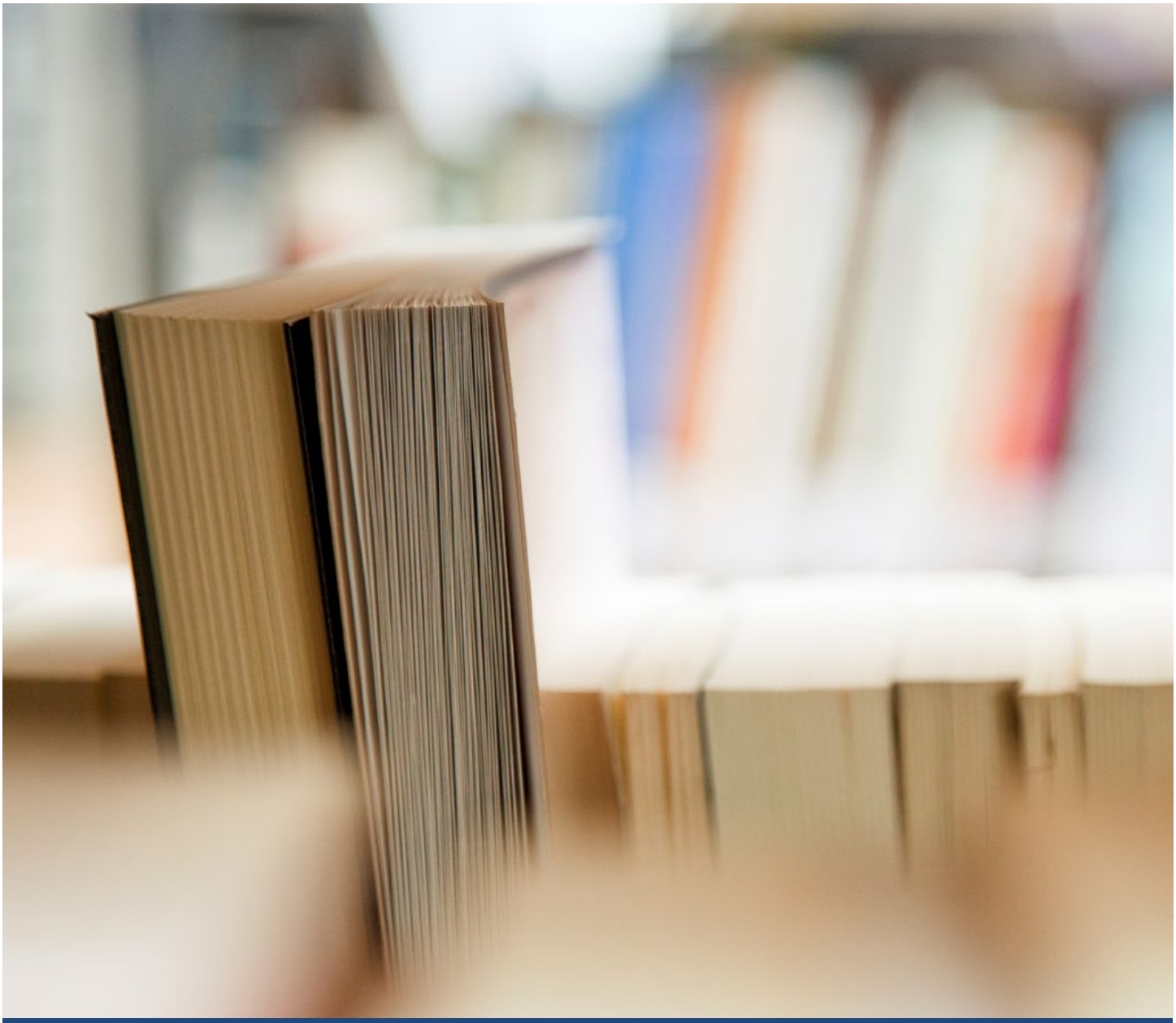


Orangeburg County School District

School Library Policies and Procedures Manual

2024-2025

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Introduction

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operations of the school library program. The manual will be updated as changes are made in the school library.

OCSD Mission

The mission of Orangeburg County School District, the catalyst of innovation and excellence, is to ensure all students discover and develop their person, purpose and platform through high-quality educational experiences distinguished by:

- a culture of collaboration, equity and inclusion
- a creative learning environment with inspiring opportunities
- a commitment to nurture the academic, physical, social and emotional well-being of all.

School Library Mission

The mission of our school libraries is to assist members of the learning community in becoming effective users of information and to foster the love of reading.

Goals and Objectives

Goals

- To provide learning opportunities that enable students to become effective users of information.
- To provide access to technology and online resources beyond the walls of the library.
- To foster the curiosity and personal interests of students through inquiry.
- To promote digital citizenship; the constructive, ethical and safe use of the Internet, online tools, social media and other technologies by students and teachers.
- To provide opportunities for students to read for enjoyment.
- To support the school's instructional program through collaboration with teachers.

Objectives

- Objectives are specific, measurable steps or strategies that show how goals will be accomplished.
- Although the mission and goals are the same across the district, the objectives of each library will be specific to the program of that particular school librarian.

Reference:Adapted from Role of the School Library Program, AASL Position Statement, Approved 2016.

Library Staff Job Descriptions

OCSD Media Specialist Job Description

POSITION TITLE: Media Specialist
DEPARTMENT: School
REPORTS TO: Principal

Objective

Plans, develops, and administers the total program of the library/media center to accomplish the educational objectives of the school and community. Ensures school library programs are integral to teaching and learning in every school.

Essential Duties and Responsibilities

- Provides access to the library/media center collection through the management of an accurate and efficient organization and retrieval system.
- Develops, implements and evaluates media objectives, policies, programs, and services.
- Plans and directs the centralized acquisition and processing of instructional materials.
- Implements automated procedures for classification and distribution of media materials.
- Develops media budgets and administers all monies for the media program.
- Prepares and distributes needed information on media services, instructional technology and new software.
- Provides Staff Development Programs for Media staff and other technology-interested personnel.
- Keeps informed about all types of information resources, both instructional and management-oriented, in all Media formats and remains up-to-date on trends and developments regarding their use.
- Maintains communication with local, state and national organizations, institutions and agencies involved in media and curriculum and educational leadership.
- Serves as liaison with Community Library to provide better understanding and sharing of program, services, and resources.
- Provides leadership in the instructional program of the school through instruction in the effective use of print and non-print material and equipment.
- Incorporates the evaluation, selection, classification, scheduling and utilization of print and non-print materials and related equipment to provide the basis for long-range program changes and development.
- Works in partnership with teachers to fulfill curriculum needs and makes recommendations to the administration and faculty regarding the effective and economic use of appropriate educational media.
- Provides initiative, direction and leadership for planning and development of policies and procedures for optimum function of the library/media center.

- Continuously evaluates and assesses the effectiveness and potential of the program, resulting in substitution, rejection, modification, reinforcement and renewal of the school library/media center program to meet the present and changing needs of the educational objectives of the school.
- Offers faculty and administrators assistance in using information resources, acquiring and assessing instructional materials and incorporating information and skills into the classroom curriculum.
- Provides reading, listening, and/or viewing guidance for students and faculty; and instills an appreciation for the knowledge acquired through the utilization of a variety of media.
- Answers inquiries and assists students and teachers in locating resources, encouraging them to use materials, equipment and techniques effectively which are, and will continue to be, valuable to their educational needs and to growth of their personal interests and abilities.
- Collaborates with department/grade chairman/team leaders to improve correlation of subject matters, materials, concepts, skills and other related aspects to the school library/media center services and materials.
- Promotes understanding and appreciation of the library/media center through special programs, displays, project, and other activities.
- Participates in system wide and individual school programs of in-service educational programs for faculty and library staff to maintain and improve professional competence.
- Promotes favorable school-community relationships and assists in giving the professional interpretation of the school library/media center purposes and programs to students, faculty, administration and community.
- Prepares yearly budget and program reports and furnishes information as requested by the principal.
- Maintains a working schedule to include 30 minutes before and after school to be available to students and faculty and provides access to the library/media center throughout the school day, scheduling class visits flexibility to encourage use at the point of need: organizes and manages the library media facility in a manner that encourages access.
- Uses a variety of teaching methods, media, and ways of communicating information to ensure that students can access and use all types of information sources.
- Supports the development of a career information center in the library/media center.
- Acts in an advisory capacity to the principal.
- Performs other duties as may be assigned by the Principal.

Qualification Requirements/Experience

- Valid SC Teaching License in the area of Media Specialist
- Master degree in Library and Information Science

OCSD Human Resources reported that their department does not have a job description specifically for Library Aides.

OCSD Instructional Aide Job Description
Position Title: Instructional Aide
Department: Instruction
Reports To: Classroom Teacher

Essential Duties and Responsibilities

- Other duties may be assigned.
- Supervises students while they are arriving and departing from school.
- Assists students in academic tasks as outlined by the classroom teacher.
- Assists students during inside or outside recess.
- Assists students during lunchtime.
- Assists with behavior issues.
- Assists students to and from the restroom.
- Contacts parents through phone calls, emails and home visits as accompanied by the teacher.
- Sanitizes/cleans classroom and equipment using approved materials.
- Assists teacher with bulletin-boards, running errands, making copies, filing and other clerical duties requested by her/him.
- Attends meetings upon request of the teacher or administration.
- Assists in other capacities as directed by the administrator.

Supervisory Responsibilities

- Supervises students under teacher direction.

Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma. Must be Highly Qualified (HQ); previous experience with students preferred.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to parents and other employees of the school.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving concrete variables in standardized situations.

Other Skills and Abilities

- Ability to work with students with moderate/severe disabilities.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; climb or balance; and stoop, kneel or crouch. Specific vision abilities required by this job includes close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear a noisy environment. The employee must be able to push/pull wheelchairs containing students. The employee must be able to change diapers and assist students with toileting skills and personal hygiene.

Work Environment

The employee is frequently exposed to infection at a greater risk than the average person. In addition, the employee may be directly responsible for the safety, well-being and/or work output of students- on the school work enclave.

General Library Aide Job Description

Position Title: Library Aide
Reports To: School Librarian
Job Role: To perform general and specialized clerical duties in the school library in conformance with established procedures.

Performance Responsibilities

I. Clerical

A. Assuming general secretarial responsibilities:
- typing
- filing
- duplicating materials
- assisting with financial records
- operating computers

B. Compiling statistics:
- recording circulation and other service information
- assisting with annual reports

C. Ordering and processing print and nonprint materials:
- maintaining consideration and order files
- following processing procedures established by the school librarian

D. Maintaining inventory of and ordering supplies:
- checking supplies preparing order lists

E. Circulating print and nonprint materials:
- assisting with circulation process
- shelving materials
- assisting with interlibrary loan process
- compiling overdue records

Performing other library media center duties as assigned

II. Technical

A. Assisting student and staff with location and use of materials and equipment: answering questions; demonstrating the proper use of equipment and software; operating technology equipment

B. Producing graphics and display materials:
   - Assisting in preparing posters, charts, graphs, displays, and exhibits gathering necessary materials

C. Scheduling use of and delivering materials and equipment:
   - Maintaining records of rental materials and equipment
   - Coordinating use of building materials and equipment

D. Assisting with technical processing of information and materials:
   - Processing materials

E. Maintaining the library collection:
   - Shelving and filing
   - Withdrawing items as directed by the school librarian
   - Mending and repairing items
   - Assisting with inventory

F. Performing other library media center duties as assigned

Desired Qualifications

High school diploma or equivalent with a general knowledge of office machines and completion of the typing and spelling test administered by Personnel must be on file in the Personnel Office.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the board's policy on the evaluation of professional personnel.

Length of Employment: One academic year

Student Conduct

The following was taken from the *Orangeburg County School District Code of Conduc*t and would be applied in all media centers across the district:

Students
The Code of Student Conduct is your guide for behavior at school. Your principal, teachers and other staff members will support your efforts to be successful in the personal, social and academic behaviors that are expected at school. Following the expectations and rules outlined in the Code of Student Conduct, will help you demonstrate your good citizenship and character and will help to make your school a safe, respectful and productive learning environment.

The Code of Student Conduct also describes specific behaviors that are unacceptable at school and explains the consequences that will be assigned to you when your conduct does not meet expected standards of behavior. It is your guide to understanding your rights and responsibilities.

Students' Rights
The district is committed to safeguarding the rights of all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right:

1. To attend school in the district in which one's legal parent or legal guardian resides and receive a free and appropriate public education from age 5 to 21, as provided by law.
2. To be afforded a sound, quality education from kindergarten through grade 12 in a school environment that is safe, orderly and promotes learning.
3. To be respected as an individual and treated fairly and with dignity by other students and school staff.
4. To express one's opinions verbally or in writing, or with assistance.
5. To dress in such a way as to express one's personality as long as it does not distract or disrupt the learning environment.
6. To take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation or gender.
7. To present their account of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

8. To have access to relevant and objective information concerning substance abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious 10 personal problems.
9. To be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group gender/gender identity, sexual orientation or disability, by employees or students on school property or at a school-sponsored event, function or activity.
10. To be afforded due process by: a. Being provided with the Code and rules and regulations of the school district; schools shall ensure that all students and school staff are made aware of and have access to detailed information about school rules, policies and procedures and state and local laws guaranteeing or affecting students' right to participation; b. Being informed of what is appropriate behavior and what behaviors may result in disciplinary actions; c. Being counseled and coached by members of the professional staff in matters related to their behavior as it affects their education and well-being in the school; d. Being provided an opportunity to be heard in disciplinary actions for alleged violations of the Code for which they may be suspended or removed from class; and e. Being accompanied by a parent and/or representative at conferences and hearings.

Student Responsibilities and Expected Behavior

You are responsible for –

1. Your Personal Conduct and Character
    - Attend school regularly and on time.
    - Accept directions, requests, feedback and support respectfully from adults. Demonstrate self-discipline by making responsible behavioral and academic choices.
    - Be truthful about and accountable for your words and actions.
    - Be familiar with and follow school district rules.
    - Meet the standards of behavior in the Student Code of Conduct.
    - Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
    - Conduct yourself as representatives of the district when participating in or attending school sponsored extracurricular events by holding yourself to the highest standards of conduct, demeanor and sportsmanship.
    - Attend school regularly and on time.
    - Accept directions, requests, feedback and support respectfully from adults.
    - Demonstrate self-discipline by making responsible behavioral and academic choices.
    - Be truthful about and accountable for your words and actions.

2. Be familiar with and follow school district rules.
3. Meet the standards of behavior in the Student Code of Conduct.
4. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
5. Conduct yourself as representatives of the district when participating in or attending school sponsored extracurricular events by holding yourself to the highest standards of conduct, demeanor and sportsmanship.
6. Accept consequences when behavioral expectations are not met or school rules are violated.
7. Make an effort to correct and improve inappropriate behavior through participation in available restorative interventions.
8. Dress appropriately for school and school functions.
9. Learning
    - Attend school every day unless legally excused.
    - Be on time to class and prepared to learn.
    - Work to the best of your ability in all academic and extracurricular activities.
    - Strive towards your highest level of achievement possible.
    - Seek help when you need it.
    - Ask questions when you do not understand.
    - Be prepared to learn.
    - Challenge yourself.
    - Demonstrate a strong work ethic.
    - Bring an open mind and positive attitude to learning every day.
10. Cooperating and Treating Others with Respect
    - Treat others with respect.
    - Be polite.
    - Express your thoughts and opinions politely, respectfully and courteously.
    - Use a considerate tone of voice and appropriate body language.
    - Listen when others are speaking to you.
    - Respect others' personal space and keep your hands to yourself.
    - Work with others cooperatively in large and small groups.
    - Act with kindness, caring and sensitivity toward others and treat them with the respect and care you would like to receive.
11. Respecting Property
    - Respect the property that belongs to other students, adults or the school.
    - Use school technology appropriately as directed by adults.
12. A Safe School Community
    - Help make school a community free of violence, intimidation, bullying, harassment and discrimination.

- Ask for assistance when you need help resolving conflicts and differences.
- Report violations of the Code of Conduct or other school rules.
- Contribute to the safety and well-being of our community.
- Use all equipment in schools and on buses in a safe manner.

In addition to upholding district policies, each school librarian will create and tailor his/her own set of student expectations suitable to his/her media center. The following are examples of basic expectations that may be found in a facility.

1. Students are expected to come quietly into the media center.
2. Students must have a signed agenda to come to media center.
3. Students must sign in and out of the media center.
4. Follow all school rules within the media center.
5. No food or drink.
6. Take library cards out and return checked out material to book return.
7. Put trash in trash cans.
8. Push chairs under tables when leaving.



Elloree Elementary Media Center

Online Instructional Resources

FOLLETT DESTINY

Destiny Library Manager and Destiny Resource Manager combines circulation, cataloging, searching, reporting and management in a central system. The web-based system can be accessed through any workstation.

- To access, go to http://orangeburg.follettdestiny.com
    - Click on school's name > Click on Log In > Type Username and Password.

Destiny Textbook Manager offers a state management tool for textbook distribution, tracking, ordering and processing. The responsibility of textbook management may vary within schools.

- For access, go to https://sc.follettdestiny.com/
    - Click on the school district's name > Click on Log In > Type Username and Password.

DISCUS

This virtual library is provided by the South Carolina State Library and offers a variety of databases available to all schools, colleges and universities, and public libraries in the state. It can be accessed for home use which requires a username and password, obtainable from any school librarian in the school district.

- To access, go to http://www.scdiscus.org/
    - Click on database > Type Username and Password

OFFICE 365

Office 365 offers clouded based productivity tools including the district email.

- To access Office 365 applications, go to www.office.com
    - Type Email Address > Click Sign In > Enter Password

CLASSLINK

Classlink houses K12 applications in one secure portal and provide single sign-on for everyone in the district. https://launchpad.classlink.com/ocsdsc

- To access all OCSD applications in Classlink, go to classlink.com
    - Type Orangeburg County and click windows icon
    - Use OCSD credentials to access

CANVAS

Canvas is a web-based learning management system, or LMS. It is used by teachers and students to access and manage online course learning materials and communicate about skill development and learning achievement.

- To access Canvas Learning Management System, go to Classlink and click on Canvas icon

POWERSCHOOL

PowerSchool is the student information system used by the Orangeburg County School District. PowerSchool is an easy to use, web-based student information system. It is intended to provide parents, students and teachers with a tool to communicate student performance. In addition, it gives authorized users access to certain student records.

- To access, visit https://ocsdsc.powerschool.com/admin
    - Type in username and password

SEESAW

Seesaw is a digital portfolio for students in grades kindergarten through second grade.

- To access, go to Classlink and click on Seesaw application.

COMPUTERIZED READING PROGRAMS

Computerized reading programs, such as Accelerated Reader, Reading Counts, and MyOn may be used at certain schools to monitor and evaluate the students' independent reading.

- To access visit, go to Classlink

SOUTH CAROLINA BOOK AWARDS PROGRAM

The purposes of the South Carolina Book Awards are to encourage students to read good quality contemporary literature and to honor the authors of the books annually chosen as favorites by student vote. Participation is open to all PK-12 students in SC public or private schools. It is suggested that the school librarian be the sponsor of the book award program; however, any teacher or administrator may act as sponsor. For guidelines, go https://www.scasl.net/book-awards.

Technology Materials/Equipment

Student Devices

These guidelines have been developed to provide information concerning district policies and procedures for a successful implementation and use of student devices. These devices include, but are not limited to:

- iPad (PK-2)
- Chromebook (3-8)
- HP Stream (9-12)

Teacher Devices

These guidelines have been developed to provide information concerning district policies and procedures for a successful implementation and use of teacher devices. These devices include, but are not limited to:

- iPad
- Chromebook
- HP Stream
- Lumens Document Camera
- Owls (mounted in classroom)
- 2nd Monitors

Guidelines for Student and Teacher Devices

Responsibilities of the Informational Technology Department of OCSD

- Purchase of devices
- Identification and tagging of devices
- Exporting device information into Destiny for checkout
- Repair of devices

Responsibilities of the School Librarian

- Safe and secure storage of the devices
- Safe and secure storage of chargers and cords for the devices
- Checkout of each device in Destiny
- Check-in of each device in Destiny when it is returned
- Submit a help ticket to the IT Department for damaged devices
- Replace a damaged device
- Complete an End-of-School-Year Inventory for all devices, chargers, and cords

Professional Collection

In order to serve the needs of Orangeburg County School District faculty and staff, each school within the district maintains a small professional collection of materials relating to the fields of education and library science.

Each individual librarian selects titles appropriate for his/her school community while considering the interest and use to educators, administrators, staff and librarians. There is also an informal inter-library loan system in place to get materials to other facilities based on records searchable in Destiny. The school librarian will place an email request at the behest of the teacher or administrator with the school librarian that houses the needed material. Material will be sent through inter-office mail or mail courier system for the district. The school librarian can then create a temporary record and check-out requested material. Upon return, the school librarian will return borrowed materials.



Bethune-Bowman Elementary Media Center

Overdue and Damaged Library Materials

Elementary School Level

- **Overdue Materials** - Overdue notices are sent home periodically. There are no fines for overdue books.
- **Lost and Damaged Books** - If a book is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the book is quoted on the overdue notice. Payment for a lost book is reimbursed should the book be found and returned in good condition. Bringing a replacement book to the school is **not acceptable**.

Middle School Level

- **Overdue Materials** - Students will be responsible for returning library materials on time. Overdue notices will be sent to students who keep materials past the due date. Students will be responsible for the replacement cost of any lost or damaged library materials. If you lose or damage a book beyond repair you are responsible for its cost.
- **Lost and Damaged Books** - If a book is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the book is quoted on the overdue notice. Payment for a lost book is reimbursed should the book be found and returned in good condition will be given via district check. Bringing a replacement book to the school is **not acceptable.**

High School Level

- **Overdue Materials -**Students will be responsible for returning library materials on time. Overdue notices will be sent to students who keep materials past the due date. Students will be responsible for the replacement cost of any lost or damaged library materials. If you lose or damage a book beyond repair you are responsible for its cost.
- **Lost and Damaged Materials -** If a patron has lost or damaged an item, he/she must pay for that item. Once payment has been made to the bookkeeper and a receipt given, the book may be marked as lost and will be taken off the patron's record and a receipt will be provided. If a patron pays for a lost item and the item is later found, NO REFUNDS will be given. **Students are responsible to check with the District's HS librarians to make sure their record has cleared for library fees owed to other sites***

Selection Policy and Criteria

- The collection of resources (http://orangeburg.follettdestiny.com) is aligned with the school's curriculum to support the instructional program of the school and district. These resources also meet the recreational reading needs of the school community. School library collections should reflect the balance of fiction and nonfiction according to grade bands, and levels of text complexity.
- The general library resource collection contains fiction books:
    - that is age and developmentally appropriate for the students served.
    - that are diverse and multicultural in scope.
    - that address subjects of interest to the students served.
    - that are reflective of current and classic literature and
    - that meet the age standards found in the following grade band charts.
    - that are aligned with the school's curriculum.
- The general library resource collection contains a combination of nonfiction print and non-print resources.
    - that are aligned with the school's curriculum.
    - that address subjects of interest to the students served.
    - that are age and developmentally appropriate for the students served?
    - that reflect the diversity of South Carolina (topics, authors and illustrators)? and
    - that meet the age standards found in the following grade band charts.

Early Childhood (Ages 3-5)

- Fiction: 70% of collection
- Nonfiction: 30% of collection

Elementary

- Fiction: 60% of collection
- Nonfiction: 40% of collection

Middle School

- Fiction: 50% of collection
- Nonfiction: 50% of collection

High School

- Fiction: 40% of collection
- Nonfiction: 60% of collection

Challenged Materials-OCSD Policy

A review committee must be assembled to handle each request for reevaluation, including requests from district employees (e.g., principal, classroom teacher, guidance counselor). In addressing challenges, or requests for reevaluation or reconsideration of a specific library media resource, the main consideration will be to determine the educational value of the resource as a whole. The decision of the review committee may be appealed to the school superintendent and to the board of education.

The reevaluation policy should

- encourage ownership of the library media program by all members of the learning community,
- recognize everyone's right to voice a grievance about a particular library media resource and specify which individuals or groups may ask for reconsideration,
- clarify procedures for addressing requests for reevaluation by detailing the review process and establishing a timeline for reconsideration and rendering a decision, and
- specify the types of individuals who will comprise the review committee's membership.

Structure and Operation of the Review Committee

I. Committee members (named by *position,* not as specific individuals)
   a. The principal or his or her designee
   b. One classroom teacher (appointed by the principal)
   c. The school librarian (convenes the committee)
   d. Two students (middle or high level)
   e. Two parents
   f. District library lead (active listener)

II. Committee Expectations
   a. Establishment of the committee leadership lead by school librarian
   b. Election of a chair
   c. Election of a vice-chair
   d. Election of a recording secretary

III. Accepting the formal notification of the challenge
   a. Notifying committee members of the challenge
   b. Setting a meeting date
   c. Sending a copy of the request for reevaluation to each committee member
   d. Sending a checklist for the reevaluation to each committee member

IV. Providing each member, a copy of the resource in question
   a. School to purchase challenged resource
   b. School librarian shared copy of challenged resource

a. Working with the school librarian to find reviews of the resource in question
b. Sending the reviews to committee members
c. Inviting the complainant to the meeting
d. Inviting expert witnesses to the meeting

V. Duties of recording secretary
a. Recording attendance at the meeting
b. Transcribing the minutes of the meeting
c. Completing the committee report form
d. Obtaining committee signatures on final report form
e. Sending the report to the committee chair and the school superintendent within the specified time limit
f. Sending copies of the final report to all involved parties
g. Keeping written records of all meetings and copies of committee's decision

VI. Duties of committee members
a. Examining the resource in question, considering the resource as a whole and not in isolated segments
b. Examining the reviews
c. Weighing the educational value of the resource
d. Hearing testimony

VII. Deciding by public vote

Review Process

VIII. Initial complaint
a. The person receiving the initial complaint informs the complainant of the selection policy and the process for addressing requests for reconsideration.
b. The principal is immediately informed.

IX. Second complaint
a. The complaint is referred to principal, who informs the complainant of the selection policy and the process for addressing requests for reconsideration.
b. The chair of the review committee is immediately informed.

X. Third complaint
a. The issue is referred to the review committee.
b. A due process timeline is established, published, and followed.
c. The report of the review committee
a. is filed on approved report form (see appendix F for a sample form),
b. is filed with the superintendent and the committee chair within the time limit,

c. includes all materials consulted during the review process, and is sent to all involved parties.

Status of Challenged Resource

The challenged resource will be pulled and remain restricted during the reconsideration period.



Edisto Primary School

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Request for Reconsideration of Instructional Materials

School librarians at Orangeburg County School District have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the school librarian.

OCSD School Name: _____
Today's Date: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Do you represent self? _____ Or an organization? _____
Name of Organization: _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Magazine ___ Audio Recording
___ Book ___ Movie ___ Digital Resource

Title: _____
Author/Producer: _____

2. What brought this resource to your attention?

_____
_____
_____

3. Have you examined the entire resource? If not, what sections did you review?

_____
_____
_____

4. What concerns you about the resource (be sure to cite page)?

_____
_____

5. Do you find any value in this work? If so, please explain in specifics.

_____
_____
_____

If you find value, what age group would you recommend it?

- PK to 5th grade
- 6th to 8th grade
- 9th to 12th grade

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____
_____
_____

7. What action are you requesting the committee consider?

_____
_____
_____

8. What would you prefer the school do about this work?

( ) Do not assign or recommend this work to my child.
( ) Restrict the accessibility of this work so that students must have parental permission before reading, viewing or listening to this work.
( ) Remove this work from the library media center resource collection.

Signature: _____

Student's Name: _____

Grade: _____

Date: _____

Request for Media Center Purposes

In order for the school library to be the core of the educational setting, the school librarian, with the assistance of the administrator, must be allowed to schedule the school library 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. The school library 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 print and digital resources. In order to maximize the benefit of the school librarian, learners must have access to resources and services at their point of need.

Please see the school librarian for procedures on how to reserve the library.



Brookdale Elementary

Collection Renewal (Weeding)

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods. Weeding is essential to maintaining a relevant and attractive collection.

Materials may be removed from the collection for the following reasons:

1. Does not support the curriculum
2. Materials are no longer relevant to the curriculum or of interest to students.
3. Poor physical condition
4. Contain inaccurate information
5. Low circulation statistics
6. Age sensitive
7. Bias; depicts inappropriate stereotypes
8. Interest or reading level inappropriate for student body

Appropriate measures will be taken to remove and discard materials to include:

- Deleting the copies from the collection in Destiny Library Manager
- Removing the barcode labels
- Augmenting library markings found in items
- Using rubber ink stamps or labels to indicate withdrawn items
- Storing withdrawn items in boxes to be picked up for recycling

Maintenance and Repair of Equipment

The school librarian is responsible for making sure all equipment in the media center is working properly. If there's a problem with any of the equipment in the media center, the school librarian should submit a trouble ticket through School Dude to notify the technology department.

The district technology department will be responsible for providing devices and chargers as needed.

The school librarian will inspect and assess any damages or defective devices students return. The school librarian will complete a cost assessment form for any devices that incur a repair fee from parents. A copy of the cost assessment form will be given to the parent, the school bookkeeper, and the technology department, and the school librarian will keep a copy on file in the media center. The returned devices will be set aside for a district technician to pick up for repair.

Computer Guidelines

The library makes its computers available for faculty, staff and students. The library houses computers with online access to information. Students may use these computers to search Internet sites for academic purposes. Students should not download, uninstall, remove, or otherwise alter computer software, browsers or hardware. All computers are available on the first-come, first served basis only and may not be reserved. Students using the library computers who are found by the library staff to be in violation of Acceptable Use Policy will be asked to leave the computer area and the violation will be reported to the student's teacher and/or Administration if deemed necessary.

The district policies that contain provisions for student use of computers, the network and the Internet, usually written as a contract between the parent and student and the school are provided.

Forms can be obtained in the school librarian's folder located in One Drive.

Inventory Guidelines

School library media collections should be inventoried each year to assure that the collection reflects what is available to the user. Annual inventories also provide valuable information for the selection process. The inventory should be conducted at a time during the school year that it does not reduce the availability of the collection to students. The school's automated system provides a fast and accurate way to inventory and generate statistical information useful to collection building and maintenance.

Procedures

Read the shelves before starting inventory.

Begin inventory. See the INVENTORY INSTRUCTIONS in the help section of Destiny.

After the inventory process is finalized any missing books will be marked as lost.

It will be left to the school librarian as when the book will be deleted.

Book Fair

There is generally one or two book fairs each year at the discretion of the librarian. The book fairs are run by the librarian and profit from the book fairs go towards the needs of the library. Before scheduling the book fair, check with procurement and obtain any fundraising packets that are needed from the district office.

Benefits from Book Fair

- Children experience the selecting/buying process
- Children become more aware of the cost of books
- Parents, teachers, and visitors have the opportunity to buy books for themselves and also to support the school library

Book Fair Profits

- Funds may be used to purchase any resources that support the library services. Money should be kept in the funds for the School Library use only.

Suggested Procedures for Book Fair

- Put Book Fair on the schedule for the school
- Plan for time that will be needed for set-up and take down of the fair

Procedures for Handling Money and Daily Receipts

- Cash register receipt will be given for purchases
- Statement of receipts, cash and checks are presented to the bookkeeper for deposit
- Bookkeeper will verify accuracy and give a receipt
- Check will be issued to the company for the appropriated amount that is due based on sales

Interlibrary Loan Patron Request

Students may place requests through Destiny for books at their site and from other sites. These will be filled as they become available and held for 1 week. Books will be transported through inner office mail. Lost or damaged items will be assessed and collected at the borrower's school and sent by inner office to the original loaning institution.

Emergency Procedures

Lockdowns

Students and the school librarian should move away from sight, keep interior doors closed and locked, and maintain silence. The school librarian should take attendance.

Lockout

Students should return inside. The school librarian should lock the perimeter doors, increase situational awareness, conduct business as usual, and take attendance.

Evacuations

Students should bring their phones but leave other things behind. The school librarian should lead the students to an evacuation location, take attendance, and notify if there are any missing or injured students.

Tornadoes

School librarians should lead students to the evacuation area and take attendance.

Earthquakes

School librarians should have students drop, cover, and hold.

Fire

If possible, school librarians should line the students up and lead them out to the designated area. Students should remain silent, and school librarians should take attendance when reaching the designated area.

Medical Emergencies

Notify the nurse of any emergencies. The nurse will proceed with 911 if needed.

School Librarian Meetings & Professional Development

- Attend district library meetings.
- Attend regional library meetings and workshops
- Attend local, state, or national professional workshops
- Participate in electronic discussion lists
- Actively network with other school librarians, as well as public librarians, within the county and the state
- Help to coordinate professional development opportunities for teachers on technology, information fluency and inquiry so as to build a more professional learning community



Carver Edisto Middle



Holly Hill Elementary


MORE SCARY STORIES TO TELL IN THE DARK
PUPPET'S PAYBACK
GOOD GIRL BAD BLOOD
MIDDLE SCHOOL'S A DRAG


ORANGEBURG
COUNTY SCHOOL DISTRICT