

2017



Library Media Center Mission Statement and Policies

Angelic Boyers

Dayton Middle / High School

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Mission Statement

Dayton Middle/High School's Library Media Center mission is to provide:

- Current, accurate and appropriate resources that provide a diversity of options and cultural perspectives
- Intellectual and physical access to resources in a variety of formats
- Adequate staff who provide expertise and leadership in the use of information and technology
- Full integration of information skills into the school's curricula
- A learning environment that enables students to become discriminating consumers and creators of information, while also encouraging a love of reading
- Opportunities for the development of lifelong learning capabilities
- Collaboration with other educators to design learning strategies that support the curriculum

Policies

1. Regular Hours: 8:00 a.m. – 3:00 p.m.
2. Extended Hours:
 - a. Each morning 7:30 - 8:00 a.m.
 - b. Afterschool hours Mon., Tues., and Thurs. 3:00 – 3:30 (unless LMS is out of building)
 - c. After School Events upon approval from Media Specialist and/or Principal
 - d. Friday School 3:00 p.m. – 5:00 p.m. for EOP only
3. Books may be checked out for ten (10) school days. Students are permitted to have five (5) books checked out at a time. Books may be renewed unless there is a hold on it for another student.
 - a. The librarian reserves the right to allow students to check out more than the allotted amount of books for research projects based on the student's return book record.
4. Damaged Books: A repair fee of \$3.00 will be charged if a book is damaged. If the book is damaged beyond repair, then the replacement cost of the book will be charged to the student.
5. Lost Books: The replacement cost of the book will be charged if books are lost. If the lost book fee has been paid and the book has been found, then the lost book is the students to keep or donate back to the library. There are no refunds once a fee has been paid.
6. Reference books, magazines, video equipment, videos and items from the professional collection are subject to check out based on approval of the librarian.

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Gift Policy

The library is grateful for gifts and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

1. The library reserves the privilege to decline any gift if the gift does not adhere to the needs of the library or school.
2. The acceptance of a book does not constitute its addition to Dayton Middle/ High School's collection.
3. Gifts of money from organizations or individuals can be accepted if school policy permits and if the expenditure is for acceptable materials.

Discarding Policy

Discarding is a regular, continuing process conducted at the discretion of the librarian. Materials are removed from the shelves if they are:

- Out-of-date, damaged or no longer factual
- Duplicate titles that are no longer in demand
- Poorly written materials
- Materials no longer appropriate for reading/interest level of current student body
- Materials no longer in demand or which does not support the curriculum
- Materials which have not circulated in 3 years.

Discarding process:

- Title is deleted from Destiny as weeded
- Barcodes, call numbers, and labels are removed book
- Front and back covers are detached
- Pages are disposed of in trash receptacle or recycling bin

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The Dayton Independent School District
Student Acceptable Use Policy
Middle and High
For use of
Technology and Related Devices



The Dayton Independent School District has access to and use of the Internet and E-mail as part of the instructional process. Students must sign a student Acceptable Use Policy agreement before direct access to Internet or teacher directed electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken.

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Student User Contract

Directions: After reading the Student Acceptable Use Policy, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for direct access for all students. Please return the contract to your teacher.

I have read the Dayton Independent School District Network Student Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print): _____

Student Signature: _____ Date: ____/____/____

Parent or Guardian

As the parent or guardian of this student I have read the Student Acceptable Use Policy for The Dayton Independent School District Internet and E-Mail access. I understand that this access is designed for educational purposes and The Dayton Independent School District has taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for The Dayton Independent School District to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have Internet and e-mail access and certify that the information contained on the form is correct.

Please read and check all items listed below that apply:

- _____ This child may be shown in school related video tapings or group photos without being individually identified.
- _____ This child may be shown visually, without their name, in pictures posted on school related websites.
- _____ This child's computer work (word, excel, movie makers, pod casts, etc...) and classroom work may be posted on school related websites.
- _____ This child's picture may be included in the school yearbook.

Parent or Guardian (please print): _____

Signature: _____ Date: ____/____/____

Daytime phone: _____ Evening phone: _____

E-mail Rules

Students may not use their school email account to set up an email accounts on another server (i.e. yahoo, etc.) Only the Kentucky Education Technology System email is allowed to be used. • When sending an e-mail your guide should be if you would not say it to or share it with your teacher or an adult in the building do not put it on email.

- When sending an email, it should be about a school related project, school work/homework or a school activity.
- You may not enter another person's account, copy their work, or send their messages without their permission.
- You may not share your name or personal information while on the internet. Information can be shared if a teacher or parent has arranged the communication.
- You may not use another person's account to send an e-mail or sign their name when sending an e-mail, or send an anonymous e-mail.
- You may not create, send, or participate in chain or spam e-mail designed to slow down the e-mail system.

The Kentucky Department of Education Communications Tool for online communications are provided to your child by the district as part of the email service from an outside vendor. By signing this form, you hereby accept and agree that your child's rights to use the district provided service, and other communications services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such online communications services, including the email service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Communication Devices

- Cell phones are not permitted to be used for talking, text messaging, or taking photos in the Dayton Independent School District.
- All phones must be turned off before entering the school building and remain off the last bell rings for the day.
- All phones must be stored in a secure place (locker, purse, pocket, etc.)
- Phones are not allowed to be used on school buses or during any detention.
- Any use of picture phones to transmit personal images, school work, or evaluation materials will be treated as a serious breach of security and disciplined accordingly.
- If you fail to follow expectations concerning cell phones/electronic devices or any violations of these user policies, it may result in your phone being taken away. If your phone is taken away, a parent/guardian will need to come to school to pick it up from the office.

School Computers

When you log on to a computer it must be for a school project, research for a school project, or for learning of or practice with specific core content as directed by a teacher.

- You may not share your personal or classroom password.
- You may not log on using another person's password.
- When sharing information, it must be school appropriate. Your guide should be
- if you would not say it to or share it with your teacher or an adult in the
- building don't share it via the computer.
- You may not create or share computer viruses.
- You may not edit, erase, or delete anyone else's saved work.
- You may not break into the network or use the network for anything other
- than school projects.
- You may not save anything to the network server or school computer unless
- told to do so by your teacher or an adult in the building.
- You may not go into the network or school computers and change the
- passwords.
- You may not play multi-player games via the network.
- You may not take copyrighted material from or add copyrighted materials to
- the network.

Internet Rules

- When you log on to the internet it must be for a school project, research for a
- school project, or for learning of or practice with specific core content as
- directed by a teacher.
- Teachers will direct students to sites, search engines, and learning activities
- when using the internet.
- You may not allow anyone to use your user name or password to access the
- internet.
- You may not share your name, personal information, or make friends with
- "strangers" while on the internet. Information can be shared if a teacher or
- parent has arranged the communication.
- Always be polite when communicating on the internet.
- A student's identity, picture, or work that has personal information on it will
- not be posted on the internet without written permission of the
- parent/guardian.
- A student without a signed AUP turned in will not be allowed on the internet.

Note: The Dayton Independent School District accepts no responsibility for use, breakage, theft, or loss of these personal items.

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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 the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of 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 or 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 abridgement 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, age, background, or views.
6. Libraries, which make exhibit space and meeting rooms available to the public they serve, should make such facilities available on a equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. From <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf> retrieved Sept. 27, 2017

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Controversial Materials Review

In the event a parent, community member or community group protests the use of materials in Dayton Middle/High School's Classroom or Library, the complainant(s) should register their concerns in writing. A form, [Request for Reconsideration of a Book](#), available from the Dayton High School principal, will be completed by the individual(s) making the complaint. The form will be returned to the school principal.

The Site Based Decision Making (SBDM) committee will review the material. The teacher (if complaint is from a classroom) or the librarian (if complaint is from the library) will be invited to the review meeting. A decision will be made by the SBDM as to the suitability of the material in question. The SBDM will make a final decision.

This decision will be communicated, within a period of thirty (30) days of the initial complaint, to the complainant and to the superintendent in a letter signed by the principal.

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**Request for Reconsideration of a Book
Dayton Middle/High School**

Author _____ Publication Date _____

Title _____

Request initiated by _____

Address _____

Home Phone _____ Cell Phone _____

Complainant represents: _____ herself/himself _____

_____ (Name of organization)

_____ (Identify other group)

1. To what, in the book, do you object? (Please be specific – cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book? _____

4. Is there anything good about this book?

5. Did you read the entire book? _____ If not, what parts?

6. Have you been able to discuss this work with the teacher or librarian who ordered it or used it?
Yes_____ No _____

7. What do you understand to be the general purpose for using this work?

a. Provide support for a unit in the curriculum? Yes _____ No _____

b. Provide a learning experience for the reader in one kind of literature? Yes____ No ____

8. Did the general purpose for the use of the work, as described by the teacher or librarian, seem a suitable one to you? Yes _____ No _____. If not please explain.

9. Are you aware of the judgment of this book by literary critics? What are some of the comments of the reviews you have read?

10. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students have written about this book? Yes _____ No _____

11. Do you have negative reviews of the book? Yes _____ No _____ If so, were they published?

12. Would you be willing to provide summaries of the review you have collected?

Yes_____ No _____

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

14. Have you been able to learn what is the students' response to this work? Yes____ No _____. If so, what response did the students make?

15. What would you like your school to do about this book?

- Do not assign/lend it to my child
- Withdraw it from all students as well as my child
- Give it back to the teacher or librarian for re-evaluation
- Other – Please explain

16. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant _____ Date _____..

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Resources

Bishop, K. (2007). *The collection program in schools: Concepts, practices, and information sources, 4th ed.* Westport, CT: Libraries Unlimited / Greenwood Publishing.

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