

# Manual of Library Policies and Procedures

## Duchesne Academy of the Sacred Heart

### Duchesne Academy of the Sacred Heart Mission Statement

Duchesne Academy of the Sacred Heart, a Catholic college-preparatory high school for girls of all faiths and backgrounds, is a member of the Network of Sacred Heart Schools in the United States and Canada. The schools of the Sacred Heart Network share five goals which commit them to educate to:

## I. A personal and active faith in God.

- Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
- The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness, and generosity.
- The entire school program explores one's relationship to God, to self, to others, and to all creation.
- Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection, and action.
- The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
- The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
- The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

## II. A deep respect for intellectual values.

- The school develops and implements a curriculum based on the Goals and Criteria, educational research, and ongoing evaluation.
- The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
- The school program develops aesthetic values and the creative use of the imagination.
- The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.

- The school provides ongoing professional development for faculty and staff.
- Members of the school community model and teach ethical and respectful use of technology.

### III. A social awareness which impels to action.

- The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
- The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
- The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
- In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
- The school teaches respect for creation and prepares students to be stewards of the earth's resources.

### IV. The building of community as a Christian value.

- The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
- The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
- Adult members of the school model and teach skills needed to build community and practice clear, direct, and open communication.
- The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
- The school makes deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities, and backgrounds.
- The financial aid program effectively supports socioeconomic diversity.
- The school participates actively in the national and international networks of Sacred Heart schools.

## V. Personal growth in an atmosphere of wise freedom.

- All members of the school community show respect, acceptance, and concern for themselves and for others.
- School policies and practices promote self-discipline, responsible decision-making, and accountability.
- Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- School programs provide for recognizing, nurturing, and exercising leadership in its many forms.
- The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

### **Duchesne Academy of the Sacred Heart Library Mission Statement**

The Duchesne Academy Library program's mission is to promote a learning culture that incorporates the Goals and Criteria of Sacred Heart Schools for the development of students who are literate, ethical, resourceful, and independent learners. To achieve this mission, the library seeks to:

- Provide access to current, timely, and accurate materials for curricular enrichment, research, and pleasure reading
- Support the academic and student-support programs
- Support the information needs of all students
- Support the use of digital resources and tools to gather, evaluate and use information
- Promote the use of appropriate digital resources and tools
- Promote independent reading
- Select, acquire, and manage library resources that support curricular and recreational activities
- Deselect library materials that are out-of-date, inaccurate, superseded, unattractive, or uncirculated
- Promote collaborative planning with faculty
- Promote the development of information literacy and technology skills through individual and group instruction
- Provide an inviting and safe physical and virtual environment
- Communicate regularly about the library program

- Create opportunities for collaboration with the librarians at other Omaha high schools and at other Sacred Heart schools.

**The Duchesne Academy library endorses the American Library Association's "Library Bill of Rights," which is as follows:**

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 (American Library Association) Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996*

**21<sup>st</sup> Century Learners**

Additionally, the Duchesne Academy Library, in its mission to remain current with professional standards and philosophies, adheres to the ALA (American Library Association) and AASL (American Association for School Librarians) Standards for the 21<sup>st</sup> Century Learners in which students apply 1) skills, 2) disposition in action, 3) responsibilities, and 4) self-assessment strategies demonstrated through the following actions:

I. Inquire, think critically, and gain knowledge

- II. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
- III. Share knowledge and participate ethically and productively as members of a democratic society
- IV. Pursue personal and aesthetic growth. (American Association of School Librarians, 2007)

### **“Nebraska Rule 10”**

School libraries in Nebraska are governed by Nebraska Rule 10. As it pertains to school libraries, the following must be adhered to for schools to comply and receive accreditation by the state.

#### **TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION**

#### **CHAPTER 10 - REGULATIONS AND PROCEDURES FOR THE ACCREDITATION**

#### **006 Media and Technology Resources**

**006.01** Quality Indicator: The library/media/technology program provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences

for all students.

**006.01A** Each school has a library media area(s) which is available to students during the entire school day. All library media resources are properly cataloged, marked, and shelved according to a standard classification system. Each school has at least one set of encyclopedias available in either print or electronic format with copyright dates in the past five years.

**006.01B** Each elementary school acquires a minimum of 25 new library media resources in print

format, exclusive of textbooks and encyclopedia, of different titles, per teacher per year, up to 150 titles during one year. The minimum number of new titles in print format is 75 if library media resources are also available through electronic format. Each middle and high school acquires a minimum of 150 titles each year in either print or in full text electronic format.

**006.01C** Each middle level school subscribes to at least ten periodicals either in print or in full text electronic format.

**006.01D** Each secondary school subscribes to at least 25 periodicals in print or in full text electronic format.

# **DUCHESNE ACADEMY POLICIES AND PROCEDURES**

## **Fines and Charges**

The library does not assess fines for overdue materials. Fines may be assessed for material damaged or lost. Damaged material includes material that is returned to the library in such a condition that the book is not suitable to put back on the shelf. This includes (but is not limited to) stains including pen, marker, etc., burns, water damage, ripped or missing pages, etc.

Books deemed by the librarian damaged beyond repair or lost must be paid for or replaced by the patron. The fee assessed is a replacement cost of the material. A student may choose to find an identical replacement of the book/item and supply that as payment.

If the student chooses to make financial payment for the item, exact change is required. (The library cannot make change for these transactions.) A check written for the exact amount and made out to Duchesne is also acceptable.

All student materials are required to be returned or fines paid before students can take semester exams in December and May, and again before students graduate (if applicable.)

If the patron finds the lost item within 30 days of payment for said item, the book may be returned to the library for a full refund. After 30 days, no refund or return of payment will be given.

## **Items checked out**

Students have three weeks for items checked out from the library. After that, they become overdue. Students may not check out another book if they have an overdue item. Students may renew items once for an additional three weeks. There is a ten-item limit checkout for patrons.

## **Selection Policy and Procedures of the Duchesne Academy Library**

Materials for the library are selected considering the curriculum and the students' interests and needs. Teachers are consulted and encouraged to make requests and suggestions to the librarian for purchase.

**Materials for selection and purchase are evaluated on the following criteria:**

- a) Educational value to enhance classroom curriculum
- b) Recent copyright date, applicable to topic
- c) Topical balance brought to the collection
- d) Reputation and authority of author or producer of content
- e) Popular appeal for young adults
- f) Accuracy of content and freedom of bias
- g) Clarity
- h) Logical organization of ideas
- i) Validity of ideas
- j) Quality of format
- k) Request from faculty or student
- l) Price
- m) The purchase or acquisition of "self-published" books is usually discouraged. Including these materials in the library collection is left to the trained librarian's judgement. If a title does not meet the rigorous standard set forth above, books (including those self-published by alumnae, friends of Duchesne, or faculty and staff) may/may not be selected for inclusion in the library collection.

### **Tools Used for Selection of Materials**

When choosing books and materials for addition to the collection, the librarian evaluates the existing collection and consults various professional selection tools including, but not limited to:

- 1) At least one unbiased and **authoritative professional publication** such as *Booklist* or *School Library Journal*
- 2) Various department heads
- 3) Materials recommended by other professional librarians and educators
- 4) Commercial publishers and jobbers

- 5) Crowd-sourced opinions and reviews (Goodreads, etc.) and/or personal/individual's book reviewing blogs cannot be solely relied upon as a professional review of titles when purchasing

### **Gifts, Memorials, and Donations**

The Duchesne Academy library encourages donations and gifts of materials that will further improve the collection's quality. The librarian, trained in this work and familiar with the collection and the needs of the constituents, has right of refusal in accepting materials that are gifts or donations. The library will accept gifts and donations with the understanding that the final decision for inclusion in the collection rests with the Academy librarian, and gifts given to the library as donations or Memorials are evaluated using the same criteria for purchased materials, noted above.

- Magazines and periodicals are not accepted.
- Unannounced donations dropped off at the school will not be accepted
- Self-published books by alumnae might not meet criteria for inclusion in the library collection. These donations can be housed elsewhere in the building, such as the alumnae office.

### **Evaluation of Collection and Criteria for De-selection/Weeding**

The library strives to provide a collection that is used, current, and valuable to its students and faculty, therefore a constant and on-going process of evaluating all parts of the collection (print and non-print) is essential. Just as items are selected with care for inclusion in the library, so too, are they de-selected for removal from the library collection. This process ensures that the school library is a place where accurate and desirable information is held, accessed, and utilized.

#### **Guidelines used for de-selection may include, but are not limited to:**

- a) Has not been circulated in the past 10 years
- b) Duplicate titles
- c) Superseded information: more current information is available
- d) Books that are dirty, shabby, worn-out, water damaged, stained, moldy, or infested, etc.
- e) Books with missing pages
- f) Books with brittle or yellowed pages
- g) Books that are outdated, portraying stereotypes or bias
- h) Items that lack student appeal



- i) Items whose educational purpose is better met with other resources in the collection
- j) Unsolicited or unwanted gifts
- k) Reference material such as almanacs, maps, atlases, journals, indexes, and encyclopedias over 10 years old
- l) All periodicals older than one month
- m) \*Items that have been donated or gifted to the school will be periodically evaluated using these same criteria. Because of the organic nature of books, donors should be aware that gifts and donations of books are not permanent additions to the library that may never be removed.

### **Other Considerations in Managing the Collection**

Owning multiple copies of works should be avoided. In the case of a very in-demand item, such as a book club selection, multiple copies may be purchased.

Periodical subscriptions should be examined yearly to determine their demand and value to the collection.

Audiovisual materials are purchased to fulfill teacher request. VHS tapes and DVDs are not purchased using library funds. All AV material should be purchased in digital format

## **Policy and Procedures for Challenged Materials**

Items purchased for inclusion in the library collection are vetted using the professional skill of a trained librarian. The procedure for purchase is highlighted in the previous section of this document (See Selection Policies and Procedures section above.) In short, the librarian uses professional reviews from a book jobber (for example, Follett Titlewave) as a starting point. Effort is then made to purchase books that fit the diverse needs and ages of our reflective community.

Despite the care that is given when selecting materials for the Academy library, complaints regarding library material can occur.

- ***Please note Requests for Reconsideration are taken from current Duchesne community members only. This includes current students, current faculty and staff, and current Duchesne parents only.***

The following procedures were established to receive, consider, and act on written complaints about materials found in the Duchesne Academy library.

- 1) All complaints received, whether in person, via email, or telephone will be reported to the building principal within 24 hours.
- 2) The principal or librarian will ask the complainant to submit a written and signed form. (See Appendix A for a copy of this form.)
- 3) If a formal request for reconsideration of material is not received within two weeks, the matter shall be judged as closed.
- 4) Formal requests submitted within a two-week period after the form has been received will go to the principal and a committee of teachers and administrators
- 5) **The committee will judge the book against the library selection policy. (See Selection Policy in this document.) Since library materials are bought within those guidelines, this is a chance to verify that those professional standards and procedures were met, not necessarily an opportunity to remove books from library shelves.**
- 6) Their recommendation will be given to the head of school, who will make all final decisions regarding materials.
- 7) In writing, the complainant shall be informed of the final decision by either the principal or head of school.
- 8) No item will be removed from library shelves during the reconsideration process.
- 9) Titles examined through this process will be deemed ineligible for reexamination for three years.

### **Plan for Adoption of this Library Policy Document**

This document has been approved by the Academy Principal and Head of School on May 1, 2024.

The Policy Manual should be revisited and approved every five years.

### **Communications of Policies and Revisions to Staff**

This manual will be made available to all staff via hard copy held in the library AND accessible on-line through the library Canvas page and webpage.

Appendix A

**Request for Reconsideration of Duchesne Academy  
Library Materials**

Date

Name of person making request:

Address:

Material being questioned:

Book: Author:

Publisher:

Title:

Copyright Date:

Non-print material

Title:

Producer:

Copyright Date:

Please answer the following as completely as possible in order to aid the Reconsideration Committee.

1) What brought this resource to your attention?

- 2) Have you read the material in its entirety? If not, what sections have you reviewed?
- 3) What are your concerns? Please be specific in identifying page numbers and passages.
- 4) What professional reviews (*Booklist, School Library Journal, Kirkus Reviews, Publishers Weekly* etc.) of this material have you consulted?
- 5) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
- 6) What action are you requesting the committee consider?