

BRANDON HIGH SCHOOL LIBRARY

Policies and Procedures Manual



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Library Media Specialists

Mission Statements

Department of Education Mission Statement

The mission of the Mississippi school library media centers is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

School Mission Statement

The mission of Brandon High School is 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.

Library Mission Statement

The mission of the RCSD Library Media Program is to empower, inspire, and support learners in the art of inquiry and discovery, as they become critical thinkers, skillful researchers, and responsible, ethical users, producers, and managers of ideas and information. The program must provide an environment that promotes student success in today's knowledge and technology-driven society; fosters independent, enthusiastic and lifelong learners and readers; and promotes cohesiveness with the district's curriculum goals, objectives, and values.

Personal Mission Statement

Our mission is to be teachers as well as librarians. We are committed to understanding the research, teaching, and learning needs of our users. Striving to ensure the preservation and

long-lasting availability of library collections and resources, we constantly update our media center. Creating a hospitable and inviting atmosphere is very important.

Vision Statement

Program Vision Statement

Our vision for the Media Centers of the Rankin County School District 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 that teachers have adequate planning time without relying on scheduled library time in elementary school settings.

Goals and Objectives

Goal No. 1: The Brandon High 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 Specialists will become an integral part of curriculum and department meetings to ensure that all curriculum needs are met. (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 requests 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

Goal No. 2: The Brandon High School 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.

OBJECTIVE: The Library Media Specialists will work on a daily basis 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. We continually research books so that our collection is up to date. We will continue to update our "Series" notebook so that our students and teachers will be kept abreast of sequels to their favorite series. We will continue to accommodate student and teacher requests for various materials.

Goal No. 3: The Brandon High School Library Media Center Specialists will assist with acquisition of new technologies and provide instruction in their utilization inside the classroom.

OBJECTIVE: The Library Media Center Specialists 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 during Professional Learning Community meetings to help keep teachers up-to-date with the latest technology

Goal No. 4: The Brandon High School Library Media Center Specialists 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 Specialists, along with the BHS 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 on a one-on-one as well as the department as a whole as an instructional specialist

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

OBJECTIVE: The Brandon High School LMCS will conduct a general library tour and orientation program at the beginning of each academic semester. During this program, both students and teachers will be taught exactly what copyrighted materials are and how to both legally and ethically reproduce these particular materials.

Goal No. 6: The Brandon High 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 Brandon High School 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.

Budget

Overview: With more than 1,600 students enrolled in grades 9-12, BHS is one of the largest schools in the Rankin County School District. The BHS Library Media Center is establishing itself as the educational and intellectual hub for faculty members and students. The library media center houses a collection of approximately 15,000 books and printed reference resources as well as offers access to various online databases such as the MAGNOLIA database and Worldbook Online. The library media center holds twenty-eight computers to

help serve technology needs.

Monetary Breakdown: Each library media center in the Rankin County School District is given \$15 per student; therefore, the Brandon High School Media Center is given around \$76,328 per year.

Budget Breakdown Per Category

Category Name	Category No.	Per Student	Total Amount
Books and Periodicals Repairs Supplies Equipment	652	\$5.50	\$12,060.00
	430	\$4.00	\$6,432.00
	610	\$3.50	\$5,620.00
	731	\$2	\$3,216.00
	Total		\$27,328.00

Yearly Expenses: Around \$500 is put into a “technology” account to purchase databases for the following year. However, the Rankin County School District pays for the library media center’s subscriptions to Destiny Cataloging System, Infobase, and additional electronic databases. {These amounts are subject to change on a yearly basis depending on need and finances.}

Key Expenses: (1) To help with the developing of our maker space, \$5,000 has been spent to purchase a laser jet color printer, Silhouette Cameo, Apple TV, and external hard drives. (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. Our PTO donates money to our paper account; therefore students may print up to eight black and white pages at no charge. We charge \$0.50 per color copy.

Operational Procedures

Hours of Operation

The Brandon High School Library Media Center is open Monday-Friday 7:30 to 3:30. Students will be able to use the Library Media Center in the morning during our zero block. However, with permission from teachers, students can also use the Library Media Center during class. Seniors and athletes, who are dismissed after 3rd block, are allowed to use the Library Media Center during 4th block if they bring a note from the office.

Scheduling Policy for Classes

The Brandon High School Library Media Center allows teachers to schedule a class to use the Library Media Center during that particular block. This policy allows for flexible scheduling for both teachers and students to get the most out of their time in the Library Media Center. Teachers can either contact the Library Media Specialists either through email or in person or book it through a Google calendar located on our website.

Circulation Policy

Students are allowed to check out up to two books at any time. However, only 10 books will be allowed out on any given topic. Patrons can check out resources for up to two weeks. If proven to be necessary, patrons will be allowed more check-out time. Only one renewal is allowed per item if that item is on hold for another patron. 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 request for particular titles and the Library Media Specialists will consider the requested titles, which are age and curriculum appropriate.

Rules

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

1) Food and drinks without a lid 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 2 books at one time. Time unless given special permission. Student will be charged full price if the book is lost or returned beyond repair. A ten cent fine is charged per each day past due date. A \$5.00 ceiling is in effect.

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, how long the student can stay in the library, teacher's signature, and student's purpose. Students will sign in/ sign out when using the library during class time. Logs will be kept for record due to a policy set forth by Brandon High School administration. Brandon High School Library Media Specialists will not write late passes to class; therefore, it is the students' responsibility to manage their time while in the library.

Collection Development Policy

Selection Policy

It is the policy of the Rankin 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 Rankin 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 Specialists. The Brandon High School professional librarians have 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 Specialists 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 Rankin County School Board prior to their use in Brandon High School 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 Brandon High 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 Brandon High 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 Rankin County School District and the administration of Brandon High School.

Reconsideration Policies and Procedures

Any Brandon High School library patron – faculty member, student, or member of the Brandon 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 Brandon High School professionally trained Library Media Specialists will explain to the questioner the school's selection procedure, how the questioned library resource fits in the Brandon High'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 specialists 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 Rankin County School District. If the Brandon High School Library Media Specialists or Principal do 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 Brandon High School's principal and RCSD Superintendent will appoint a committee

composed of the following persons to review the complaint: BHS 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 Rankin 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. For accountability purposes, discarding an item because there is not room for it on the shelf is not acceptable. Rankin County School Board asserts that the responsibility of the Brandon High 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 that 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.

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 the Brandon High School. While the final decision rests with the collection development specialist, Brandon High teachers are invited to review the items marked for withdrawal.

Criteria for Weeding of Library Media Center Resources

Print Items – 1. Physical appearance – Discard items that are worn out and cannot be repaired and those that have an appearance, which discourages readers.

2. Outdated materials – Discard items in which the basic information and/or illustrative material is out-of-date, contains incorrect information, has 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 the 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 RCSD 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. Weeded resources will be deleted follow instructions in the computer system.

Evaluation

The Brandon High School will continuously evaluate the quality of resources following the above-mentioned policy.

Gift Policy

Organizations and individual parties express interest in donating books, reference resources and other educational-related materials to BHS. A professional library staff member must review potential library donations using the following criteria:

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 Brandon High School.
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

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 Rankin County School District and College and Career Readiness Standards. The library

media center's mission is to "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, and staff of BHS. The goals of the LMC 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. The library views itself as a serious part of the school's academic community, yet a place for students to socially interact before school.

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 at BHS through Follet Titlewave Collection Analysis. A feature in our Database operating system (Destiny). The analysis provides information about the overall strengths and weaknesses of the reference, non-fiction, fiction , professional collection, small special collections, and teacher resource materials. The Follet Titlewave Collection Analysis indicates the materials needed to be weeded due to age not condition. It is up to the library media specialist to decide if the resource needs to be discarded due to condition.

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. 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 on 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 also an additional weeding criteria related to the age of the book in terms of copyright date.

Network Acceptable Use Policy

Procedures for Online Usage by Students

Rankin 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 Lab Rules

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

Saving Documents

Students are encouraged to save material to their school Google Drive accounts.

Software License

The Brandon High School Library Media Center computer lab has software licenses for only Rankin County School District approved software.

Electronic Databases

The Brandon High 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 above-mentioned databases library's website. Any misuse of the databases may result in student's loss of privileges. Students and teachers are given usernames/ passwords at the beginning of each academic year.

Available Technology

The BHS Media Center has a ceiling mounted high resolution projector and 6' x 8' screen for classes, student organizations, faculty and county personnel to utilize. Apple TV and Direct TV are also provided for these groups. Three sim card readers for students, teachers, photography classes, yearbook staff, etc. provided. The MC has three laptops available to checkout for emergency purposes. Nine external DVD Drives are available for checkout. Printing is available in the computer lab. Up to six black and white copies are free and color copies are fifty cents. (copies are provided free through funds provided by PTO)

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, e-mail creates a permanent record that is archived and often transmitted to others. Remember that even when you delete email 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 email that you would not want to see republished throughout the RCSD, in Internet e-mail, or on the front page of the local newspaper. Remember that email invites sharing; a push of the button will resend 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. Uncareful usage of email can create liability for yourself and the RCSD. For example, within or outside the RCSD, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or resend 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 RCSD 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 email 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 RCSD to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the RCSD 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.

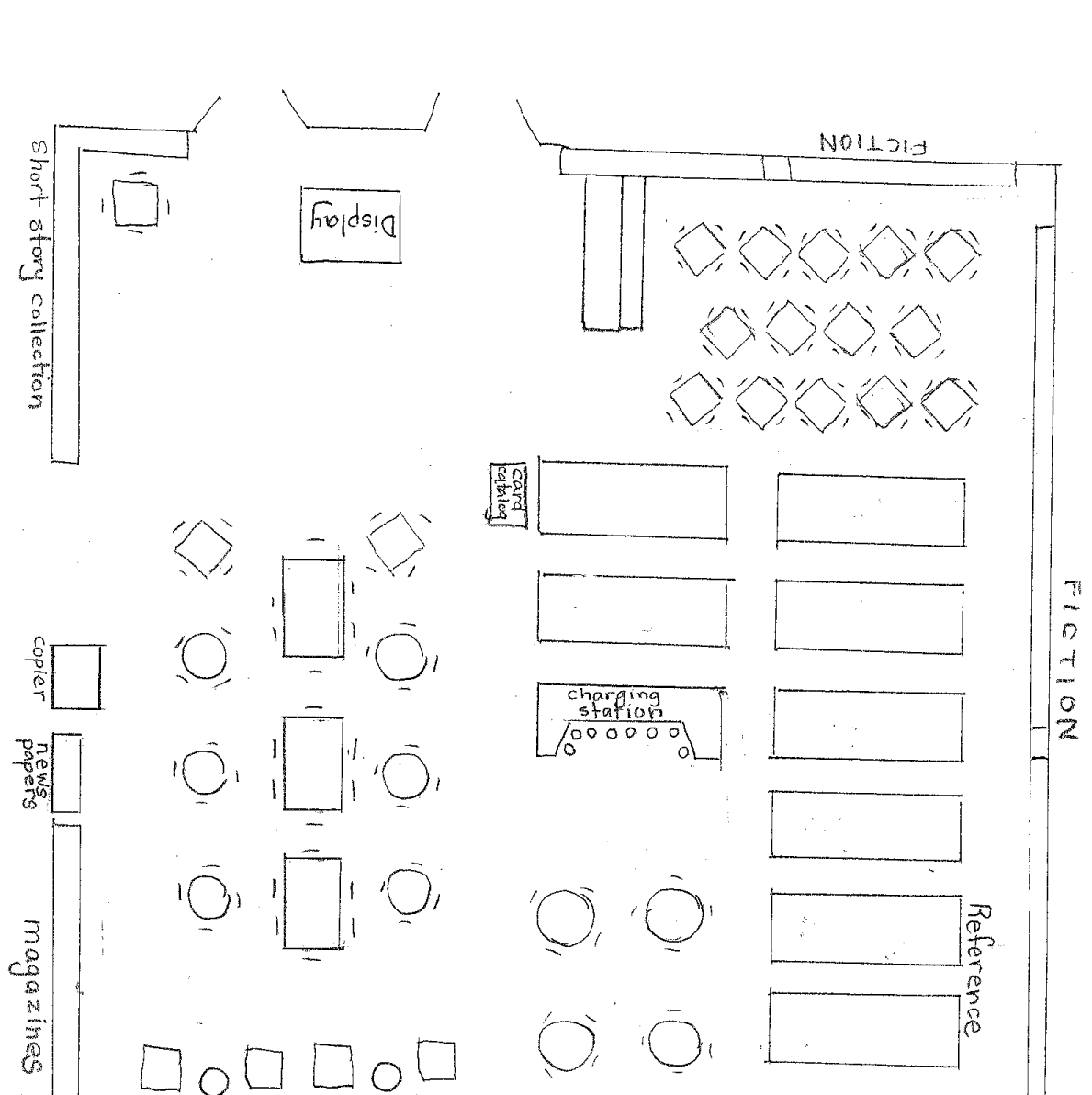
4. Be aware of the "Do you want a cookie?" messages (if you have configured your browser to get such messages). If you answer yes, whatever activity in the site owner to help it will log which you are engaged or its advertisers develop a profile about you or the RCSD. It

is possible that your browser is set to accept cookies without asking you each time.

5. You can create liability for yourself and the RCSD. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the Internet to harass or discriminate against someone, or if you provide private information or data about someone, you may violate applicable laws or RCSD policy. Make sure none of your activities violate any law or policy.

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

FACILITIES



Appendix A: Library Bill of Rights

The American Library Association (ALA) 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 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 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 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, age, background, or views.

6. Libraries that 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 B: Library Orientation

The Library Media Specialist schedules and conducts the library orientation sessions with the necessary interaction with the teacher and students. The orientation class includes:

1. Library policies
2. Introduction to basic research process
3. DESTINY Card Catalog and other electronic databases

Appendix C: Book Processing Formats

Follet Titlewave, Junior Library Guild, Delaney Educational, Rainbow Books, Perma Bound

Processing Specifications:

Spine Label: 1 ½" measurement; ¼-1/2 in. from the bottom of the book

Barcode" 1 x 2" measurement; placed vertically in the top left hand corner

Mylar: tape mylar on dust jackets only

Cataloging Specifications: Sears Subject Headings

Fiction: FIC with first 3 letters of the author's last name

Nonfiction: Class number with first 3 letters of author's surname

Reference: REF above class number with first 3 letters of author 's last name

Professional Collection: PC above class number and first 3 letters of the author's last name

Graphic Novels: GN with either FIC and the last 3 letters of the author's last name or GN with class number and last 3 letters of the author's last name

Bar code and Automation System Information:

Automation System : Destiny –version 13.0

Bar code symbology: Code 39

Data Format: MARC 21

Brandon High School has an Advisory Committee made up of one administrator and a faculty representative from each subject area. This committee rotates every two years.

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;
- 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.