



Morgan County Schools Library Media Center Procedures Manual



Revised 2024

Welcome/Overview Page

Having a certified library media specialist in each school is a valuable asset, as they play a crucial role in promoting literacy, research skills, and a love for reading among students. With such a range of schools, from elementary to high school, there must be a rich variety of educational opportunities available to students in Morgan County.

Each media specialist is responsible for collection development, circulation, integrating the updated American Association of School Librarians (AASL) standards into their program, and other duties that vary by grade span.

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Section 1 – Welcome and Introduction

1.1 Vision Statement

In collaboration with all stakeholders in the school's learning community, the Morgan County 21st Century Library Media Programs will be the center of teaching and learning by providing access to quality collections and technologies by extending services beyond the library media center's four walls and the school day.

1.2 Mission Statement

The library media programs in each Morgan County School will support the school's instructional program to improve student learning and student achievement. The mission is accomplished by:

- Ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge.
- Providing real and virtual access to appropriate, high quality resources and services during and outside the school day.
- Participating in curriculum development and design of learning activities.
- Facilitating professional development for the learning community.

1.3 Philosophy

The library media programs in Morgan County Schools seek to support the goals of the Morgan County Board of Education. The philosophy of our school system calls for "an educational environment with learning opportunities that foster intellectual, physical, social, and emotional development at a pace and level commensurate with each students' unique blend of aptitudes, achievements, needs, learning styles and interests."

To fulfill this broad goal, courses of study prescribe the curriculum to be taught. Instructional materials are selected and adopted to support the curriculum. Each library media program has the responsibility for providing resources, and materials to prepare our students for a complex and changing society. Students must become skillful consumers and producers of information using a wide range of sources and formats to thrive personally and economically in the communication age. This rapport should provide such an environment that promotes the growth of each student into a healthy, resourceful, and well-adjusted adult member of the community. Each school will endeavor to provide the opportunity for each student to obtain the skills and knowledge which will enable them to live a productive and satisfying life.

Section 2 – Goals and Objectives

2.1 Library Bill of Rights

- Morgan County Schools’ Library Media Programs adhere to the ideas and information expressed in the Library Bill of Rights adopted by American Library Association (1996).
- The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- 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.

2.2 Objectives

In compliance with Alabama’s 2020 Learners, Morgan County Schools’ Library Media Programs will achieve the following:

- Every student demonstrates proficiency to access, analyze, and utilize information from sources in multiple formats.
- Every student demonstrates technology proficiency in accordance with the Alabama Technology Standards
- Every student demonstrates the ability to think, create, share, and grow.
- Every student demonstrates the ability to navigate the research process thru proficient use of available tools and information as evidenced by performance based grade band benchmarks.
- All students will have access to a wide range of resources and information to support individual pursuit of personal and aesthetic growth.

- All students will have access to information provided in a safe environment which allows for inquiry, exploration, and development of their personal ideas, thoughts, and opinions.
- All students will have access to the library as a safe place cognitively, emotionally, and personally.

2.3 Goals

In compliance with Alabama’s 2020 Learners, Morgan County Schools’ Library Media Programs will achieve the following:

- Implement the current Alabama Library Media Standards Crosswalks to the Alabama College and Career Ready Content Standards in grades K-12.
- Develop and implement a library curriculum for information literacy to be delivered from the library via collaboration with content area teachers.
- Develop information/research literacy grade level benchmarks
- Align available programmatic and fiscal resources to support local school needs in the content area.

Section 3 – Library Media Program

3.1 Characteristics of a 21st Century Library Media Program

The Program

- The library media center (LMC) is a place where individuals and groups of students use information to extend classroom studies and to further personal interests.
- Students have open, flexible access to library media resources and services.
- Library media resources are available to support the curriculum, encourage research, engage students in pleasure reading, and address individual needs and interests.
- Resources are organized by a recognized method and are available in an automated format.
- 21st Century skills are integrated with all subjects and developed in a curriculum context to provide a foundation for life-long learning.
- Library media services are implemented according to a written plan based on data analysis, needs assessment, and annual evaluation, consistent with the goals of the school and school system.
- A comprehensive program is provided that includes skills instruction, information access, program management, and media center management.
- Learners are taught to seek diverse perspectives, gather and use information ethically, and make use of social tools, i.e personal space, responsibly and safely.

The Professional

- The library media specialist (LMS) is certified, evaluated annually by appropriate criteria, and has a plan for professional development.
- The library media specialist collaborates with the learning community to determine collection needs and implements local board approved policies for collection, development, use of resources, adherence to copyright law, protection of intellectual freedom, and reconsideration of challenged materials in the collection.

The Facility

- The library media center is physically accessible to all students.
- The library media center is adequately lighted and contains furnishings appropriate in size to the student population.
- The library media center has the infrastructure needed to sustain existing and emerging technologies.

3.2 Literacy Standards

The Morgan County Schools' Library Media Programs will support Alabama literacy standards in reading, speaking, and writing in all subject areas. These standards are in accordance with the Alabama College and Career Ready Standards (CCRS). These standards can be found at <https://www.literacyta.com/literacy-standards/alabama>.

3.3 Open Access/Flexible Scheduling

In order for the library media center to be the core of the educational setting, the library media specialist, with the assistance of the administrator, must be allowed to schedule the library media center for its most effective use. Weekly schedules that list whole-class and small-group instruction, administrative periods, special programs, planning times, and other planned library activities are collected for documentation of library use through the year.

Points to Remember:

- The library media specialist, with the assistance of the administration, sets the schedule. The schedule is posted and available at all times.
- The library media center should not be closed for non-library purposes. The LMC is open for student use at all times.
- Forty percent of the library media specialist's time is spent in the administration of the library media program. During this time, no classes are scheduled for instruction by the library media specialist, although students and teachers may still use the LMC.
- The LMS is provided with a scheduled lunch time.

Definition of Flexible Scheduling:

The library media center does not have a set daily or weekly schedule for classes to use the library. Classes are scheduled as the result of collaborative planning for use and instruction to integrate with the classroom curriculum. In this case the LMC is an extension of the classroom; used to provide access to resources, information fluency, and independent and group learning.

Points to Remember:

All students and teachers have access at their point of need

Teachers and library media specialists can collaborate to develop enhanced curriculum units

Student achievement is higher with this type of scheduling

Flexible scheduling provides equity of access

The LMS can work with all grade levels and subject area teachers to build research units around school-wide themes

Definition of Open Access:

In order to maximize the benefit of the LMC, learners must have access to resources and services at their point of need. The library media center may also be scheduled for individuals, groups, or classes to use resources, check out and return materials, to read for pleasure or information, or research topics for reports, using a variety of resources. If an aide is not available to assist with circulation when the LMS is working with a class, students are taught how to check materials in and out. Student aides and community volunteers may be trained to assist with the circulation procedures.

3.4 Media Specialist Responsibilities

Each Library Media Specialist will have the following program goals and responsibilities:

- To have knowledge of the curriculum taught at each grade level so relevant resources can be selected.
- To provide an effective teaching and learning center that is an extension of the classroom for teachers and students.
- To encourage teachers to discuss curriculum objectives and suggest resource needs to implement the curriculum.
- To cooperatively plan with teachers for the integration of information skills into each area of the curriculum.
- To encourage a love of reading, the appreciation of literature, and the continuing use of libraries for pleasure reading and lifelong learning.
- To maintain adequate policies and procedures to assure both intellectual access to current information and ideas in all formats, including merging information and instructional technologies.

- To provide or assist in the preparation and presentation of learning experiences which enable students to acquire informational skills necessary to be lifelong learners.
- To develop a diverse collection of resources based on the needs and school demographics.

3.5 Services and Activities Offered

The 21st Century Library Media Program is designed to meet the needs of learners in both individual and collaborative settings, enhance learner success, and promote the use of library media resources and services.

Indicators:

- Provides a curriculum-based, flexibly scheduled, open access learning environment that accommodates all learners.
- Supports the mission and goals of the school and promote the development of a curriculum rich environment
- Incorporates collaborative planning, information literacy, and technology instruction by the library media specialist and teachers.
- Provides opportunities for staff development and professional growth for library media staff, teachers, administrators, and other members of the learning community.
- Provides technical access and instruction for students, teachers, administrators, and staff.

(Alabama State Department of Education. *Alabama's School Library Media Plan for the 21st Century Learner*, 2008).

3.6 Professional Development

Morgan County Schools' Library Media Specialists are included in professional development opportunities designed to improve student academic achievement in reading and writing.

Morgan County Schools' Library Media Specialists will also be available to meet and plan comprehensive literacy instruction as well as provide professional development for the teachers.

3.7 Evaluations and Assessments

Suggested guidelines by the Alabama State Department of Education will be considered in determining procedures and policies for the Morgan County School Library Media Programs.

Annual and systematic evaluation and assessment provide data for the management and decision-making policies regarding the complete library media program.

Indicators:

- The library media specialist is certified, has a plan for professional development, and is evaluated periodically by appropriate predetermined criteria as determined by the school system.
- The library media specialist participates in periodic review and ongoing informal and formal assessment.
- The library media program is routinely assessed.
- The library media center uses an approved electronic management system.
- Pertinent policies are readily accessible for public information, assessment, and viewing.
- Forty percent management time is allotted daily for the library media specialist.
- The school library media center is exemplary in meeting the needs of the entire school community.
- An online public access catalog of the library media center collection is made available.
- New and emerging technologies are assessed to determine feasibility, cost effectiveness, and relevant support.
- The library media specialist ensures that all library records are kept confidential.

(Alabama State Department of Education. *Alabama's School Library Media Handbook for the 21st Century Learner*, 2008, p.32-39).

Section 4 – Collection Development

The library media specialist will be responsible for developing a collection of the best resources available that support state and local curriculum objectives and that meet the needs of students and teachers. Purchases will be the result of meaningful collaboration and an annual needs assessment.

The library media specialist will follow the purchasing procedures established by the chief school financial officer. Collection development will also be consistent with the board approved policy. File: IFAB.

Removal of outdated books and materials will take place annually at the discretion of the library media specialist. The American Library Association suggests that 5% of the collection be removed or replaced annually with the average life of a book in circulation being ten years. Selective removal is done in an effort to keep the library's catalog healthy and growing with up to date, relevant information. When removing materials, the library media specialist should consider factors such as the age of the material, condition of material, circulation figures, appearance, and relevant information.

4.1 Cataloging

Cataloging practices vary among each library media specialist and library. Each media specialist is responsible for utilizing the Dewey Decimal System when cataloging nonfiction books. This helps to ensure our reporting numbers to the state are accurate. Additional sections should include Easy, Fiction, and Biography. Other sections or collections can be developed by the individual media specialist. Fiction books should be cataloged using the first three letters of the author's last name. Displays and series sections can be moved to a specific area as long as the cataloging procedures remain consistent within the library.

4.2 Circulation

It is the priority of each library media specialist to meet the needs of students and staff within their school. In order to maintain circulation, media specialists do the following:

- Provide materials to patrons
- Notify patrons of overdue materials
- Collect fines (if applicable). In such a case that the parent/guardian is unable to pay for a lost book or damaged item, a reimbursement plan will be worked out between the media specialist and the parent.
- Reserve materials for patrons
- Ensure equitable access of materials to all patrons

4.3 Selection and Acquisition

Materials are selected by the library media specialist with recommendations from the students and faculty. Items selected shall be consistent with the district goals for the media center. While recommendations are considered and encouraged, the media specialist knows the collection and is responsible for maintaining a balanced and varied collection.

Media purchased could include any of the following:

- Books (library bound, paperback, e- book, professional book, etc.)
- Audiovisual materials (DVD, CD, software, etc.)
- Periodicals
- Instructional Materials
- Tactile Materials (kits, globes, games, etc.)

The materials for the media center will be purchased or acquired from a variety of sources including reputable book companies, publishers, library suppliers, and more. Materials can be purchased with funds obtained from fundraisers, given from the local board of education, state enhancement money, state allocation, or other source.

4.4 Record Keeping/Reports

A computerized library circulation program shall be used in each local school library media center to monitor the contents of the collection as well as the circulation of those contents. Circulation reports from each local school will be sent to the superintendent's designee at the end of each school year. A complete inventory of all library media materials and equipment will be conducted annually. A current inventory will be kept on file at the local school and the media center at the central office. Requisition forms for all books and materials ordered with district and state funds will be sent to the central office for approval. Prior approval and the issue of a purchase order number must occur before ensuing orders are placed.

4.5 Lost or Damaged Books

The Morgan County School System follows the Alabama Law for distributing, maintaining, and replacing state-owned textbooks which are loaned for the period the pupil uses them and must be treated by them as borrowed property. The student along with his parent or guardian is responsible for each book borrowed, including library books, and is financially liable for loss, abuse, or unnecessary damage. In computing the loss or damage of a textbook which has been in use for more than a year, the basis of computation shall be a variable of 50-75% of the original cost of the book to the state.

- Students shall not be entitled to further use of books until remittance of the amount of loss or damage shall be made. *Laws of Alabama relating to Education (16-36-32).
- This information is disseminated to students and parents in the Morgan County School Handbook each year. The handbook is available in English and Spanish.

In the event that a book is lost or damaged beyond repair, the parent/guardian is responsible for paying the replacement fee. If the fee cannot be paid due to financial hardship, a reimbursement plan should be made between the media specialist and the parent/guardian. Students should not be charged for normal wear and tear to a book.

4.6 Disaster Preparedness

Each library media specialist in the Morgan County School System will develop with the staff at each local school a Disaster Plan. The plan should include procedures to protect as much as possible materials and resources in the library media center. A weekly backup is conducted at the central office as a safeguard to protect the database at each school.

4.7 Storage and Maintenance of Equipment

Equipment inventories at each school library shall be housed in the library unless prior specific circulation arrangements have been made with the library media specialist. The library media specialist will be responsible for routine circulation, maintenance, and storage of all library equipment.

Section 5 – Library Citizenship

5.1 Challenged Materials

Policy 7.04.2 Selection of Instructional Materials and Materials for the School Libraries – The Superintendent is authorized to develop criteria for approval by the Board for selection of materials (other than textbooks) that are used in conjunction with student instruction and for circulation in school libraries. The Superintendent is further authorized to develop a procedure for review of objections to instructional and library materials. Procedures and Guidelines will be developed in the **Employee Handbook and Student Code of Conduct (SCC)**.

Despite the care taken in selecting appropriate materials for students and teachers, an individual may occasionally disagree with the choice of a particular item in the school library media center collection. When an objection is made public to the administrator or school media specialist, board approved policy FILE: IFAB should be followed. A complaint must be submitted in writing and reviewed by the local school review committee. Any unresolved challenges will be submitted to the superintendent. (See appendix).

5.2 Copyright/Fair Use

The Morgan County Board of Education encourages and supports users to respect the rights of copyright owners regardless of media types. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. The library media specialist will promote adherence to the copyright and fair use law with students and teachers.

If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the student or the teacher is uncertain of the user rights, they should request permission from the copyright owner.

5.3 Appropriate Use and Internet Safety

The current technological environment of library media centers demands that the usage of technology be conducted in a legal, ethical, and appropriate way consistent with the instructional goals of the Technology Course of Study and the instructional goals of the Morgan County School System. All technology resources should be used in accordance with approved board policy as well as local, state and federal laws and guidelines governing the use of technology. All students and teachers are required to read, sign and follow the procedures online in the system's acceptable use policy, FILE: JCDC, (students) and FILE: GAOA, (employees). (See appendix)

Section 6 – Budget

6.1 Budgeting Procedures

Local library goals and objectives should decide the expenditure of the library media funds. Input from faculty representatives, student requests, faculty surveys, and suggestions should all be taken into account for budgeting purposes.

State Criteria for Determining Use of Funds

- The number and kind of users served
- Collection development plan for services, programs, and needs of special populations
- Curriculum and instructional needs, changes, and support concerns
- Circulation demands of materials: general aging, lost/damaged/repair replacement costs of material, including audiovisual equipment
- Price increases in replacing or acquisitions
- Acquisition of new technologies and upgrading of existing resources
- All acquisitions must be appropriately labeled, stamped, and identified with the correct source of funds

6.2 Donations and Gifts

Gifts to local school media centers are always welcomed. All gifts, be they real or personal property, shall be accepted on the same basis as materials purchased, and in the case of printed material, accepted only on the condition that the media specialist may make whatever disposition deemed possible. Proceeds of the sale of donated materials shall be used at the discretion of the library media specialist for the library media center. In any event, the library will not store items that are not outright gifts.

Funds donated for the purchase of memorial books, materials, or furnishings are accepted with the understanding that the library media specialist is responsible for the selection. Donors may give suggestions on a subject or title.

Any appraisal for income tax purposes of a gift or donation is the responsibility of the donor.

Section 7 – Beyond the Library

7.1 Public Relations

The library media center will promote and maintain a positive relationship with all stakeholders in the learning community through regular and systematic communication about its mission, goals, functions, achievements and overall impact on student learning.

7.2 Advocacy

A vital role of the library media specialist is advocating for school libraries. While this requires stepping out of comfort zones, it is crucial to let others know what happens inside the media center. The library media specialist needs to provide leadership and advocacy to stakeholders in areas of technology initiatives, policy creation, instructional design, and professional development. Stakeholders might include legislators, active library groups such as Alabama School Library Association (ASLA) and the American Association of School Librarians (AASL), faculty members, or parents and students of the local school. We advocate with the idea in mind that if we do not tell them, they will not know.

APPENDIX

I. Selection of Library/Media Materials

The Morgan County Board of Education has the responsibility for providing certified media personnel and means for the selection and acquisition of instructional materials for the School Media Centers.

Provisions are made for systematic review of existing media collections and procedures are established to permit the reconsideration of allegedly inappropriate instructional materials. The Morgan County Media Personnel will use the following basic policies to govern the programs of the School Library Media Centers.

Objectives of Selection

- In order to assure that the school media program is an integral part of the educational program of the school are guided mainly by the following selection objectives adopted by the American Association of School Libraries in 1976.
- To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice or critical analysis.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users. (Selections are basically the same for all software)

Responsibility for Selection of Materials

The Morgan County Board of Education is legally responsible for the operation of the schools within the system. The responsibility for the final selection of library materials is delegated to the professionally trained, certified library media specialists employed by the school system. Administrators, faculty, students, parents, and community members are

encouraged to suggest materials for addition to the library media collection and to share in evaluation of materials.

Needs of the Individual Student

- Based on knowledge of children and youth.
- Based on requests from administrators, teachers, students, and parents.
- Based on knowledge of the curriculum.
- Based on knowledge of the present collection.

Provision of a Wide Range of Media on Many Levels of Difficulty

Provision that curricula materials

- Be relevant to today's world.
- Be of high artistic quality, superior format and have accurate information without bias.
- Have high readability and popular appeal.
- Represent differing viewpoints on controversial subjects.
- Reflect problems, aspirations, attitudes and ideals of a society.
- Provide opportunities for recreational interests.
- Contribute to the objectives of the instructional program.
- Consider reputable, honored opinions of the work by educators or reading specialists.
- Careful consideration will be given to those topics of varying points of view: religion, ideologies, sex education, sex, profanity, and science.

Procedures for Selection

- In the selection of materials for school library media centers, the certified library media personnel shall evaluate the existing collection, assess curriculum needs, and receive recommendations from faculty and students which best convey or interpret the content or concept being taught. The library media personnel shall use the following guidelines in selecting the material" appropriateness, literary and technical quality, audience, evaluation, treatment of subject matter and cost.
- Because all materials selected should meet high standards of excellence, selection procedures should utilize the various professional media selection tools generally accepted by the educational media profession. Whenever possible materials should be examined by consignment.
- Gifts shall be judged by the same selection criteria as purchased materials. Once donated, gifts become the legal property of the Morgan County Board of Education. Their use or disposition shall be determined by the school media specialist.

Challenged Materials

Occasional objections to a selection will be made by the public, despite the care taken to select valuable and appropriate materials for student and teacher use and the qualifications of persons who select the materials. If a complaint is made, the following procedures should be followed.

- Inform the complainant of the selection procedures and make no commitments.
- All media will remain in use until the final decision on its retention or rejection is made.
- Request the complainant to submit a complaint card to the librarian. (form 1,)
- Librarians use options of complying with the written request or taking additional action.
- The written complaint shall be submitted to the school principal by the librarian.
- The principal shall use options of complying with the written request or taking further action by submitting a complaint for the review committee.
- The complainant shall submit to the superintendent his request for reconsideration of material from form 2 (attached).
- The superintendent shall use the option of complying with the written request or taking further action.
- The written complaint shall be submitted to the Board of Education.
- The final decision shall be implemented. The Review committee consists of the librarian of the school, the principal of the school, supervisor, and another school employee selected by the librarian and principal.

II. Procedural list to efficiently process all Library Purchases.

1. Create a requisition and submit to Director
2. If approved, the requisition will be forwarded to Accounts Payable
3. Accounts Payable creates a purchase order, and you will receive the purchase order number
4. Library-Media Specialist places the order
5. Once items are received, a copy of the invoice will be emailed to you to verify that all products have been received. **For incomplete order deliveries, Accounts Payable will pay partially delivered invoices ONLY if the invoice clearly identifies the products received and those that are backordered. In addition, the vendor should be contacted with incomplete deliveries, and an expected delivery date for backorders should be identified on the invoice. Invoices will not be paid until all merchandise is accounted for on a copy of the invoice.**

