

Salado ISD
Library Handbook
Policies, Procedures & Guidelines

Compiled 2022

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Mission and Purpose

The school library media program is a primary resource for literacy, information, and curriculum support. The school library media program contributes to the achievement of the desired results for student learning by providing instruction, resources, and activities that enable students and staff to become effective, independent users of ideas and information for lifelong learning. Research shows that a school library with the right staffing, funding, and a rich collection of books has a positive impact on students. The library media program is available to individual students and class groups throughout the day.

Desired Results for Student Learning

- Students demonstrate the ability to locate, evaluate, interpret, and communicate information and ideas for intellectual development, personal enjoyment, and lifelong learning.
- Students demonstrate media literacy skills including ethical use of information and information technology.
- Students demonstrate the ability to learn independently and adopt habits and attitudes of lifelong learning.
- Students demonstrate the ability to recognize and identify their information needs and show self-confidence in solving information problems.
- Students develop media literacy skills and critical thinking processes necessary to analyze information and opinions in order to develop new understandings and make informed decisions.
- Students demonstrate the ability to explore the ideas and creative achievements of a variety of people from many cultures and times.

Desired Library Environment

All patrons are expected to conduct themselves in an orderly manner. Students should walk, use whisper voices, and follow all library procedures, such as using shelf markers when searching for books. In general, the library is clean and free of visible clutter. All books are standing upright and pulled flush to the edge of the shelves. Library sections are clearly labeled for ease of use (Reference, Fiction, Non-Fiction, Biography, Short Stories, Career, Magazines, Newspapers, Spanish, etc…).

Scheduling

The library uses a variety of scheduling methods. Teachers may schedule library time, meetings or testing with the librarian. The library is often used for school meetings, testing, and social gatherings. Some of these meetings are scheduled with the staff at the central office. The librarian maintains the calendar of events and receives requests via email.

Automated Catalog

All district libraries use Follett Destiny to centrally manage their collections. Destiny is accessible from any computer with an internet connection by visiting the district's home page, and placed in *Favorites* on school computers.

Circulation

Proper circulation is maintained using Follett's *Destiny* Library Catalog. Students may keep library materials for 2 weeks, while staff may keep materials for 60 days.

- Inter-Library Loans – All campuses in Salado ISD share library resources. Librarians make requests via email and send materials through the district courier system. All materials should be returned to the correct campus after circulation.
- Fines – Students in ninth grade and above are charged $0.05 per day overdue, with one day of grace. Funds are deposited in the appropriate library activity account (see district administrator clerks for assistance).
- Lost/Damaged Books – Fees/Replacement costs will be based on condition of the book.
- Holds – Allows students to have a book currently checked out held for them. When it is returned, the student will be notified that the book is available for checkout.
- Renewals – Middle school and high school students may renew books as often as desired as long as the book is not on hold for another patron. Elementary students may renew books for up to 6 weeks, or at the discretion of the librarian if the situation merits.
- Students must clear all library obligations before the end of the year; this includes fines and lost material fees.
- The librarian or aide will notify students of overdue materials and fines.

Processing and Cataloging of Materials

Processing tasks are completed when traffic is slow in the library to allow maximum time to be spent with students. Adult and/or student assistants may complete these tasks. Pre-processed materials are ordered to streamline the task. When new materials arrive (including equipment, DVDs, etc…), the librarian and/or aid will:

- Check packing slips for accuracy and report discrepancies to the vendor. Attach packing slips to original PO in file.
- Inspect materials for defects and report problems to the vendor.
- Stamp all materials with library identification in three locations.
- Upload the MARC records into Destiny.

Equipment

All library purchased equipment, including iPads, DVD players, chromebooks/laptops, etc. should be properly cataloged and maintained. Perform routine cleaning and minor repairs throughout the year, and schedule major repair as necessary.

Periodicals (Magazines/Newspapers)

Periodicals are an important part of any library media center collection. Magazines should be clearly labeled with identification. All magazine subscriptions are maintained through *Subscription Services of America.* Account for new issues of magazines as they arrive and notify the subscription service of lapses.

Inventory

Our district libraries perform a detailed inventory every two years.

Purposes of Inventory:

- Determine what items are missing and should be replaced
- Gather collection data via *Destiny* reports
- Clear patrons of overdue and lost book charges and discover missing items
- Discover problems that might otherwise be overlooked
- Identify worn books for repair, replacement, or discard (weed)
- Identify gaps in the collection

Volunteers/Student Assistants

We encourage volunteers as an opportunity for the community to actively support the district's mission. Common Volunteer/Student Assistant duties include:

- Shelving and checking shelves for accuracy
- Helping students
- Processing materials
- Delivering materials to teachers
- Assisting during special events or parties

Library Aide

Library Aides will be utilized as needed by each campus.

Interlibrary Loan Policy

In order to meet the educational needs of a diverse student population, the Salado ISD libraries will employ the following guidelines for the facilitation of resource sharing through Interlibrary Loan. It is the goal of the Salado ISD libraries to collaborate with other libraries in an effort to ensure that the information needs of all students are met.

Borrowing
All loan requests will be directed through the campus librarian. All faculty members and students with a clear library account will be eligible to submit requests to borrow materials from another library.

Normally, the librarian will not try to borrow reference books, seasonal works, or items that would be heavily used in another library. These items will be considered for purchase.

The borrower will be financially responsible for any shipping costs and for the replacement cost in the event the item is lost or damaged.

Lending
All ILL requests will be processed within 5 school days. Reference works, seasonal works, award nominees (Bluebonnet and Lone Star books) and heavily used items will not be loaned.

Written or electronic documentation for the request will be required. If the item is lost or damaged, the borrower must agree to pay the replacement cost.

All material must be returned within a four week time period.

Selection Criteria

Integral to Instructional Program

Books in the library are designed to support content knowledge, process skills, or both. Librarians make selections that enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels. Books whose main subjects do not appear directly in the TEKS are designed to support the development of reading and thinking skills. There is a correlation between interest-based reading selections and academic performance. Research shows that students who read books of interest read more often and perform better in reading than their counterparts. Library books are diverse in topics, themes, genres, formats, and characters so all students can find books of interest to develop their reading skills.

Reflect the Interests & Needs of the Students & Faculty

Librarians use information from their needs analysis such as circulation data, student and faculty suggestions, curricular topics, and current events to identify student and faculty needs. Not all books may be of interest to all students, but all students should find something of interest to them and see themselves and others reflected in the materials. In selecting materials, librarians aim to stimulate students' growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.

Appropriate For the Reading Levels & Understanding of Students

A book needs to have at least one professional review* that indicates the target audience.

- Elementary - reviewed for grades PreK-5; use caution when considering books reviewed for grades 5-8; books coded YA may not be added
- Middle School - reviewed for grades 6-8 or below; use caution when considering books reviewed for grades 7-12
- High School - reviewed for grades 9-12 or below; use caution when reviews state explicit or mature material
- Books coded as AD (craft books or other non-fiction) should be carefully considered prior to adding to secondary collections
- The age of the main character(s) is a good guideline for determining target audience

Included Because of Their Literary or Artistic Value & Merit

A book should have at least one professional review* that favorably addresses the quality of the work. Use of language, character and plot development, illustrations and photographs, reader engagement and readability, and technical qualities all speak to literary or artistic value and merit.

Present Information with the Greatest Degree of Accuracy and Clarity

A book should have at least one professional review* that favorably addresses the book's accuracy and clarity. Author's reputation, potential bias, credentials, and approach to subject matter may be considered. Varied views of controversial issues create a balanced collection and may be presented either in an individual book or with the inclusion of multiple books within a library. Fiction must be considered "authentic literature," and if the book is about or representative of a particular group, the author's belonging to that group may be considered.

Develop a Balanced Collection that Represents Multiple Viewpoints

When selecting materials, librarians seek to develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis. The collection should represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community. Additionally, the collection should represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

**Acceptable professional library review sources include Booklist, Bulletin of the Center for Children's Books, Horn Book, Kirkus, School Library Journal, & VOYA. If multiple reviews are available, all reviews must be read in their entirety prior to making a decision. Some but not all types of materials may be purchased when professional reviews are not available. See the next pages for information.*

WHEN NO PROFESSIONAL REVIEWS ARE AVAILABLE

Some but not all types of materials may be purchased when professional reviews are not available. If eligible for purchase, these items must still meet all 5 selection criteria. Librarians may use the table below and/or read the item in its entirety, applying the 5 selection criteria to determine whether they can order an item and, if so, should err on the side of caution when making decisions.

Type of literature	APPROPRIATE FOR THE READING LEVELS & UNDERSTANDING OF STUDENTS	LITERARY OR ARTISTIC VALUE AND MERIT & PRESENT INFORMATION WITH ACCURACY AND CLARITY
NONFICTION (neither formulaic nor literary)	If no professional reviews can be located, the publisher designated age range may be used. Young Adult (YA) may only be purchased at secondary campuses. If the publisher designated age range spans multiple levels, the librarian must use both the publisher designated age range and research on the book to determine the primary target audience.	Librarians must research to determine whether the item meets standards of literary/artistic value and merit as well as accuracy and clarity. The librarian must carefully weigh the following when making a purchasing decision. ● Whether the objective of having the material in the collection could be fulfilled by another work with a positive review ● Publisher's reputation ● Author's reputation ● Curricular needs ● Endorsement by a professional association ● The need for a balanced and diverse collection ● Providing balanced viewpoints either within the book or within the library collection
MANGA	Librarians must research and use the publisher-specific rating scale to determine the intended audience for the content. ● Items marked "mature" or with the words "explicit content" should not be purchased. ● Books marked for "older teens", "16+", "seinen", or "josei" may only be considered at schools serving 11th-12th grade students.	Librarians may consider purchasing age-appropriate Manga by leveraging sites such as the ones listed on the American Library Association website in order to research individual book content and determine whether it meets all board policy aligned selection criteria.
LITERARY FICTION & LITERARY NONFICTION	May not be purchased. (Includes memoirs, biographies, & poetry.)	
FORMULAIC FIC SERIES	Elementary. If a positive professional review exists for a book in a formulaic fiction series, it will suffice for the rest of the series.	
FORMULAIC nf SERIES	If a positive professional review exists for one of the books in a formulaic nonfiction series, it will suffice for the rest of the series.	
ITEMS IN OTHER LANGUAGES	If a professional review cannot be found for a specific translation, a book may still be purchased if the English language version meets all selection criteria.	
ITEMS ORIGINALLY PUBLISHED BEFORE 1970	Professional reviews for classic books considered part of the "literary canon" and religious or historical texts may not be available. In these instances, the book may still be purchased if research indicates it meets all MISD selection criteria. Librarians should consider whether or not items are in the public domain and degree of student appeal in their decisions.	

DEFINITIONS

- **Adult (AD)** - The adult, or AD, audience designation used by publishers is not a reflection of content but of the audience for whom the content is written. Books that were not specifically written for children or young adults fall into this category.
- **Authentic literature -** Authentic literature refers to texts written in the natural language of the authors with an audience beyond schools (ie. the general public). They are not written with a controlled vocabulary and/or to achieve a particular readability. Sometimes called "trade books," these works are written to emotionally engage the reader.
- **Formulaic fiction series**- Found at the elementary level. Each book in a formulaic fiction series contains the same characters, the same plot structure, and does not develop in depth and complexity or tackle more mature content as the series progresses. (Ex. Magic Tree House is a formulaic series, while Harry Potter is literary.) Typically only a few books in a formulaic series are reviewed.
- **FORMULAIC NONFICTION SERIES** - Each book in a formulaic nonfiction series contains the same organizational structure, elements, reading level, and subject approach. Typically only a few books in a formulaic series are reviewed.
- **High-low (HiLo**) - HiLo books are typically written to be of high interest to secondary students while being written at an early elementary level. Elementary librarians should exercise caution when considering a HiLo novel.
- **Literary nonfiction** - Literary nonfiction authors use techniques typically reserved for fiction to present informational content in creative and engaging ways.
- **MANGA** - Manga refers to a style of Japanese comics/graphic novels. This type of literature is not reviewed in professional library review journals.
- **Professional Library Review Journals** - These journals are recognized as reputable selection tools within the field of librarianship. Acceptable professional library review journals include Booklist, Bulletin of the Center for Children's Books, Horn Book, Kirkus, and School Library Journal. Although out-of-print, VOYA may be used for older items.
- **Public domain -** Creative works that are not protected by intellectual property laws. In the case of library books, these are books with expired copyright dates. Books in the public domain are generally accessible online.
- **Young Adult (YA)** - Books written for grades 6-12 are designated as Young Adult (YA). Common themes in YA realistic fiction include friendship, getting into trouble, self-identity, coming of age, romantic and sexual interest, and family life. The text of a YA review is used to determine whether the title is suitable for middle school, high school, senior high school, or a combination.

This work is a derivative of Guide to PISD Library Selection Criteria by Plano ISD Learning Media Services. It is licensed under CC BY-NC-SA 4.0 by Mesquite ISD Library Services.

Weeding

The same thought and care given to selection of materials is exercised in weeding the collection so that the collection remains current and useful to the unique patrons it is meant to serve. Weeding is defined as the practice of discarding excess copies, rarely used books, and materials with incorrect information or no longer relevant to the curriculum or needs of students. The *American Library Association* recommends that 3% - 5% of the collection (print and non-book) be weeded annually. The librarian will weed their collection every year in order to maintain materials that are still useful and timely. Weeding should not be used as a means for withdrawing materials which are of a controversial nature or needing re-evaluation.

Weeding Criteria

- CREW Method of weeding will be used as a standard guide for this process.
- Last date of circulation - If the material has not been in general use during the past three to five years (depending on the type of material).
- Physical Condition - If the condition is badly worn or excessively dirty, the item may be weeded, and a decision concerning replacement should be made.
- Timeliness and Relevance
- Reliability - Viewpoints change and must be reflected in the collection.
- Duplicates - Where there are duplicates and none seem to be circulating or used, a single copy may be all that is needed.

Disposing of Weeded Material

- Everything deleted is prominently marked *Deleted* or *Discarded*, etc.
- Other libraries or schools in the district may be offered materials, which are usable and would enrich their collection.
- Offer discarded materials to faculty and students.

Challenged Materials

The public, despite the care taken to select materials for student and teacher use, will make occasional objections to a selection. In such instances, the principles of the freedom to read and professional responsibility of the staff should be defended. The vast majority of complaints can be amicably resolved initially with a personal conference.

If a complaint is made, the procedures to follow are:

1. Set up a conference with campus administrator and librarian. In this initial stage, school staff should try to explain to the complainant:
    a. The school's selection procedure, criteria, and qualifications of those persons selecting the material; and
    b. The particular place the material occupies in the educational program, intended educational usefulness, and additional information regarding its use.
    c. If the book is not removed, the complainant can request that an alert be put on their student's Library account that they are not allowed to check out the book.
2. Should the complainant still not be satisfied, invite the person to file objections in writing using the *Patron's Request for Reconsideration of Materials Form*. (A copy is in the appendix of this document.)
3. Once the formal request for reconsideration has been submitted by the complainant, a committee will be formed that may consist of a teacher, parent, administrator, librarian, or other appropriate individual(s). This committee will take action upon researching and discussing the relevance of the material for educational purposes.
    a. All committee meetings will be closed. Committee meeting attendance will consist only of committee members.
    b. The committee will have adequate time to read and discuss the book in question.

APPENDIX

Salado ISD
Library Materials - Request for Reconsideration

This form is intended to be used to submit a request for reconsideration on a specific library material. Prior to submitting a request, please review the materials in their entirety. Once completed, please submit this form to the campus principal.

Name: _____ Role: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Campus: _____

Grade Level/Content Material was used: _____

Do you represent a group or organization?_____

Resources on which you are commenting:		
☐ **Book**	☐ **Magazine**	☐ **Library**
☐ **Textbook**	☐ **Newspaper**	
☐ **DVD**	☐ **Other: _____**	

Title: _____

Author/Producer: _____

What do you believe should be done with the material in question?

☐ Remove it from the curriculum

☐ Exempt my child from using this material

☐ Use it as a resource material and/or allow material as a self-selected resource for students

1. **To what material do you object? (please be specific, cite exact parts, include page numbers)**

336191872. **What do you believe is the overall theme or purpose of this material?**

336195152. **What do you feel might be the result of reading, viewing, or listening to this material?**

336195232. **For What age group would you recommend this material?**

336194672. **Is there anything of merit in this material? Please comment.**

336181552. **In its place, what would you recommend?**

Signature: _____ Date: _____

Salado ISD
Library Materials – Library Book/Materials Opt Out

If you wish to limit which books your child is allowed to check out from the school library, please complete this form and submit to the campus librarian.

Name of Individual Completing Form:_____

Name of Student:_____

Student ID:_____

Campus:_____

My child may not check out the following books/materials:

Title	Author

Title	**Author**

Signature: _____ Date: _____