

Hattiesburg Public Schools
School Library Programs
301 Mamie Street
Hattiesburg, MS 39401

HATTIESBURG PUBLIC SCHOOLS LIBRARY SELECTION POLICY

MISSION STATEMENT

The mission of the Hattiesburg Public Schools is to educate all students to become productive citizens of a dynamic, global community.

VISION STATEMENT

To Create a model teaching and learning environment that graduates EVERY students prepared for success in life, college, and the workforce.

PHILOSOPHY

The Hattiesburg Public School's Library serves the students, faculty, and staff of the Hattiesburg community. The library collection provides materials and resources that are consistent with the philosophy and educational goals of Hattiesburg Public Schools. The collection includes both curriculum materials and resources, as well as recreational materials, all in a variety of formats. The library collection strives to meet the needs of all its users by maintaining a diverse collection representing various points of view on current and historical issues and area of interest to the school community.

EVALUATION

The Hattiesburg Public School Libraries select materials and resources that support, enrich, and help implement the educational philosophy of Hattiesburg Public Schools. Considerations are based on recommendations from faculty, staff, and other members of the school community; reviews in reputable media, e.g. *School Library Journal*, *Booklist*, *Library Journal*, et. al.; material previews from vendors and publishers; and the subject knowledge and expertise of the librarian. Selection of materials and resources is based on an evaluation of the existing collection, the curriculum requirements, and the diverse needs of students, faculty, and staff.

GIFTED MATERIALS

Gift materials are accepted at the discretion of the library staff and judged by the selection criteria set forth in board approved board policy. (See APPENDIX A)

WEEDING

Selection is an ongoing process of continuous review, evaluation, and weeding. It includes the removal of resources and materials no longer appropriate and the replacement of lost/worn materials of educational value. Disposition of discarded items is under the direction of the librarian. Material is weeded using one or more of the following criteria

- Misleading--factually inaccurate
- Ugly--worn beyond mending or rebinding
- Superseded--by a new edition of by a much better book on the subject
- Trivial--of no discernible literary or scientific merit

- Irrelevant to the needs and interests of the library's community
- Elsewhere--the material is easily obtainable from another library

No materials are excluded or removed from the library on the basis of the author's race, nationality, political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not as isolated passages.

CRITERIA

Selection criteria for materials and resources are based on consideration of three main areas of concern: the intellectual content of the material; the philosophy and goals of Hattiesburg Public Schools; and the characteristics of the user. In selecting materials and resources the following specific criteria are used as they apply:

- accuracy and impartiality
- appropriateness for age
- availability of the subject in the library
- awards
- cost
- currency of the information
- curriculum support
- format
- inclusion in standard bibliographies or indexes, e.g. *Elementary School Library collection, Best Books for Junior High Readers, et.al.*
- permanent value as a standard work
- physical durability, attractiveness and technical merit
- popular interest or demands
- quality of organization, illustrations, and style
- readability
- relevance
- reputation of the author, illustrator, publisher or producer
- scope
- social significance
- uniqueness or special features

CHALLENGED MATERIALS

The Hattiesburg Public Schools administration supports the *American Library Association's Statement on Intellectual Freedom for Schools and College Libraries*.

ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community.

All question regarding suitability or appropriateness of the content of library materials or resources are directed to the librarian. Initial complaints are informally addressed by the librarian who shall:

- explain the library's selection procedure, criteria, and qualifications of those selecting the material;
- explain the particular place the challenged material occupies in the educational program and its intended educational use;
- inform the principal of the nature of the complaint.

In the event that the complainant is not satisfied with the initial explanation, the complainant shall be referred to the principal. If, after private consultation, the complainant wishes to file a formal complaint, he/she shall be provided with a Challenged Materials form. Upon receipt of the completed form, the objection shall be reviewed by an administrative committee consisting of the principal, assistant principal, and the librarian. (See Appendix B)

No material or resource shall be removed without a complete review. During the review process, the material or resource in question shall remain available. The review process consists of the following procedures:

- distribution of copies of the form to all committee members
- distribution of reputable, professional reviews of the material/resource in question when available;
- examination of the material/resource in its entirety;
- thorough evaluation of the material/resource using the established selection criteria

Upon completion of the committee's review, a final written decision shall be made to:

- retain the material/resource
- remove all or part of the material/resource
- relocate the material/resource, e.g. from the circulating to the reference collection.

The complainant shall be informed in writing of the decision of the review committee. A record of both the complaint and the decision shall be retained in the library.

SCHOOL LIBRARIES ACCOUNTABILITY STANDARDS

This board recognizes that school libraries are essential to academic development and high levels of student achievement.

The Mississippi Public School Accountability Standards for this policy are standards 2 and 18.

Mississippi Public Schools Accountability Standards for School Library Media, 2016

ADMINISTRATION AND PERSONNEL

2.3 The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth of the workday to library/media administrative activities. {MS Code 37-17-6(3) (a-e)}

2.3.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

2.3.2 If the student enrollment is 500 or more, a full-time licensed or media specialist is required.

INSTRUCTIONAL PRACTICES

18. Each school has a library media center. {MS Code 37-17-6 (3) (a-e)}

18.1 Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.

18.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students. (Accreditation Policy 4.2.1 - Exemptions for Schools Meeting the Highest Levels of Performance).

ACCEPTABLE USE POLICY FOR INTERNET

(See Appendix C)

JOB DESCRIPTIONS/RESPONSIBILITIES

(See Appendix D)

REVIEW AND REVISION

The Hattiesburg Public Schools Selection Policy shall be reviewed annually and revised as needed, preferably prior to the beginning of the school year.

APPENDIX A

Section: D Fiscal Management

Policy Code: DFK Gifts and Bequests to School District (Donations)

Policy: GIFTS AND BEQUESTS TO SCHOOL DISTRICT/DONATED ASSETS

Gifts and donations offered to the Hattiesburg Public School District will become the property of the district and shall be subject to the same controls and regulations which govern the use or disposal of all district owned property. All gifts in an amount of \$500 or more or any gift of real property (land) shall be formally submitted to the Board by the Superintendent for acknowledgement and acceptance.

The principal shall have the authority to accept and acknowledge all donations and contributions (monies and personal property) to their school valued at less than \$500 on the date of donation. Any such monies shall be receipted into the school's activity fund and deposited in that bank account.

Any school principal considering acceptance of a gift on behalf of the district shall follow district policies and procedures involving gifts to individual schools. The principal shall obtain the Superintendent's approval of a gift prior to proceeding with any binding commitments or contract initiation. Any cost related to installation shall be borne by the donor. Approval of the gift by the Superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the district and/or the individual school.

All gifts or donations that would obligate the school system to future operating or upkeep costs must be approved by the Board of Education. Any monies donated shall be deposited into the appropriate fund and the minutes shall reflect the contributor, amount, and purpose for the donation, if any. The Board reserves the right to reject any contribution to the district which does not serve to enhance or extend the work of the schools.

All other gifts or donations may be approved in accordance with the following provisions:

- It must be compatible with the district's goals, objectives, and standards.
- It must have a legitimate school use.
- It must not create an imbalance in educational programming for the school level intended.
- It must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for that school when compared to the district standard for the school level involved.
- It must be paid for in full by the donor with no outstanding liens.
- It must be assessed for fixed assets as explained below.

Generally Accepted Accounting Principles (GAAP) requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets acquired through contribution or donation must be recorded at fair market value on the date donated. The school board must acknowledge in its official minutes who will maintain the title of ownership to the donated assets. The district will comply with all standards established by the State Auditor's Office for the verification and auditing of fixed assets. MS Code 37-17-6

In accepting any donations of items or services to the athletic programs of the school or school system, a valuation of the donation shall first be established. The valuation may come from the donor or an accounting of actual costs incurred regarding the donation. The Superintendent may also set a valuation for donations to other programs as appropriate or required for accounting purposes.

Crowdfunding Projects:

"Crowdfunding" is defined as an internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program.

It is the preference of the district that employees utilize sites funding supplies or equipment rather than monetary donations. When the district is receiving non-monetary resources, such as classroom supplies, through a crowdfunding platform, the following provisions apply:

PRE-APPROVED CROWDFUNDING SERVICE

The Superintendent or designee shall identify approved crowdfunding sites for use by eligible staff. All approved crowdfunding services must comply with district policies and procedures and all state and federal laws.

Eligible staff may pursue crowdfunding classroom projects using approved sites/services without pre-approval for each project.

The pre-approved crowdfunding sites for the district are:

- DonorsChoose
- AdoptaClassroom
- Good360

NON-APPROVED CROWDFUNDING SERVICES

Staff must seek prior approval from the Superintendent for each classroom project using a non-approved crowdfunding source. All non-approved services must comply with board policy and procedures and all state and federal laws.

CROWDFUNDING RESPONSIBILITIES OF ELIGIBLE STAFF

Eligible staff are teachers and front-line educators currently employed by the public school district.

The purpose of this crowdfunding policy is to support a teacher's efforts to enhance the district or school's educational programming. Any posting which negatively reflects upon the District, its programs and services, its staff, or its students is prohibited.

When making requests for crowdfunding support, teachers/employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act

(FERPA), the Individuals with Disabilities Education Act (IDEA), and all other applicable laws and regulations.

Any student images, names, and/or descriptions which would cause students to be identifiable or would allow logical deductions about disabilities or other factors deemed to be within the student sphere of privacy must not be used on such websites or elsewhere unless written, parental permission is secured in advance.

Eligible staff posting projects must consult with appropriate district personnel to ensure desired technologies align with the district or school's technology plan and requirements.

The school principal or district administrators are not required to pre-approve classroom projects posted by eligible staff to approved sites meeting the requirements of this policy.

The school principal or designated district administrators are required to pre-approve classroom projects posted by eligible staff to non-approved sites in accordance with this policy. All items received/purchased through crowdfunding projects are the property of the district and all inventory procedures apply. It is the intention of the District to ensure that items purchased through such fundraising endeavors remain with the teacher/employee, unless the teacher/employee leaves the district, school, grade level, or the program for which the items were purchased. Should the employee leave the district, school, grade level, or program the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.

A file is to be maintained at the school for any crowdfunding request. This file should include: the Crowdfunding Fundraising Project form and any documentation (receipts, packing slips, e-mails, invoices, etc) pertinent to the project. No school banking information should ever be given out.

Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor's responsibility to determine if the donation is tax deductible. The district will not provide a Form 990 for these donations.

LEGAL REF.: MS CODE as cited
Mississippi Public School Accountability Standards

CROSS REF.: Policy DM Fixed Assets

Last Review Date: 7/12/22

Exhibits:

Regulations:

References:

Original Adopted Date: 11/9/2021

Approved/Revised Date: 11/9/2021 Status: Adopted Record Id: 301433

Hattiesburg Public Schools Challenged Materials Policy Form

Reconsideration of Media Center Resources

Section: K General Public Relations

Policy Code: KNBA Complaints About Instructional Materials

The Hattiesburg Public Schools has delegated the responsibility for selection and evaluation of media center/educational resources to the school Media Specialist, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or media center resource, please return this completed form to the Media Specialist. Please attach extra paper if needed.

The board assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents regarding controversial materials used by their own children.

While the board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of the materials upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

Author: _____ Hardcover () Paperback ()

Title: _____ Publisher (if known): _____

Request initiated by: _____

Telephone: _____ Address: _____

Complainant represents: _____ himself _____ (Name of organization) _____

_____ (Identify other group) _____

1. To what in the book do you object? (Be specific; cite pages). _____

2. What, in your opinion, might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. What do you feel is of value about this book? _____

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What is the theme of this book? _____

8. What would you like the school to do about this book? _____ Do not assign it to students
_____ withdraw it from all patrons of the school _____ refer it to an official committee for
re-evaluation

9. In its place what book of equal literary quality would you recommend that would convey as
valuable a picture and perspective of our civilization? _____

Signature of Complainant

Date

NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

Hattiesburg Public Schools recognizes the value of computer and other electronic resources to improve student learning and to enhance the administration and operation of its schools. To this end, the Hattiesburg Public Schools encourages the responsible use of computers and computer networks, which include Internet usage, e-mail, web applications and other electronic resources in support of the mission, and goals of Hattiesburg Public Schools.

Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, Hattiesburg Public Schools adopts this policy governing the voluntary use of electronic resources, e-mail, and the Internet to provide guidance to individuals and groups obtaining access to these resources on Hattiesburg Public Schools -owned equipment or through Hattiesburg Public Schools -affiliated organizations.

Hattiesburg Public Schools Rights and Responsibilities

It is the policy of the Hattiesburg Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of network usage. Within this general policy, the school site recognizes its moral obligation to protect the well-being of students in its charge. To this end, the Hattiesburg Public Schools retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments. [L] [SEP]
2. To remove a user account on the network. [L] [SEP]
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of Internet and/or e-mail activity for later review. [L] [SEP]
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Hattiesburg Public Schools -owned equipment and, specifically, to exclude those who do not abide by the Hattiesburg Public Schools acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Hattiesburg Public Schools reserves the right to restrict online destinations through software or other means. [L] [SEP]

5. Hattiesburg Public Schools complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Hattiesburg Public Schools provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites. [L] [SEP]
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications and e-mail. [L] [SEP]
7. To educate students about appropriate online behavior also known as Digital Citizenship, including the interaction with other individuals on social networking sites and chat rooms. [L] [SEP]
8. To educate students and make aware of Cyber-bullying and appropriate responses to online threats and harassment. [L] [SEP]

Staff Responsibilities

1. Principals, Directors and Department Heads are expected to facilitate training of all staff in regards to the expectations and requirements in the Network and Internet Use Policy and to observe and ensure staff compliance. [L] [SEP]
2. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Hattiesburg Public Schools. [L] [SEP]
3. Although the Hattiesburg Public Schools will maintain an Internet filtering service, staff members will continue to monitor student use to prevent the access of objectionable sites. [L] [SEP]
4. Staff shall make reasonable efforts to become familiar with the Internet and e-mail use so that effective monitoring, instruction, and assistance may be achieved. [L] [SEP]
5. Staff shall exercise extreme caution in using any student and other staff member's likeness, picture, personal information, and/or original work of art, prose, or poetry for distribution through any electronic media within the Hattiesburg Public Schools. [L] [SEP]

User Responsibilities

1. Use of any electronic media including the Internet and e-mail provided by the Hattiesburg Public Schools is a privilege that offers a wealth of information and resources for research. [L] [SEP]
2. Users agree to learn and comply with all of the provisions of this policy. Through the actual use of any network related service, the user warrants and signifies his agreement to any/all of the provisions of this policy. [L] [SEP]

3. Hattiesburg Public Schools recognizes the concept of “Free Speech” and individual privacy. The Internet, network, and e-mail services are owned and/or operated by the Hattiesburg Public Schools and reserves the right to exercise reasonable control over any electronic communication and/or publication users may produce. ^[L]_[SEP]INTERNET ^[L]_[SEP]*The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast array of information resources and services, most notably the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.* ^[L]_[SEP]

Guidelines

1. All use of the Internet should be in support of educational and research objectives consistent with the mission and objectives of the Hattiesburg Public Schools. ^[L]_[SEP]
2. Observe proper etiquette when using electronic communication and never publically display personal information. ^[L]_[SEP]
3. Respect the legal protections for data and software provided by copyright and licenses. ^[L]_[SEP]
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. ^[L]_[SEP]
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite at all times! ^[L]_[SEP]
6. From time to time, the Hattiesburg Public Schools will make determinations on whether specific uses of the network are consistent with the acceptable use policy. ^[L]_[SEP]

Unacceptable Uses

1. Giving out personal information about another person, including home address or phone number is strictly prohibited. ^[L]_[SEP]
2. Any use of the network for commercial or for-profit purposes is prohibited. ^[L]_[SEP]
3. Excessive use of the network for personal reasons shall be cause for disciplinary action. ^[L]_[SEP]
4. Any use of the network for product advertisement or political lobbying is prohibited. ^[L]_[SEP]
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. ^[L]_[SEP]
6. No use of the network shall serve to disrupt the use of the network by others. ^[L]_[SEP]
7. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, ^[L]_[SEP]and/or damage the software components of a computer or computing system is prohibited. ^[L]_[SEP]

8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. [L]
[SEP]
9. The unauthorized installation of any software, including shareware and freeware for use on the Hattiesburg Public Schools computers is prohibited. [L]
[SEP]
10. Use of the network to access or process pornographic material, objectionable web sites, inappropriate test files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area [L]
[SEP] network is prohibited. [L]
[SEP]
11. The Hattiesburg Public Schools network may not be used for downloading entertainment/music/video/movie [L]
[SEP] software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Hattiesburg Public Schools. Software, files, and/or licenses owned by Hattiesburg Public Schools cannot be transferred to staff or student personal or home computers. This violates the copyright laws. [L]
[SEP]
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). [L]
[SEP]
13. Use of the network for any unlawful purpose is prohibited. [L]
[SEP]
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited. [L]
[SEP]
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat/live chat), is [L]
[SEP] prohibited unless specifically authorized by the system administrator or building administrator. [L]
[SEP]

E-MAIL

Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages. E-mail systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server, with a network-enabled device for the duration of message submission or retrieval. Originally, e-mail was always transmitted directly from one user's device to another's; nowadays this is rarely the case.

Guidelines

1. E-mail is provided by Hattiesburg Public Schools and is NOT considered private. Hattiesburg Public Schools can monitor and review any messages sent or received by the users as deemed appropriate by the system administrator. [L]
[SEP]

2. Check electronic e-mail often to see if there are any messages. [L] [SEP]
3. To maximize server space, delete and empty trash for electronic mail messages when they are no longer required. [L] [SEP]
4. Respect the legal protections for data and software provided by copyright and licenses. [L] [SEP]
5. Take care not to express personal views that could be regarded as defamatory or libelous. [L] [SEP]
6. Always be mindful that e-mail use is a privilege and the user is a representative of Hattiesburg Public Schools. [L] [SEP]
7. Be aware that all electronic mail activity may be monitored and logged or scanned for viruses and/or offensive material. [L] [SEP]

Unacceptable Uses

1. Do not print electronic mail messages unless a hard copy is needed for record keeping purposes. [L] [SEP]
2. Do not send excessively large electronic mail messages or attachments. There is a size limit to messages and attachments. [L] [SEP]
3. Do not indiscriminately forward electronic mail messages to users and/or groups without knowing whether the group users [L] [SEP] wish to receive such messages. For example: these messages would be personal items sent to you such as recipes, quotes, pictures, stories, jokes, songs, and etc. These messages take up time and space and are not useful for the purpose and objectives of the Hattiesburg Public Schools. [L] [SEP]
4. Limit messages such as festive greetings or other non-work related items by electronic mail, particularly to several people. [L] [SEP]
5. Do not participate in chain or pyramid messages or similar schemes. [L] [SEP]
6. Do not represent yourself as another person. [L] [SEP]
7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, [L] [SEP] threatening, offensive, discriminatory, or libelous. [L] [SEP]

PUBLICATIONS [L] [SEP]

Acceptable Uses

1. Make sure any web design is appropriate to the educational, administrative, or research objectives of the Hattiesburg Public Schools. [L] [SEP]
2. Any use of the Hattiesburg Public Schools name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator. [L] [SEP]

3. Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must give his/her written signature in addition to the parents written signatures before publication use. [L] [SEP]
4. The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Hattiesburg Public Schools, are appropriate for web publication before that publication occurs. [L] [SEP]
5. All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information. [L] [SEP]

Unacceptable Uses

1. Do not publish personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public. [L] [SEP]
2. Staff and/or students are prohibited from publishing a website using the Hattiesburg Public Schools name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator. [L] [SEP]
3. Hattiesburg Public Schools recognizes the concept of “Free Speech”, however, staff and/or students are prohibited from publishing any work that that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator. [L] [SEP]
4. Right to “Freedom of Speech” will NOT allow staff and/or students to publish offensive materials through any Hattiesburg Public Schools electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator. [L] [SEP]

Disclaimer

1. The Hattiesburg Public Schools cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail. [L] [SEP]
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. [L] [SEP]
3. The Hattiesburg Public Schools will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user’s own risk. [L] [SEP]
4. The Hattiesburg Public Schools makes no warranties (expressed or implied) with respect

to:^{L}_{SEP}• The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.^{L}_{SEP}• Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail. ^{L}_{SEP}

5. All staff and students of the Hattiesburg Public Schools shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Hattiesburg Public School's electronic media denotes the user's agreement of responsibility. However, Hattiesburg Public Schools shall make concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies. ^{L}_{SEP}
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Hattiesburg Public Schools authorities. ^{L}_{SEP}

**HATTIESBURG PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Library/Media Specialists

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Experience with instructional technology and/or digital media preferred
4. Appropriate endorsement and/training

SUPERVISES: N/A

REPORTS TO: Principal

JOB GOAL:

To provide student with the library materials and services most appropriate and most meaningful in their growth and development as individuals. To provide teachers with materials and services needed to enrich the classroom curricula

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides reading enrichment for students
2. Develops short and long-range goals for the media center program
3. Developed and implements policies and procedures for the media center
4. Maintains the media to be an attractive, functional orderly environment with an atmosphere conducive to learning
5. Works with the technology coordinator to implement the technology plan for the school
6. Manages the library budget including special funds allocated to the library program
7. Provides a balanced, up-to-date collection of both print and non-print materials including technology to support the school's instructional program
8. Classifies, catalogues, processes, and organizes materials for circulation
9. Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources
10. Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or outdated times
11. Assists in the selection, training, supervision and evaluation of clerks, student assistants, and adult volunteers
12. Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment
13. Assists students and teachers in locating information and resources for research
14. Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials
15. Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum

16. Promotes a positive relationship with students, faculty, administration, and community
17. Determines instructional needs within the library media program by consulting with teachers and administrators
18. Publicizes library media programs and services
19. Distributes written communications to inform teachers of new materials in the media center
20. Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators
21. Provides professional development in the use of information and technology for faculty and staff
22. Attends library conferences/workshops and continuing education course to keep abreast of new library media trends
23. Participates in professional organization and activities relating to library media and technology
24. Provides access to professional materials/information for the faculty and staff
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School's Mission, Vision, and Strategic Plan
27. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION:

Annually