



# Oak Tree School Media Center Policy Manual

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## **Mission**

The Oak Tree School Media Center mission is to encourage life-long learning by creating a space that students can feel successful, be challenged, make progress, and indulge in their interests. Students will be encouraged to be creators, innovators, and risk takers. A space where students and staff can utilize to aide their understanding of the world around them through relevant and engaging print and electronic materials. The media center will support school curriculum and promote 21<sup>st</sup> century skills like collaboration, communication, creativity, and critical thinking.

## **Our Media Center (Library)**

Oak Tree School's media center is in a central location of the school. When one walks through the school's main front entrance doors the media center doors are straight ahead. The media center is expansive and welcoming. The ceiling is constructed out of skylight windows and allows an abundance of natural sunlight. Upon entering the library to the immediate right is a classroom area for instruction and a class set of laptops. The opposite side features the circulation desk as well as a dedicated area for the school's makerspace. The rear of the library is fitted with a large reading area with rugs, benches, pillows, tables, chairs and stuffed animals. Books are housed on multiple shelves throughout the library walls and stand-alone shelving units.

## **Patrons**

The media center supports the school's staff and students. The media center serves an average 700-750 students and 50 teachers per year. Students in Pre-K, Kindergarten, First Grade, Second Grade, and Third Grade can access the variety of materials throughout the school day. Students have one library period weekly to checkout materials.

### **Checkout**

Students in all grades may check out 1 book per week. Mid-year students in grade three may check out 2 books per week. Books are to be returned prior to a student checking out another book. Books may be renewed each week. For popular titles some books may be limited to two renewals. Third grade mid-year students will be able to place books on hold through the Destiny online program.

### **Damaged and Lost Books**

Students are responsible to provide payment for books that are lost or damaged. Students will receive a note with book title and cost of replacement.

### **Overdue Materials:**

There are no fines associated with overdue materials, but students will not be able to checkout new materials until materials in circulation are returned. Library notices will be sent home as reminders.

### **Materials (Selection Policy)**

In accordance with Monroe Board of Education Polices materials will be:

<b>1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;</b>
<b>2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking;</b>
<b>3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;</b>
<b>4. Materials will be factually accurate and of genuine literary or artistic value;</b>
<b>5. Materials will be of a quality and durability appropriate to their intended uses and longevity;</b>
<b>6. Materials will relate to, support, and enrich the courses of study adopted by the Board.</b>

## **Challenged Materials**

Please see Board policy for challenged materials:

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=fb5c7eace1ab49e8b11a5a62eb50484b>

## **Bibliographic Instruction and Materials Processing**

Students will have access to [Destiny](#) to search the collection by title, author, series, material type, etc. as well as additional features like writing reviews, recommending titles to friends, creating reading lists, and eventually holding books. Throughout the school year students will receive instruction on how best to use the features of Destiny, recognize how the physical materials in the library are organized, and how to locate materials independently. All materials in circulation will be processed through Destiny during the check-out and check-in times of students' library periods. Students will have their own access code and can follow these instructions for use at home:

Your child's *username* is the 1<sup>st</sup> letter of his/her first name and the 1<sup>st</sup> seven (7) letters of the last name. The *password* is his/her district ID number, the 5 digit number assigned to your child by the district. This is the same number that your child will be using in the cafeteria). For example, if your child's ID is 12345, the password for Destiny would be 12345.

## **Student Conduct**

Students are expected to:

- 1.) Treat all materials with respect
- 2.) Listen to teachers, adults, and classmates
- 3.) Leave food items outside the media center
- 4.) Share resources when needed
- 5.) Walk and use appropriate voices for the space

### **Selection Tools:**

The media specialist and coordinator will use professional resources to aide in selecting materials appropriate to the media center such as:

- [Booklist](#)
- [Caldecott](#)
- [ALSC](#)
- [New York Times Book Review](#)
- [School Library Journal](#)
- [The Children's Book Review](#)

### **Online Resources:**

The media center will utilize various educational online resources including (but not limited to):

- [Epic!](#)
- [Kahoot](#)
- [Fundamentals](#)
- [Newsela](#)
- [Read Works](#)
- [Library of Congress](#)
- [Read, Write, Think](#)
- [Brain Pop](#)

### **Cataloging:**

Materials are currently cataloged in the Destiny program and all related records (including MARC records) can be accessed by users logged in to the system. The library is organized using the Dewey Decimal System.

### **Inventory and Weeding:**

All materials in circulation will be inventoried at least twice a year. Coordinator and Specialist will upload inventory using Destiny to assist in making decisions on future purchases to diversify and update the collection. Weeding will be done throughout the year at least quarterly. Weeded items will be based on a variety of factors including condition, circulation, relevancy, and/or changes in curriculum.

### **Makerspace:**

Materials in the makerspace and area will be maintained by media specialist and coordinator. A committee of teachers and administration will continue to meet yearly to assess the makerspace, aide in purchasing decisions, and highlight ways to promote use by staff and students. The makerspace currently features coding robots, a 3-D printer, iPads, various building materials, craft materials, STEM kits, and related books.

### **Patron Requests:**

All patrons can make material requests using the [OT Request form](#) available online and at circulation desk.

### **AASL Standards:**

The media specialist will utilize the current American Association of School Librarians ([AASL](#)) standards and common beliefs during instruction periods.

#### ***Common Beliefs:***

- I. The school library is a unique and essential part of a learning community.
- II. Qualified school librarians lead effective school libraries.
- III. Learners should be prepared for college, career, and life.
- IV. Reading is the core of personal and academic competency.
- V. Intellectual freedom is every learner's right.
- VI. Information technologies must be appropriately integrated and equitably available.

#### ***Standards:***

- I. Inquire – Build new knowledge by inquiring, thinking critically, identifying problems, and developing strategies for solving problems
- II. Include – Demonstrate an understanding of and commitment to inclusiveness and respect for diversity in the learning community.
- III. Collaborate – Work effectively with others to broaden perspectives and work toward common goals.
- IV. Curate – Make meaning for oneself and others by collecting, organizing, and sharing resources of personal relevance.
- V. Explore – Discover and innovate in a growth mindset developed through experience and reflection.
- VI. Engage – Demonstrate safe, legal, and ethical creating and sharing of knowledge products independently while engaging in a community of practice and an interconnected world.

<https://standards.aasl.org/>

For additional board policies please visit:

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=fb5c7eae1ab49e8b11a5a62eb50484b>

For media center website please visit: <https://www.monroe.k12.nj.us/domain/896>

Material request form: [OT Request Form](#)

Overdue materials from: [Overdue Form Destiny](#)



### **Citations:**

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