibility is to teach students and faculty the skills to analyze, access, manage, integrate, evaluate, and create information in a variety of forms and media. This education is done through three different avenues: (1) collection development, (2) teacher/librarian collaboration, and (3) student instruction. I must use my knowledge to design and implement instructional programs that meet varied user needs. In addition, I will interact with faculty in promoting effective use of library resources in relation to classroom activities. I will also encourage personal interaction between the library staff and students to humanize their library contacts, open paths of communication for their growth in using libraries, and increase their respect for libraries.

Vision Statements

Department of Education Vision Statement

Create collaborative relationships between school librarians and classroom teachers which transforms the school library program into a support system that strengthens the curriculum by bridging the information literacy gap.

School Vision Statement

The Vision of Crystal Springs Middle School is to develop students who demonstrate academic, physical, and social growth in a culturally diverse learning environment.

Library Vision Statement

The vision for the Library Media Center of Crystal Springs Middle School is for the media center to be the hub of the quintessential learning experience. This includes a comfortable,

inviting environment complete with the latest technology available for information retrieval. Print materials would meet or exceed minimum certification standards.

Personnel/staffing would also meet or exceed minimum certification standards. Various models of flexible scheduling of classes will be incorporated to ensure teachers have adequate planning time without relying on scheduled library time.

Statement of Philosophy

School library media centers embody the school's philosophy of implementing, developing, learning, enhancing, promoting, critical thinking skills, lifetime learning, and the basics of information literacy, writing, and computation in all formats, including print, multimedia, and technological resources.

An effective library information skills program is an integral part of the total educational program, teaching students the basic processing skills necessary to connect them with information and ideas in all subject and interest areas. Development of these skills involves the collaborative efforts of certified librarians/library media specialists, administrators, classroom teachers, technology coordinators, computer teachers, and students as active partners in the educational process, thus reinforcing the value of literacy and life-long learning.

Demographics

Crystal Springs Middle School's Library Media Center serves students of the following demographics.

ADA Grade	White		Black		Asian		American Indian		Pacific Islander		Hispanic		M	F	Total
	M	F	M	F	M	F	M	F	M	F	M	F			
56	1	1	3	3	0	0	0	0	0	0	1	0	5	4	9
04	6	7	35	43	0	0	0	0	0	0	6	4	47	54	101
05	7	5	53	49	0	1	1	0	0	0	3	2	64	57	121
06	5	8	48	52	0	0	0	0	0	0	11	8	64	68	132
07	3	4	67	62	0	0	0	0	0	0	5	1	75	67	142
08	3	3	44	51	0	0	0	0	0	0	4	5	51	59	110
	25	28	250	260	0	1	1	0	0	0	30	20	306	309	
	53		510		1		1		0		50		615		

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Goals and Objectives

Goal No. 1: The Crystal Springs Middle School Library Media Center will provide materials to meet the needs of all subject areas according to the College and Career Readiness Standards as well as materials that expand on all subject areas included in the curriculum. **OBJECTIVE:** The Library Media Specialist will become an integral part of curriculum and department meetings to ensure that all curriculum needs are met (i.e. creation of wikis or webquests and both print/online resources are available in the library). To help grow the collection according to the College and Career Readiness Standards, teachers are welcomed to turn in request for library materials that coincide with lesson plans. However, these materials will be housed in the library and open for all students and faculty members to use.

EVALUATION: Teachers will be given a resource and/or lesson evaluation at the conclusion of each collaborative lesson with the library media specialist. Teachers will be given a survey at the end of the academic year to evaluate the curriculum collaboration between the teachers and library media specialist.

Goal No. 2: The Crystal Springs Library Media Center will maintain a well-organized and well-labeled collection that provides a variety of books and resources that meet the interests of its patrons. All patrons will be given an interest survey at the beginning of each academic year to assist in collection development. Patrons will also be allowed to submit requests for resources to add to the collection. **OBJECTIVE:** The Library Media Specialist will work to ensure that both students and teachers will have a varied collection to help promote reading skills which will in turn increase overall reading comprehension scores. The library will house all print resources in organizational units (i.e. book shelves

and magazine racks) with highly visible labels to help patrons find necessary materials.

EVALUATION: All faculty and students will be given a survey at the end of the academic year to evaluate the overall library in areas such as use and collection resources. Circulation reports and statistics will also be analyzed to identify the highest areas of interest, need, and use.

Goal No. 3: The Crystal Springs Middle School Library Media Center Specialist will assist with acquisition of new technologies and provide instruction in their utilization inside the classroom and media center. **OBJECTIVE:** The Library Media Center Specialist will work with the school and school district to purchase electronic resources and databases that will coincide with College and Career Readiness Standards. Along with purchasing new electronic resources, the LMCS will hold seminars/trainings during Professional Learning Community meetings to help keep teachers up-to-date with the latest technology and electronic resources. **EVALUATION:** During the PLC meetings, LMCS will conduct a verbal survey to see if the new technology is working for each department. If the new technology is not working for a department, it is up to the LMCS to talk with Administration and the Technology Director to discuss ways to help that particular teacher or department work better with said electronic resource. A formal survey will be conducted at the conclusion of the year.

Goal No. 4: The Crystal Springs Middle School Library Media Center Specialist will begin a strong collaboration with teachers as instructional partners to develop research units fulfilling the content requirements of the curriculum and the College and Career Readiness Standards.

OBJECTIVE: The Library Media Center Specialist, along with the CSMS faculty, will begin a process of building a working model of collaboration that helps student performance and increases test scores in all areas. The LMCS will work with teachers one-on-one as well as

the entire department as an instructional specialist. **EVALUATION:** Both teachers and the library media specialist will meet to help improve the collaborative relationship by the establishment of the Library Advisory Committee. The committee will consist of the library media specialist, an assistant principal, a representative teacher from each department, a parent of a CSMS student, and a CSMS student. The committee will meet to discuss issues ranging from collaboration to collection.

Goal No. 5: The Crystal Spring Middle School Library Media Center Specialist will promote the legal and ethical use of copyright materials and provide students and CSMS staff with information on copyright law and fair use guidelines for education so that teachers and student share and participate ethically and productively as members of society.

OBJECTIVE: The Crystal Springs Middle School LMCS will conduct a general library tour and orientation program at the beginning of each academic year for students. During this program, both students will be taught exactly what copyrighted materials are and how to both legally and ethically reproduce these materials. Teachers will receive printed and electronic guidelines outlining the use of copyright materials. In addition, online training and tutorials will be provided through the LMC website. **EVALUATION:** Seeing both students and faculty members correctly reproducing copyrighted materials will show if that portion of the program was or was not effective.

Goal No. 6: The Crystal Springs Middle School Library Media Center will be an active informational hub for both the school and outside community. **OBJECTIVE:** This will be accomplished in three ways: the LMC will (1) provide access to information resources beyond the Crystal Springs Middle School's physical collection and will not be limited by the constraints of library hours,

(2) keep abreast of information needs of the school by seeking information concerning new curriculum developments and departmental decisions, and (3) open its facility to students, staff, and the community to provide physical space for educational purposes. **EVALUATION:** All users of the Crystal Springs Middle School Library Media Center will have the opportunity to complete a survey, which will evaluate their use of the library, the services the library provides, and their overall rating of the library in general. These evaluations will help keep the LMCS informed of their patrons' needs when it comes to using the library and its resources.

Budget

Overview: With more than 600 students enrolled in grades 4-8, CSMS is the largest school in Copiah County School District. The CSMS Library Media Center is establishing itself as the educational and intellectual hub for faculty members and students as well as the Crystal Springs community at large. The library media center houses a collection of more than 8,000 books and printed reference resources as well as offers access to various online databases such as the MAGNOLIA database. The library media center is currently working on enlarging the print collection and completing a makerspace for students to use.

Monetary Breakdown: The Crystal Springs Middle School library was given \$7,820 for the budgeted year 2020-2021.

Category	Total
Renewals	\$930.00
Supplies	\$3,150.00
Books	\$2,660.00
Equipment	\$180.00
Dues/Fees	\$450.00
Travel	\$450.00
Total Library Budget	\$7,820.00
Fundraiser Account	\$1,257.16

Yearly Expenses: Yearly expenses include the library's subscription to Destiny Cataloging System and additional electronic databases. {These amounts are subject to change on a yearly basis depending on need and finances.}

Key Expenses: (1) A significant amount is spent every year on toner and paper;
(2) Various supplies and other equipment may be purchased throughout the year.

Justification: This will continue the mission of providing students and teachers with the best

resources to help promote academic excellence. (3) The CSMS Library Media Center will seek additional funding/grants every year to help rebuild the aged collection and resources. This extra funding will purchase reference and non-fiction for everyday student usage and resources to enhance specific academic assignments. **Justification:** Every year, the CSMS Library Media Center will conduct a collection analysis and weed dated or damaged print resources to keep an up-to-date collection in both realms of academia and pleasure reading. In doing so, the library media center is supporting the school's goal of promoting reading and creating lifelong readers.

Five-Year Collection Development Plan

2020-2021: Complete Fiction Series as well as update the overall age of the Fiction Collection.

Keeping up with the current trends in Juvenile and Young Adult Fiction is costly and funds will continue to be spent on this section; therefore, the section will continue to be weeded to make room for new fiction books.}

2021 - 2022: 400 – 599 Nonfiction/Reference Sections/ Mississippi Special Collection

2022 – 2023: Biographies/ 600 – 799 Reference/ Nonfiction Sections

2023 – 2024: Teacher Resources/ 800 – 999 Reference/ Nonfiction Sections

2024-2025: Career-Oriented Resources/ 000-399 Nonfiction/ Reference Sections

Additional funds will be used to “rebuild” each section during this five-year collection development. Starting the following year, the book budget will be spent to purchase teacher-requested materials to enhance specific academic assignments and increase overall test scores.

Needs Assessments

Needs Assessment surveys will be completed to assist the LMCS in reaching all short and long-term goals for the Library Media Center. Teachers and students will be provided with needs assessments surveys (School Library Guide, Section 6.8) each year.

Operational Procedures

Hours of Operation

The Crystal Springs Middle School Library Media Center is opened Monday through Friday 7:15-3:30 p.m. Students will be able to use the Library Media Center in the morning and during scheduled library classes. However, with permission from teachers, students can also use the Library Media Center during class. Band students who do not attend regularly scheduled library classes are allowed to use the Library Media Center during class if they bring a note from their teacher.

ORGANIZATIONAL MEETINGS: The CSMS Library Media Center is used for most staff, professional development meetings, and may be used for club meetings before or after school. It is the responsibility of the organization's president or secretary to sign up for the appropriate date on the Library Media Center's calendar.

Scheduling Policy for Classes

The CSMS Library Media Center currently operates on a fixed schedule which prevents the opportunity for teachers to schedule an entire class for library use. To accommodate the need for access, the LMCS highly encourages the use of collaborative lesson planning with teachers. Teachers may also choose to work with small groups in the library during their planning time in which the LMCS will provide assistance as needed.

There are days throughout the school year in which the Library Media Center is closed due to state testing as well as off-campus professional development. These dates will be placed on the schedule prior to the start of the new school year so not to cause scheduling conflicts.

RULE: 1) A brief collaborative planning meeting with the media specialists is required before your class uses the media center for projects/assignments. Teachers should bring a copy of the proposed lesson or lesson plan to this meeting. 2) When teachers accompany classes into the Library Media Center, it is the teacher's responsibility to manage students. Teachers are in charge of their students; the Library Media Specialist is only to assist as needed.

Technology Cart Scheduling Policy

Teachers are able to schedule the Laptop Carts for classroom use. The schedule is on the first-come, first-serve premise; however, if a teacher is found dominating the schedule, then the policy will be revised to limit the number of times a teacher can schedule the carts during a nine-weeks. Teachers are required to sign out for the cart. Teachers are to check the condition of the cart when returned and are liable for any computers damaged or lost while in their classroom. No technology carts will be used in classrooms with substitute teachers.

Circulation Policy

Students are allowed to check out one book at any time. Teachers and staff are allowed to check out five books at a time; however, only 10 books will be allowed out on any given topic. Patrons can check out resources for up to two weeks. Only one renewal is allowed per item. When multiple classes are using books as part of a research project, these particular books will be put on reserve and students will not be allowed to check them out. Both faculty and students may make requests for particular titles and the Library Media Specialist will consider the requested titles, which are age and curriculum appropriate. **FACULTY POLICY:** Faculty may check out books from the Professional

Collection which covers most curricular areas. Teachers may check out books and print reference materials for only a nine-week period at a time with one renewal allowed.

Invoices will be issued to faculty for lost books. **FINE POLICY:** Fines must be paid for books that are lost or damaged. Students who do not pay fines will not be allowed to check out books until the fine is paid. Such students will be allowed to take a book from the “Free Books” shelf. Money will be refunded if a book or print resource is found after a fine is paid.

Rules

Appropriate behavior and respect for all library patrons, staff, and faculty is expected from students while using the library. Below are three simple rules that students must follow while in the library; however, other rules can be found throughout the Crystal Springs Middle School Library Media Center’s Policies and Procedure Manual.

1) Food and drinks are not allowed in the library. 2) 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. 3) Students may only check out one book at one time.

Student will be charged full price if the book is lost or returned beyond repair. 4) Students may checkout games, puzzles, makerspace kits, audio/visual equipment, and eReaders for in library use only.

Sign-In Procedure

Students will present appropriate library/hall pass from teacher when entering the library. On each pass should be the student’s name, when the student left the classroom, teacher’s signature, and student’s purpose.

Students will sign in/sign out when using the library during non-scheduled class time. Logs will

be kept for record due to a policy set forth by the CSMS Library Media Specialist. The CSMS Library Media Specialist will not write late passes to class; therefore, it is the students' responsibility to manage their time while in the library during non-scheduled class time. The LMCS will however sign hall passes for students to return to class when given permission to enter with a pass from a teacher.

Collection Development Policy

See Appendix A for the district's collection development policies.

Selection Policy

It is the policy of the Copleah County School District Instructional Department to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, principles outweigh personal opinion. Materials are considered for their quality and appropriateness.

Responsibility for Selection of Library Resources

1. The Copleah County School District Board is legally responsible for the selection of all instructional materials used in the Library Media Centers.
2. Responsibilities for actual selection shall rest with the professionally trained Library Media Specialist. The Crystal Springs Middle School professional librarian has primary responsibility for selecting library materials in accordance with the school's curriculum and instructional program. While the responsibility for final selection and recommendation for purchase rests with the Library Media

Specialist for resources, suggestions will be welcomed from principals, teachers, and students.

Selection is based upon evaluation:

- a. by the professional Library Media Center staff
 - b. in professional library tools and other review media
 - c. by other responsible professionals
3. Basic materials shall be adopted by the Copiah County School Board prior to their use in the CSMS Library Media Center, except for materials authorized by the Superintendent for trial use.
 4. In selecting materials library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and the School Library Standards of the Mississippi State Department of Education.
 5. The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs, and viewpoints of the school community.

Criteria for Selection of Library Resources

1. Materials should support the School and the District's educational goals and policies, including the advancement of student literacy.
2. Materials should be selected to support, enrich and extend the Crystal Springs Middle School curriculum and to encourage informational, educational, and recreational reading, viewing, and/or listening. Instructional materials shall stimulate growth in critical thinking, reasoning, and problem solving and support lifelong learning and workplace applications.
3. Consideration should be given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels.

4. Materials intended for student use should be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection.
5. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
6. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
7. In order to assure quality selection the following additional factors will be weighed as they apply: a) Educational significance and/or contribution to the curriculum; b) Informational or recreational interest; c) Reputation and significance of the author, producer, editor and/or publisher; d) Degree of potential user appeal; e) Contribution to the variety in viewpoints offered on controversial issues; f) Accuracy and currency of information; g) Arrangement and organization of the material (for example, indices, glossaries, tables of contents, chapter headings, etc.); h) Artistic quality, literary style or production values; i) Readability levels; j) Quality and variety of format; k) Need for duplicate copies of extensively used materials; l) Need to replace essential/required worn, damaged, or missing materials; and m) Value commensurate with cost and/or need.
8. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
9. Resources will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
10. Gift materials will be evaluated by the criteria outlined above and shall be accepted

or rejected in accordance with those criteria.

Procedures for Selection of Library Resources

The school library media professional, in conjunction with teachers, and administrators, will be responsible for the selection of materials. In coordinating this process, the school library media specialist will do the following:

1. Arrange, when possible, for firsthand examination of items to be purchased.
2. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. Among the sources to be consulted are: *Horn Book*; *Kirkuk Reviews*; *Book Report*; *Booklist*; *Library Journal*; *School Library Journal* and other appropriate sources. Professional books lists and reviews published by the American Library Association, the National Council of Teachers of English, and H.W. Wilson Company are consulted in the selection of materials for the library media center.
3. Consider recommendations from faculty and students
4. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
5. Purchase duplicates of extensively used material.
6. Purchase replacements for worn, damaged, or missing materials basic to the collection.
7. Determine a procedure for preventative maintenance and repair of material.

The Crystal Springs Middle School Library Media Center adapts to the needs of its patrons and user community first and foremost; however, when it comes to formulating and following policies and procedures, the Library Media Center begins with those written by the American Association for School Librarians, a branch of the American Library Association, and works down to those set by the Copiah County School District and the administration of Crystal Springs Middle School.

Reconsideration Policies and Procedures

Any Crystal Springs Middle School library patron – faculty member, student, or member of the community - may formally challenge resources used in the Library Media Center on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those people in the school and the community who are not directly involved in the selection process. The Crystal Springs Middle School professionally trained Library Media Specialist will explain to the questioner the school's selection procedure, how the questioned library resource fits in the Crystal Springs Middle School's education program, and any additional information regarding the particular library resource. The principles of the Freedom to Read Statement as well as the judgment of collection development specialist will be defended, rather than the library resource as a whole.

Request for Formal Reconsideration

The questioner will be asked to fill out the "Citizen Request for Reconsideration of Materials" form. A copy of the completed form will be forwarded to the Superintendent of Copleah County School District. If the Crystal Springs Middle School Library Media Specialist or Principal does not receive a completed and signed form within two weeks, then the matter will be considered resolved. Within ten school days of receipt of the complaint, the Crystal Springs Middle School's principal and Copleah County School District's Superintendent will appoint a committee composed of the following persons to review the complaint: Crystal Springs Middle School's Principal; collection development specialist; classroom teacher; the district curriculum coordinator; one community member. The review committee will:

1. Examine the challenged resource by reading critical reviews
2. Weigh values and faults to be able form opinions based on the material as a whole

rather than on a particular set passages or section which can be taken out of context;

3. Discuss the challenged resource in the context of the educational program;
4. Prepare a written report to send to the questioner and to keep on file for future reference.

The said report of the will be forwarded to the Superintendent of Copiah County Schools who will inform the complainant of the results within 30 days of receipt of the complaint. No materials shall be removed from use until the committee has made a final decision. The decision of the committee is binding and complainants may not raise the same or substantially same challenge after the appeal has been decided and the matter considered closed.

Weeding Policy and Procedures

Weeding is an integral part of collection development and is essential to rid the Library Media Center of unsuitable and unnecessary resources. Copiah County School Board asserts that the responsibility of the Crystal Springs Middle School Library Media Center regarding weeding is:

1. To provide quality Library Media Center resources to support and enrich both the curriculum and the personal needs of students and faculty members alike
2. To provide a more up-to-date collection and accurate reference information
3. To make more effective use of space this allows Library Media Center resources to be more visible and accessible
4. To provide a more attractive collection to promote use along with encouraging patrons to care for Library Media Center resources
5. To provide feedback on the overall collection. The Library Media Center has a plan for continuous, methodical weeding and review is implemented during the annual inventory.

Responsibility for Weeding of Library Media Center Resources

The responsibility for the weeding of resources from the Library Media Center is entrusted to the professionally trained collection development specialist who is employed by Crystal Springs Middle School. While the final decision rests with the collection development specialist, Crystal Springs Middle School teachers are invited to review the items marked for withdrawal.

Criteria for Weeding of Library Media Center Resources

Print Items. a) Physical appearance – Discard items that are worn out and cannot be repaired and those have an appearance, which discourages readers. b) Outdated materials – Discard items in which the basic information and/or illustrative material is out-of-date. That contains incorrect information, that have been replaced with a newer edition or which contain biased or sexist terminology.

Weeding Specific Classes of Books (maximum age of materials)

1. Ten Years: Encyclopedia sets, dictionaries, topical materials, atlases, and social sciences.
2. Five Years: Almanacs, directories, books on mass media, descriptive geography, careers, and computers.
3. Three Years: fiction titles.
4. Other: Biographical sources, old editions of classics whose update format discourages reader.

The following Library Media Center resources will not be weeded; however, they may be replaced due to poor physical condition: Classics; Local and state materials; Materials published by or about the school which might be considered archival items (i.e. yearbook, student newspapers, and literary compositions).

Procedures for Weeding of Library Media Center Resources

Weeded resources will be offered to outside sources in the following order: staff, students, and

other libraries in the Copiah County area. Weeded resources in bad physical condition will be discarded and if possible recycled. All information identifying the resource as Library Media Center or school district property will be removed. Follow instructions in the computer system to delete the weeded copy.

Evaluation

The Crystal Springs Middle School will continuously evaluate the quality of resources following the above- mentioned policy. The Crystal Springs Middle School will use the following assessments for student learning: book response, multimedia project, checklists, and rubrics.

Gift Policy

A professional library staff member must review potential library donations using the following criteria from organizations and individual parties expressing interest in donating books, reference resources, and other educational-related materials to CSMS Library Media Center:

1. Materials should be new or barely used, complete, and attractive.
2. Reference materials, including atlases, encyclopedia, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other resources in areas in which information quickly becomes outdated should be no more than three years old.
3. Fiction books, which are more than eight years old, will not be accepted with the exception of books by well-known young adult authors and classics.
4. All materials including reference, fiction and non-fiction, and other materials should be on the reading level and an interest of students enrolled at CSMS.
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. Textbooks, workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.

Collection Analysis

The library at Crystal Springs Middle School, despite the lack of inclusion in previous years' academic strategic planning, plans to be both actively involved in the school's academic efforts and tightly tied to the curriculum. The library's collection consists of more than 8,000 books and five online databases. According to the library media center's Policies and Procedures Manual, the LMC's primary purpose is to provide resources to enhance the curriculum standards set forth by the Copleah County School District and College and Career Readiness Standards. The library media center's mission is "to support the stated goals and objectives of our school district by providing curriculum and technological support, research guidance, literature appreciation, and learning experiences for the students, faculty, staff, and patrons of the school community. The Program fosters an environment that encourages inquiry and discovery through the use of organized, accessible resources. The School Library Media Program aids students in becoming independent, lifelong seekers of knowledge who are capable of information retrieval and who value libraries and learning." From the mission statement that the library views itself as a serious part of the school's academic community, and that it does not function as a "hang-out" for students. The virtual library media center will help students to complete academic assignments as well as help teachers plan multi-media informational lessons that coincide with the College and Career Readiness Standards.

Collection Analysis Method

The Library Media Center analyzes the collection level by Dewey "hundreds" and material format. Each of the Dewey "hundreds" includes information about the overall weakness of the reference, non-fiction, fiction, teacher resource materials and several small special collections. Books in the 900's, for instance, make up 15% of the collection, and include a good range of materials. The

weakness of the section is that the materials are out of date. The Follet Titlewave Collection Analysis indicates the materials needed to be weeded due to age not condition. It is up to the librarian media specialist to decide if the resource needs to be discarded due to condition.

See Appendix B for the current Follet Titlewave Collection Analysis

Improvements to the Collection

To improve particular sections of the collection, the library media specialist will work in collaboration with teachers when purchasing both printed and electronic resources. However, the LMS has set forth a five-year collection plan to rebuild the current collection, not to grow it. Once the collection has been “rebuilt,” purchases will be ranked depending on priority of each collection analysis. By analyzing the current collection and deciding on future acquisition goals ahead of time, the LMS will ensure that any purchase decisions will align with the priorities and needs of the library and are based in actual evidence. When attempting to secure additional funding, the Librarian Media Specialist will be able to illustrate how the money will be used and how it will help to improve the status of the collection which will reinforce the school district’s mission: “to provide every student with quality educational opportunities and harmonious social interactions that will enable each to become an independent and self-sufficient adult who will contribute responsibly in a global society.” However, purchases do not fall simply into “relevant to the curriculum” category. There is a total of five different selection criteria that a single purchase can be categorized as: 1) relevant to the curriculum; 2) relevant to student interest; 3) items which assist students and teachers to further their academic goals; 4) items which promote social and pleasure reading; and 5) items which reflect multiple points of view through a multicultural lens, including age, race, gender, religion, nationality, language, and professional or social status.

Collection Maintenance

The Library Media Specialist is in charge of de-selecting items from the collection based on the MUSTIE acronym that is used in many school and small public libraries:

M = misleading, factually inaccurate

U = ugly, book is worn and torn, in disrepair S =

superseded by a newer edition

T = trivial; or no real discernible value

I = irrelevant to the needs and interests of the community

E = elsewhere available; turn to interlibrary loan for the subject

There is an additional weeding criteria related to the age of the book in terms of copyright date.

Cataloging and Processing

CSMS' Library Media Specialist will catalog and process all materials in accordance with the School Library Guide (Section 4.7) to ensure all materials in the OPAC system are consistent with the physical labels on each cataloged item, in addition to ensuring consistency across material types.

Requests

Patrons of CSMS' Library Media Center have the right to request materials for use and/or purchase using the required forms provided by the Library Media Specialist. Teachers may submit requests for purchases using the Teacher Request Form (School Library Guide, Section 3.5), and students may submit requests for purchases using the Student Request Form created by CSMS' Library Media Specialist. All requests must be submitted in writing before being

reviewed. Teachers wishing to request the use of materials or equipment must submit a Resource Request and Evaluation form (School Library Guide, Section 3.5).

Technology

Network Acceptable Use Policy & Copyright/Fair Use

See Appendix C for the complete Network Acceptable Use Policy & Copyright/Fair Use Policy

Procedures for Online Usage by Students

Copiah County School District is committed to offering the most current technological resources in instruction as is fiscally possible. The Board believes that access to the resources available through technology can serve a vast, diverse, and unique purpose within an instructional context, thus promoting educational excellence within district schools. The benefits gleaned from the valuable interaction, resource sharing, innovation, and communication stimulated by technological resources far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. With this availability of information comes the potential for access to material that is not considered of educational value in the context of the school setting. It is incumbent upon the user to ethically, legally, and within strict guidelines established by the district. If a user violates appropriate use of the technology, the privilege of accessing the technology will be terminated or suspended at the discretion of the building administrator.

LMC Computer Usage Rules

1) Computers are not to be used as a gaming device during school. 2) Downloading of games, music, or other programs and application are not allowed. 3) Formats, screensavers, desktops, icons, and properties should not be personalized or reformatted.

Saving documents

Documents can be saved to the library computer in the documents folder by using the student's last name_teacher's last name. Saving documents in such a manner will decrease plagiarism.

Software license

The Crystal Springs Middle School Library Media Center computer lab has software licenses for only Microsoft Office. Documents created in Works, Publisher, or other such program, will not open due to software license restrictions.

Electronic Databases

The Crystal Springs Middle School Library Media Center purchases several educational electronic databases for the sole purpose of researching to complete academic assignments. Students and teachers can find the databases' on the library's website. Any misuse of the databases may result of student's loss in privileges.

Available Technology

Scanners are available for photo and text scanning for both students and faculty members.

Technology Cart Rules

All computers are to be put back in the original slot/number and the cart is to be locked before it leaves the teacher's classroom and at any time when the teacher must exit the room. Make sure each computer is also hooked up to the chargers as well. The teacher is responsible for the carts once it leaves the library and while the students are using them in the library. They are to be returned to the cart and in the library by 3:00 PM.

Using Email and the Internet Wisely

Using E-mail Wisely

1. E-mail encourages informal communication because it is easy to use. However, unlike a telephone call however, e-mail creates a permanent record that is archived and often transmitted to others. Remember that even when you delete e-mail from your mailbox, it still may exist in the system for some period of time.
2. Be cautious about what you send and to whom. Do not say anything in an e-mail that you would not want to see republished throughout the Copleah County School District, in Internet e-mail, or on the front page of the local newspaper. Remember that e-mail invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.
3. Beware of the "Reply All" button. Often your message only needs to be returned to one individual -- is the message really appropriate for (and should it really take the time of) everyone on the address list.
4. You can create liability for yourself and the district. For example, within or outside the district, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use e-mail to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and Copleah County School District policy. Make sure none of your activities violate any law or policy.
5. Please keep in mind that because of intermediary server problems and other potential delays, Internet e-mail can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.
6. Finally, beware of sending attachments. They may arrive garbled if the recipient is using a

different e-mail system.

7. E-mail attachments can introduce viruses into the system, and you can introduce a virus into a recipient's system by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet. If you do not know the sender of Internet e-mail, consider routing the message to the IT staff that can open the attachment for you on a computer isolated from the District network. While that should prevent activating a virus, it will not stop certain other infections (e.g., a logic bomb). Please do not open attached files ending in "EXE," "BAT," or "COM," as these files may be viruses or programs designed to delete data from the computer.

Using Internet Access Wisely

1. Be guarded about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the District's.
2. Read the "License" or "Legal" contract terms on every site. Do not accidentally bind the district to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the district's equipment or Internet account.
3. Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that it is the "government" and not a government-related entity such as the post office.
4. Be aware of the "Do you want a cookie?" messages. If you answer yes, whatever activity in the site owner to help it will log which you are engaged or its advertisers develop a profile about you or the district. It is possible that your browser is set to accept cookies without asking you each time.

5. Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

Storage/Maintenance of Equipment

The LMC will ensure the life expectancy of all books and equipment by properly storing them and maintaining them according to the specifications of instructions provided for all equipment. The Library Media Specialist will maintain a file of all instruction manuals for equipment purchased, and complete maintenance checks on all equipment no less than twice each school year.

All books will be properly stored on library shelves and maintained according to the Book Maintenance and Repair guidelines (School Library Guide, Section 4.8). All equipment will be stored in the Library Media Center's equipment room which will remain locked at all times.

Management and Facilities

Job Description

Record/Reports Keeping

The Library Media Specialist will maintain accurate and timely records regarding the collection, the budget, circulation, and use of Library Media Center resources for a minimum of three years. Patron records will be kept confidential.

ALA Policy 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services. The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction. The American Library Association strongly recommends that the responsible officers in each library, cooperative system, and consortium in the United States: Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Resist the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. *Taken from AASL website.*

AASL Confidentiality Position

Each Library Media Specialist is required to conduct an end of the year inventory and complete an Annual Report and file with Central Office.

Advocacy and Public Relations

See Appendix D for committee member details, responsibilities, and public relations plan.

A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee should be formed and used as an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

- Administrative Representative
- Library Media Specialist
- Department/Grade Representative
- Student
- Parent
- Community Member

Opening and Closing Duties

Beginning of School Year

The LMS will be given sufficient time to prepare the library for opening. It is recommended that the LMC be closed to students the first full week of school.

Beginning of the Year Procedures

The following duties should be performed by the LMS to prepare for opening the library:

1. Update the Library Automation system (Follett Destiny)
2. Check in and process all new materials
3. Assign and check-out equipment to teachers

Equipment and other materials should be made ready and available to teachers. All equipment checked out or assigned to teachers must be kept in a binder or an assigned barcode attached can be used to catalog in Destiny and checked out in

this manner.

4. Check in and process all new materials.
5. Check overdue list from the previous school year and inform principal of patrons with outstanding loans
6. Make the LMC aesthetically inviting to patrons
7. Prepare and conduct teacher orientation
8. Weed periodicals and worn materials
9. Check to make sure all computers, printers, etc. are in working order
10. Make and/or request repairs as needed
11. Prepare orders for new materials
12. Work on inventory as needed
13. Update local library procedure manual
14. Conduct Student & Staff Surveys

The Mississippi School Library Media Guide (MDE) recommends in the Mississippi School Librarian Evaluation Appraisal Rubric, that all librarians conduct a student & staff survey when providing necessary resources, technology, and instructional services to support library and Institution's goals. Surveys should be completed before ordering materials and resources for the library.

15. Update Library Procedure Manual—Long & Short- term Goals

The librarian will produce a library procedures manual which reflects the policies and procedures of the school and district's guidelines for operating a library media center. The librarian will create and implement a list of long and short- term goals that reflect the needs of the students and staff. Goals should range from 2-4 years, but must not exceed 5 years in the planning and implementation stages.

16. Inventory Procedures

16. Budgets

17. Mandatory Professional Development

To be effective, librarians must stay abreast of and incorporate the rapidly changing information environment into the school library program. In order to accomplish this goal, librarians must

connect and share experiences within the professional learning community. The library media specialist will participate in all required district and local professional development activities.

End of School Year

It is recommended all library activities stop the first week in May of each school year. The LMC should be closed to students the last full week of school. This should give the LMS sufficient time to perform the following duties.

End of the Year Procedures

1. Collect, check-in and store equipment
2. Collect overdue books and/or fines
3. Prepare overdue lists
4. Complete inventory
5. Inventory procedures
6. Update library automation system and run reports (Follett Destiny)
7. Prepare equipment for repair if necessary
8. Complete an audit of fixed assets/laptop carts
9. Update/revise local library procedure manual
10. Weeding (Weeding will be completed according to established weeding policy)
11. Prepare annual reports
12. Begin to prepare orders for the next school year

Inventory Procedures

An annual inventory of the LMC is essential for record keeping. The goal of inventory is to determine the status of the collection (number of items, number of missing and lost items, etc.) Once completed, statistical reports can be generated which are beneficial in determining library needs.

BOOKS

A computerized inventory may be done using the library automation system and may be conducted at any time during the school year. It is desirable to suspend circulation during the inventory process. Computerized inventories usually take 3 to 4 days.

If inventory is done manually, a minimum of ten days at the end of the school year is recommended to complete the process. It is recommended that all circulation terminate during this inventory process.

A manual inventory can also be an ongoing process. Sections of the library can be inventoried at different times throughout the school year without interruption of library services.

1. Manual Inventory

- a. Arrange the books in correct order on the shelves.
- b. Run a shelf list report from the library automation system.
- c. Read the shelf and highlight any missing books on the shelf list report.
- d. After reading the shelves, change the status of the missing books in the library automation system.
- e. If books are found during the inventory process, change the status in the library automation system.
- f. Remember to check for books in other places such as the library office, bindery, over-size book section, etc.
- g. Run a report from the library automation system of all books that have been missing for three years or more. Delete these books from the automation system. Keep the list of deleted books.
- h. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

2. Automated Inventory

- a. Arrange the books in correct order on the shelves (desirable but not mandatory).
- b. Follow the directions for using the Alex PC.
- c. Consult the library automation manual for inventory directions.
- d. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

NON-PRINT MATERIALS

Inventory of non-print materials should be done every year as part of the annual LMC inventory.

1. Organize all non-print materials in the correct order to be inventoried.
2. If non-print materials have been entered in the library automation system, the Alex PC may be used. If non-print inventory is done manually, use the shelf list.
3. If done manually, change the status of all missing items in the library automation system.
4. If any parts of the item have been missing for three years, delete the item from the automation system. Keep a report of all non-print items that are deleted.
5. Print statistical reports for the LMC records and any reports requested by the Lead Librarian.

EQUIPMENT

The LMS is responsible for the circulation and inventory of all LMC equipment. An accurate list of the LMC equipment should be kept and inventoried each year. An accurate list should include the name of the equipment, model number, serial number and CSMS barcode number. Equipment should be stored in a secure place, if applicable.

Duties of Support Staff and Volunteers

The CSMS Library Volunteer Program is designed to expand and enhance the services offered by the Library Media Center. Volunteers are an important extension of the Library's staff. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. The following policy is designed to promote a maximum degree of excellence.

Selection of Volunteers:

All volunteers are selected based on their qualifications in relation to the needs of the library and based on their ability to commit to a consistent schedule of volunteer hours. All prospective volunteers must complete an application and have a brief interview with the Library Media Specialist. If there are no volunteer opportunities available for some reason or another, application forms will be kept on file for a period of one year.

Statement of Purpose:

The CSMS Library shall use the services of volunteers to:

- Supplement the efforts of paid library staff in meeting demands for quality service.
- Serve as a method for encouraging students to become familiar with their library and the services being offered.
- Serve as a way for citizens to gain meaningful experience, meet students and make a difference in their school community.

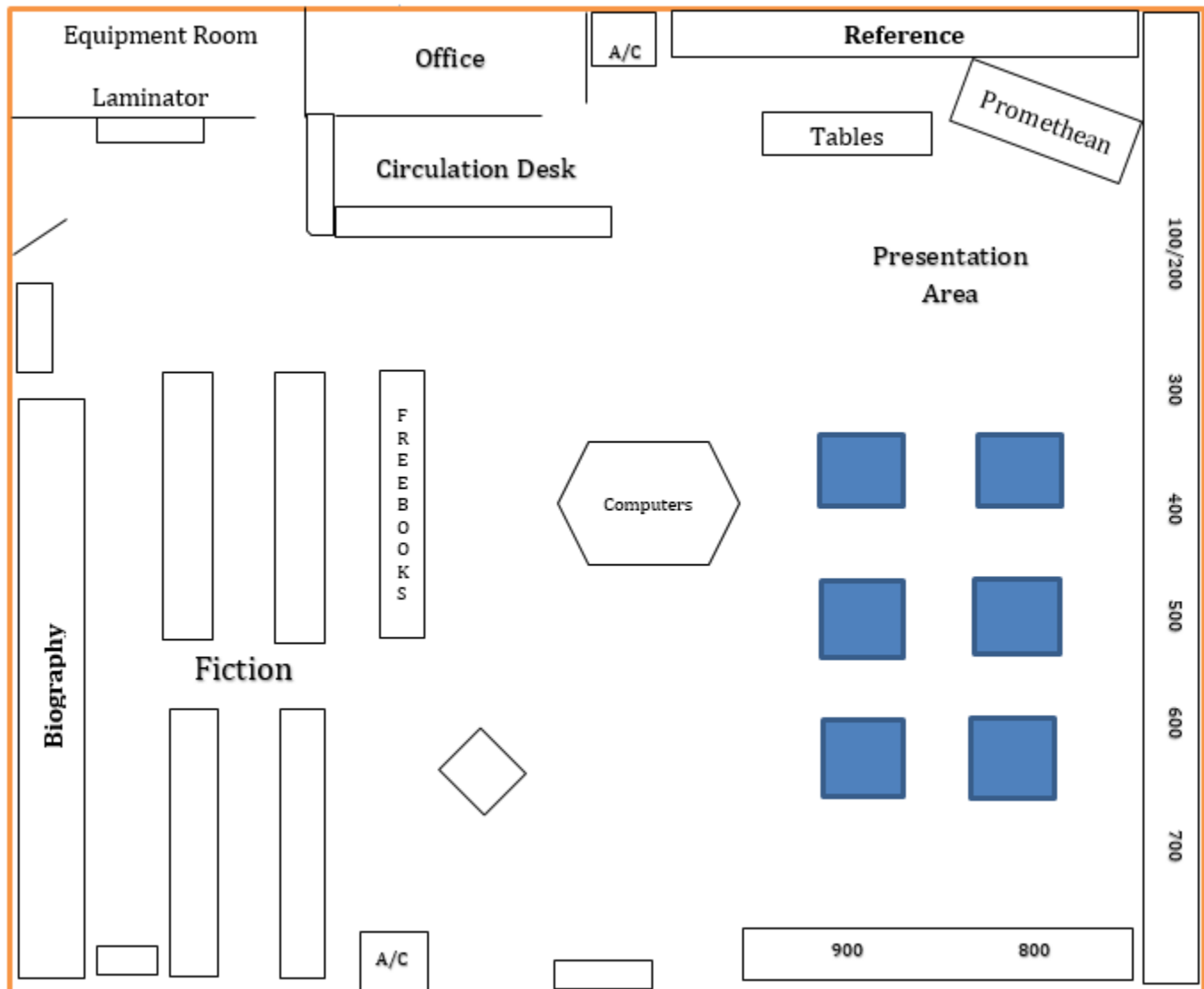
Qualifications and Skills:

- Flexibility: willingness to perform a variety of projects and tasks.
- Communication and listening skills: willingness to ask questions if projects/tasks are unclear.
- Dependability: willingness to complete assigned projects/tasks and fulfill volunteer commitment.
- Ability to follow instructions, work independently and focus on fairly detailed tasks.
- Ability to work cooperatively as a team with other volunteers and staff members.
- Respect for diverse lifestyles, cultures, religions and values.

Tasks That May Be Performed By a Volunteer:

- Shelf reading (mandatory)
- Shelving materials (mandatory)
- Monitoring library facilities (mandatory)
- Helping with library programs or projects
- Light cleaning assignments
- Answering the telephone
- Basic reference work
- Working the circulation desk (if proper training is completed)
- Special events
- Placing “holds calls”
- Clerical tasks
- Creating displays and bulletin boards
- Public relation activities
- Discarding materials
- Processing new materials

Facility Map



Disaster Preparedness

See Appendix E for Crisis Management Plan

In the event of a disaster, the Library Media Specialist will direct patrons according to the CSMS Crisis Management Plan.

Library Program

Services Offered

The Library Media Center shall offer the following to patrons:

- Access to over 8,000 fiction and nonfiction titles
- Access to eBooks through Abbdodigital and EpicBooks!
- Digital magazines
- Online Databases for research including Magnolia
- Interlibrary Loan Services from Mississippi Library Commission
- Laptop Checkout Services
- In house computer usage
- Tutorials and Training for library OPAC system
- Printing and Copying Services
- Lamination Services
- Poster and flyer design services
- Monthly Newsletter
- Games/Puzzles
- Character Education Lessons
- Educational Resources
- Electronic Equipment
- Makerspace Kits/Challenges

Activities Offered

The Library Media Center shall offer the following activities to advocate for literacy:

- Library Card Sign-Up Month
- U.S. Constitution Week
- Banned Books Week
- Read for the Record
- Teen Read Week
- Comic Fest
- Picture Book Month
- National Young Reader's Week
- Children's Book Week
- Read Across America Week
- Battle of the Books

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.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Appendix A:
District Collection
Development Policies

Appendix B:

**Follet Titlewave Collection
Analysis**

Appendix C:
Network Acceptable Use Policy
&
Copyright/Fair Use Policy

Appendix D: Library Advisory Committee

2020-2021 Crystal Springs Middle School Library Advisory Committee

Ashley Osborne, Library Media Specialist & CSMS Parent

Olivia Stafford, Social Studies

Monica Watts, English

LaTonya Edwards, Technology

Valerie Jones, Math

Vivian Carter, Science

Kidrica Wilson, Reading & CSMS Parent

Johnny Young, Assistant Principal

**Student Council Representatives will be invited to meetings when student input is needed.*

Responsibilities of the Library Advisory Committee

As advisors to the library media center (LMC) professional staff and as advocates for the library media center program, members of the library advisory committee make a commitment. Each member pledges to support the LMC staff and program and to work collegially to enhance and improve the LMC program, resources, and services for the benefit of all students and teachers.

The library advisory committee works with the LMC professional staff to:

- conduct regular needs assessments to determine what additional resources (e.g., books, audio/visual, computer software, furnishings) are needed in the LMC;
- conduct regular student and faculty surveys to gauge customer satisfaction with the LMC program;

- develop a five-year strategic plan for the library media center based on student and faculty surveys and the needs assessment;
- collect relevant data and use that data to prepare and submit regular reports to the building-level administration and to the district showing direct positive impact of the LMC program on student achievement;
- prepare a budget request to meet the needs identified in the needs assessment;
- develop short-range plans for collection development based on the school's implemented curriculum, a related LMC collection map, and input from teachers and students;
- identify strategies for facilitating collaboration between the classroom teachers and the LMC professional staff to ensure integration of the LMC resources and services into the school's instructional program;
- work with the building-level administration, the LMC professional staff, and the classroom teachers to implement identified collaborative instructional strategies; and
- advocate for the school's library media program.

Schedule of Meetings

The library advisory committee should meet at least twice during the school year (i.e., once each semester). Exemplary school library media programs have a library advisory committee that meets at least quarterly. The meeting dates should be scheduled for the entire school year, and those dates should be noted on the school's calendar. Meeting reminders with the proposed agenda should be sent to all members and meetings announced in the minutes from the previous meeting, the school's newsletter, the school's Web page, the library media center's newsletter, and the library media center's Web page.

Appendix E:

CSMS

Crisis Management Plan

Appendix F:

MS School Library Guide

