

AAS Library Policy

Introduction

The AAS Libraries exist to support students, their families, administration, faculty and staff, and the surrounding community in their respective educational, research, and leisure pursuits. The AAS Libraries respect the mission and vision of the Anglo-American School of Moscow.

The AAS Library System serves all our students and their families from different countries, our faculty and staff members, and every member of the AAS community. The collection holds materials for all age levels in English, Russian, and several foreign languages.

Goal

The goal of the AAS libraries is to provide collections, services, and programs that support the curricular, informational, and recreational needs of the AAS community.

Objectives

- to cultivate a love of literature in a variety of formats
- to provide effective access to resources that facilitate student learning
- to support the needs of the AAS community

Conduct

Students and parents are free to use the library as a collaborative space, which includes open conversation at a reasonable volume.

Patrons not complying with these guidelines might have their library privileges limited and/or may be asked to leave the library. If a behavioral situation escalates, the matter should be reported to administration, including instructors or counselors.

Copyright and Acceptable Use

Usage of library materials must conform to current versions of local copyright law, including printed text, electronic resources, and audio-visual materials.

Intellectual Freedom

The AAS Libraries respect the American Library Association Library Bill of Rights, which states that a library exists to support the interests, information, and enlightenment of the community. AAS provides materials that present diverse views to represent all facets of our community.

Technology

Computer Use

Computers are available for student or parent use throughout the day. Computers are intended for educational purposes during school hours. Accessing or viewing inappropriate sites or electronic materials will result in disciplinary action, including restriction of library use privileges or dismissal from the library.

All AAS students are expected to comply with the school's Digital Citizenship Agreements and policies.

Circulation

An AAS identification number is required to register for a library card. Students, faculty, staff, and parents may check out items from the AAS Library System with their AAS ID card. Any person without an AAS badge may not check out items.

Family helpers, such as nannies and drivers, may check out items after the sponsoring family signs a form accepting responsibility for any missing or damaged items.

Borrowing

During library classes, students are encouraged to take:

Grades PK-K: 2 books per visit

Grades 1-2: 3 books per visit

Grades 3-5: 5 books per visit

All students and parents may have up to 15 items checked out at a time.

All staff may have up to 15 items checked out at a time.

Any non-school staff may have 10 items checked out at a time.

Faculty members have no borrowing limits.

The loan period for all materials is 21 days (three weeks). If a patron has an overdue book, they are only allowed to take one additional book at a time until they reach the limit of 15 items. Renewals are allowed as long as there are no holds placed on the material.

Overdue Materials

The Library System does not charge fees for late materials; however, if there is an overdue material, the patron can take only one book at a time until the late item is returned.

Once an item has been overdue for more than three months, the patron will be billed for the cost of the item. Any item overdue for this period of time will be considered lost, and the fee charged appropriately.

Lost and Damaged Materials

AAS Library System charges fees for lost and damaged items. If an item is returned damaged beyond repair, the patron is responsible for the cost of that item. If a lost item is located and returned to the library, the fee paid for that item is refunded.

If a patron believes that an item was already returned, the library staff will follow a standard procedure. First, one staff member will search for the books on the day that the patron speaks with staff about the lost material. A second search by a different staff member will be

executed on the next day, after all books are returned to the shelves. If the item is still missing, the patron will be responsible for the cost of the material.

An inventory of the library collection is performed regularly to ensure catalog accuracy.

Holds and Renewals

Holds and renewals are available to patrons based on the previously stated loan policies. Hold requests are valid for up to one month before cancellation. Once a hold is placed, the items held are available for pick up for one week. Renewals are allowed unless there is a hold on the material.

All renewals must be done with the actual item that needs renewed. We do not renew materials that we can't scan.

Collection Development

Library collections should enhance and support the academic and recreational needs of the school community.

The Library System collection should be balanced and representative of the reading community at AAS, as well as of the current curricula taught at the school. It should support learning and teaching while inspiring and nurturing a lifelong love of reading.

Selection

The responsibility for coordinating and recommending the selection and purchase of library resources rests with the librarians. Each item is selected individually for the collection.

Criteria for selection:

- Literary or artistic merit
- Appropriate for the subject area and curriculum
- Appropriate for the age, emotional development, ability level, learning styles, and social development for whom the materials are selected
- Avoidance of stereotyped images of any group or individual
- Timelessness or permanence
- Favorable reviews found in reputable selection sources
- Durability
- Skill, competence, and purpose of the author
- Readability and popular appeal
- Relevance to students interests
- Fair, unbiased presentation of information
- Budgetary priorities
- Space considerations

Gifts and Donations

Gifts and donations may be considered by the AAS Library. All items are judged by the selection criteria listed above. Gifts and donations are accepted or rejected based on the criteria and the discretion of the librarians.

New Materials Suggestions

Individuals may provide suggestions for new materials to be added to the collection. All requested materials must meet collection development standards. Inclusion of suggested materials is subject to the discretion of the librarians.

Weeding

Weeding ensures that the library collection contains resources that are attractive, accurate, current, and relevant to the school's curricular and recreational programs. Moreover, weeding facilitates access to quality resources as shelf space is limited. Materials are retained or withdrawn with the same care with which they are added.

Items are removed from the collection when they no longer meet the needs of the school and the library.

Criteria for weeding:

- Inaccurate, biased or false information
- Outdated or superseded
- Multiple or unnecessary copies
- Not circulating or lack of student interest (no check-outs within last 5 years is a standard timeframe unless the item has special merit)
- Poor condition (worn out, dirty, yellowed, missing pages)
- No longer relevant to the curriculum

Once weeded, any materials in good condition will be given to the AAS community, through the PTO Book Swap, classrooms and book rooms, or through community projects that support local schools. Materials no longer relevant to the collection or curriculum, through age or bias, will be available to individual community members. Any items in poor condition will be recycled.

Materials Challenges and Resource Evaluations

The AAS Library System practices a selection process which evaluates the value and appropriateness of materials prior to acquisition to the collection. Persons involved in the selection process are experienced professionals in the field of Library Information Science and are supported by school administration.

Patrons of the AAS Library System retain the right to request reviews of materials in the collection. A request for review must be made by completing the Request for Reconsideration of Library Materials Form. The form is located at the library circulation desk, and is in the appendix.

Appendix: Material Reconsideration Form**Request for Reconsideration**

Initiated by (Full Name): _____ Date: _____

Are you a: Parent Teacher Employee Student Other

Email: _____ Phone: _____

Title of Resource _____ Creator _____

Publisher / Producer _____

Please check type of material:

Book or e-book Video Periodical Audio Music Other

Have you read or reviewed the material in full?

Are you aware of a professional reviewer's judgment of the material?

Please describe the contents in the material to which you object. Please be specific.

What do you think might be the result of reading, listening or viewing this material?

For what age group would you recommend this material?

What would you like the Library to do with this material?

Signature of Complainant _____ Date _____

Checklist for Material Reconsideration Review Form

Title _____ Creator _____

Publisher / Producer _____ Publication Date _____

What is the overall purpose of the material? _____

Is the material up-to-date?

Are information sources well documented?

Does the material make a significant contribution to the literature?

Does the material provide curriculum support?

Are concepts appropriate to the ability and maturity of its intended audience?

Are the illustrations appropriate to the subject and age levels?

Does this material provide adequate scope, range and depth?

Does this material present information not otherwise available?

If there is offensive language, is it appropriate to the intended audience?

Does this title appear in one or more professional review sources?

Source/ and date of review: _____ Favorable/Unfavorable

Does inclusion/exclusion of the material support the values of AAS?

Additional Comments

Was a school administrator involved in this process? If so, give name/position:

Overall Recommendation by Librarian: _____ Date: _____

Appendix: Family Helper Form



Dear _____,

Your family helper _____ has recently spoken with us to request lending privileges from the Anglo-American School library.

It is library policy to lend items to students, faculty and parents only. However, with your consent, we are happy to extend this courtesy to _____.

To do this, we require that you fill out the information and sign below, acknowledging that **you are responsible for any items** not returned to the library or any items returned damaged.

Should you wish to discuss this matter with us, please telephone +7(495) 231-4487 or e-mail library@aes.ru.

Yours sincerely,
AAS Library.

Child's Name and Class: _____

Parent's Name: _____

Parent's E-mail: _____

Parent Signature: _____

Date: _____