Jasper City Schools
Library Media
Program Manual

2024-2025

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Mission and Vision

The vision of Jasper City Schools Library Media Program is to foster academic excellence and provide access to quality collections and technologies that encourages an intrinsic love of reading and lifelong learning for all students.

Effective school librarians work across subject areas and grade levels to develop learners who thinks critically and use information strategically and responsibly. Dynamic school library programs constantly adapt to meet the needs of learners and educational professionals in the school community promoting collaborative activities, inquiry and authentic publication student work through project-based learning.

School libraries are central to teaching and learning: librarians' integrated support of the school's instructional program enriches student learning and improves achievement for all students. School libraries structure meaningful learning experiences and spaces to ensure learners will be able to independently inquire, think critically and locate, share and create new knowledge in an increasingly digital world. As certified, university-educated professionals, school librarians follow boards-approved policies and procedures, participate in curriculum development and design of instructional activities: and facilitate meaningful professional development for the learning community.

Philosophy and Beliefs

1. School libraries are essential to the development of learning skills.
2. Inquiry provides a framework for learning.

3. Ethical behavior in the use of information must be taught.

4. The definition of information literacy has become more complex as resources and technologies have changed.

5. Technology skills are crucial for future employment needs.

6. The continuing expansion of information demands that all individuals acquire the thinking skills that will enable individuals to learn on their own.

Goals and Objectives

1.To select and retain highly qualified media specialists who are knowledgeable of library media resources and services, state and district curricula, instructional technology, and effective teaching strategies.

2. To provide opportunities for growth through professional development as well as state and district conferences/meetings.

3. To collaborate with faculty and staff for effective instructional teaming.

4. To provide quality services and resources in appropriate quantities to meet the objectives of the state and district curricula.

5. To provide continuous evaluation and revision of the media program to reflect curricular changes, current educational trends, and instructional technology.

6. To promote intellectual freedom through a broad selection of resources

7. To provide diverse resources to encourage reading for information and enjoyment.

8. To support critical reading and thinking through media literacy instruction.

9. To assist patrons in acquiring research skills for accessing, analyzing, and evaluating instructional resources.

Challenged Materials

Procedures for Formal Review of Materials

Any member of the school community (administrators, faculty, staff, parents or students) may raise objection to instructional materials provided by the school Library Media Center despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure and observed the criteria for selecting such material.

Persons requesting reconsideration of library material shall complete the following procedures:

1. The principal shall inform the complainant of the selection procedures, request that the materials in question be returned to the library, and make no commitment. The complainant will have reasonable access to the material, and will be given appropriate information as to the procedure that should be followed. (See following section *Request for Formal Review of Library Materials*.)

2. Upon receipt of the complainant's completed form (*Request for Formal Review of Library Materials*), the principal will request review of the challenged material by the School Media Review Committee within fifteen (15) working days, and will notify the District Library Media Coordinator and the Superintendent that such review is being made. A local committee appointed by the principal, with the assistance of the library media specialist, will serve as the School Media Review Committee to determine the disposition of the material. For complaints received at the elementary level, the School Media Review Committee will consist of the principal, the school library/media specialist, a classroom teacher and two parents. At the middle and secondary levels, two students may be added to the committee. The complainant may know the make-up of the committee but may not be a committee member.

3. The principal shall inform the library/media specialist, the Superintendent, and the District Library Media Coordinator of the complaint. The challenged material will be in the possession of the School Media Review Committee during the review procedure.

4. The School Media Review Committee will:

   a. Read and examine referred materials.

   b. Check general acceptance of the materials by reading reviews.

   c. Weight values and faults and form opinions based on the materials as a whole and not on passages taken out of context.

d. Meet to discuss the material and to prepare a report on it using the appropriate checklist as a guide for discussion. (See section *Checklist for School Media Review Committee's Review for Library Materials*.)

e. Retain or withdraw challenged materials based on the decision of the School Media Review Committee.

f. File a copy of the report in the school principal's office and the Superintendent's office within ten (10) working days following that decision.

g. The School Media Review Committee will notify the complainant in writing of its decision within ten (10) working days following that decision.   A copy of the report will be included with the decision. A copy of the decision will be sent to the Superintendent and the District Coordinator of Library Media Services.

5. The decision of the School Media Review Committee may be appealed to the Superintendent. This request for appeal must be presented in writing to the Superintendent within ten (10) working days of notification from the School Media Review Committee.

6. The Superintendent will review the challenged material and respond in writing to the complainant within fifteen (15) working days. A copy of the Superintendent's decision will be sent to the members of the School Media Review Committee.

Request for Formal Review of Library Materials

Name: _____

Telephone: _____Address: _____

City: _____State: _____Zip: _____

Email: _____

School: _____

Type of material to be reviewed: _____

Title: _____

Author: _____

Publisher or Producer: _____

Date of Publication: _____

Before the following questions are answered, you must read or listen to the school library material in its entirety. *If sufficient space is not provided, attach additional sheets. Please sign your name to each additional sheet.*

1. Have you read, viewed, or listened to this material in its entirety? Yes___ No____

What do you understand to be the theme or purpose of this material?

_____

_____

_____

_____

2. To what in the material do you object? Indicate page numbers and specific details that support your reasons for formal review.

_____

_____

3. What do you feel might be the effect on a student using this material?

_____

_____

4. For what age group would you recommend this material?

_____

_____

5. Is there anything good in this material? Please comment.

_____

_____

_____

6. What is your recommendation concerning this material?

_____

_____

_____   _____

Signature of Complainant   Date

Please return completed form to the school principal.

CHECKLIST FOR FORMAL REVIEW OF LIBRARY MATERIAL

FICTION AND OTHER LITERARY FORMS

Title**:** _____

Author: _____

Purpose:

1. What is the purpose, theme or message of the material?_____
   _____
   _____
   _____

2. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? Yes_____ No_____
   NA_____

3. Are any questions/elements of the story an integral part of a worthwhile theme or message? Yes_____ No_____ NA_____

Content:

1. When factual information is part of the story, is it represented accurately?
   Yes_____ No_____ NA_____

2. Are concepts presented appropriate to the ability and maturity of the potential reader?
   Yes_____ No_____ NA_____

3. Do characters speak in a language true to the period and section of the county in which they live? Yes_____ No_____ NA_____

4. Does the material make a significant contribution to the history of literature or ideas?
   Yes_____ No_____ NA_____

5. Are the illustrations realistic in relation to the story?
   Yes_____ No_____ NA_____

Reviews:

1. Source of reviews _____

   _____Favorably reviewed _____Unfavorably reviewed

2. Does the title appear in one or more reputable selection aids?

   Yes_____ No_____

   If answer is yes, please list titles of selection aids._____

   _____

Additional Comments/Recommendations:

_____

Signatures of Advisory Review Committee Members:

LIBRARY MEDIA PROGRAM

The library media program provides open, flexible, and equitable access to 21st Century materials with information as a primary function of the library media program. The program supports intellectual access to information and ideas for 21st Century learning, physical access to information and resources for learning, and flexible, open access to archived, current, and new resources to meet the learning needs of the school community.
Refer to standards and guidelines in the ALSDE – Alabama School Library Media Handbook for 21st Century Learners:
https://www.alsde.edu/sec/isvcs/Library%20Media/Library%20Media%20Handbook.pdf

Acquisitions & Selection

The school's library media center strives to implement, enrich, and support the educational program of the school. The school library media center offers instructional and informational resources for all 21st Century learners to meet the goals of the school curriculum and enhance student achievement.

To this end, the library media program provides the following: (1) materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served; (2) Materials that will stimulate growth in factual knowledge, literary appreciation, and ethical standards; (3) Materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media.

Selection of materials should involve parents, principals, teachers, supervisors, students, and library media specialists. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally-trained library/media center personnel.

Each item purchase is considered on the basis of the following: overall purpose, timeliness of permanence, importance of subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, format and price.

Advocacy

Leadership and advocacy require stepping out of comfortable behind-the-scene roles and becoming a proactive leader. The professional LMS provides leadership and advocacy in information fluency, technology initiatives, policy creation, instructional design, and professional development.

Budgets and Funding

The school library media specialist collaborates with the local school district/system and administrators to ensure that funds are budgeted to maintain the library media program.

• The library media program must have adequate, consistent, and sustained funding for professional staff, new materials, technologies, professional development, and facilities to meet the 21st Century learning needs of the students in the school community.

• The budget process of the LMC includes operating funds for new resources such as: books, reference materials, equipment, and emerging technologies.

• The budget supports the philosophy of the library media center and the community it serves.

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• The LMS must maintain accurate budget records in order to monitor and document use of available funds. These records should be retained for three years.

• Data collected from the assessment of the media center's collection, school curriculum/ instructional changes as well as the increased cost of materials should be used in planning the budget for the year.

• The LMS must be proactive in obtaining adequate funds to meet the curriculum, the physical facilities, and the information needs of the school community.

• The LMS should prepare annual reports documenting how each source of funding for the LMC was spent. These documents should be retained for a minimum of three years.

• The LMS must administer the media center's budget and monitor acquisitions in order to meet all the instructional and informational needs of the school's learning community.

• State, national and regional learning and accreditation standards should be considered in the acquisition and budgeting process of the library media program.

• The Alabama Code must be followed in the expenditure of state funds.

• Budgeting procedures for library enhancement funds, as stated by the Alabama Department of Education, must be followed.

Cataloging

Classification Procedures for Books

All books in the library media center's collection should be classified according to the latest edition of the Dewey Decimal Classification and Relative Index. Use Sears List of Subject Headings for subject authority.

Classification Procedures for Non-Book Materials

A unified approach of treating print and non-book materials is recommended. Non-book materials should be classified according to the Dewey Decimal Classification System.

Circulation

Circulation of print and non-print resources will be managed for the patrons of the Jasper City School System through the Destiny web-based library management system.

Collection Development

Collection Development is defined as the planned purchase of materials in various formats to match the instructional and research needs of the campus within the current fiscal environment and resource sharing opportunities. The heart of a library is its collections. The buildings house them; the library personnel acquire and manage them and teach users how best to access and use them.

Processing

The school's library media program utilizes the Collection Guidelines outlined in *Alabama's School Library Media Handbook for the 21st Century Learner*, 22-23 (Appendix E).

Weeding

In order to maintain a collection that meets the needs of the learning community, weeding is essential. LMC weeding guidelines should include the rationale and established criteria for weeding.

SUGGESTED COPYRIGHT DATE CHART FOR WEEDING

DEWEY	# SUGGESTED YEARS TO RETAIN
000	2-10 years (Computer books age faster)
100	5-8 years
200	2-10 years (Difficult to weed because of religion)
300	5-10 years
400	3-10 years
500	5-10 years (Science books may differ)
600	5-10 years (Technology titles may be sooner)
700	5-10 years
800 F	flexible
900	5-10 years (Some may differ – almanacs, maps)
Biography	Flexible
Encyclopedias	5 years (AVL online versions available)
Almanacs	3 years
Periodicals	3 years for printed (AVL online versions available)
Fiction	Depends on circulation use (Award winners & classics will differ)
Audio & Video	Condition and content will determine
CDs/DVDs	Check for format changes

Copyright/Fair Use

The library media specialist provides and posts copyright information for all users of the library media center. Copyright/fair use information is also posted in appropriate locations throughout

the school.   The library media specialist will provide copyright information for faculty members annually.

Copyright Notice to Post on Copiers and Video Recorders: The copyright law of the United States governs the making or reproductions and the performance of copyrighted material; the person using this equipment is liable for any copyright infringement.

Donations and Gifts

The Jasper City Schools library media programs gladly accept monetary gifts, as well as donations. Items bought or obtained are subject to the same criteria as those items acquired through the regular selection process.

Position Statement on the Confidentiality of Library Records

The members of the American Library Association,* recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs or services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose record keeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School library media specialists are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.

With or without specific legislation, school library media specialists are urged to respect the rights of children and youth by adhering to the tenets expressed in the Confidentiality of Library Records Interpretation of the Library Bill of Rights and the ALA Code of Ethics.

*ALA Policy 52.4 (see below), 54.16

Purchases with Local Funds

Each library media specialist will confer with the local school principal or bookkeeper regarding proper procedures for managing expenditures with local funds. Any money generated by the library media specialist through book fairs, donations, etc., will be used to enhance library programs at the discretion of the library media specialist. All purchases must be approved by the school principal.

Scheduling

In order for the library media center to be the core of the educational setting, the library media specialist, with the assistance of the administrator, must be allowed to schedule the library media center for its most effective use.

Weekly schedules that list whole-class and small-group instruction, administrative periods, special programs, planning times, and other planned library activities are collected for documentation of library use through the year.

In order to maximize the benefit of the LMC, learners must have access to resources and services at their point of need. The library media center may also be scheduled for individuals, groups, or classes to use resources, check out and return materials, to read for pleasure or information, or research topics for reports, using a variety of resources.

SUGGESTED End of Year Guidelines

An inventory of all library holdings will be conducted annually. A holdings summary report should be submitted to the district library media coordinator by the last day of school.

Library books will be due 3 full weeks before the last day of school.

In order to allow the library media specialist to collect a materials and complete an annual inventory, no classes will be scheduled for the library for the last two (2) full weeks of school.

Internet Safety/Acceptable Use Guidelines

Introduction

It is the policy of the Jasper City School System to provide technology resources, including Internet access, to its students and employees in order to more fully support the System's mission statement and to meet educational and instructional goals set by the system and the state.   It is the intention of the Jasper City School System that all technology resources will be used in accordance with any and all school/system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Jasper City School System will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- All technology resources, regardless of purchase date, location, or fund, are subject to this policy.

- All users of Jasper City School System resources, including visitors to the system, are expected to comply with these measures.

- All students and staff must have the appropriate Acceptable Use Policy on file with the system prior to use. Permission is not transferable, and therefore, may not be shared.

- All visitors must have the permission of school staff in order to access the Internet. In the process of logging onto the system's network, visitors will agree to abide by all school and system policies.

- The policy will be displayed in each school media center and computer lab. A copy of the policy will be available in each school's office.

- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the System Technology Coordinator before proceeding.

- Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

- The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.

Technology Protection Measure

The system will utilize an Internet filtering system that will protect adults and minors from access to visual depictions that are obscene, including child pornography. With respect to Internet access by minors, the filtering system will also protect against access to materials harmful to minors. "Harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole, appeals to a prurient interest in nudity, sex, or excretion

- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or

simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

The filtering software will filter all incoming Internet sites based on both URL (web site name) and IP address. Adult staff members may request a review of filtered sites. URLs and IP addresses may be added to the filtered list by the System office in cases where the filtering system may not have accurately identified an inappropriate site as defined above. In addition, adults who are engaged in bona fide research or need access to blocked sites for other lawful purposes, may request a temporary release of specific sites at specific workstations to complete their work.

Monitoring of Online Activities

1. All teachers are expected to preview any Internet sites they plan to incorporate into classroom or library presentations to further ensure its safety and suitability.

2. All students are expected to have a signed Acceptable Use Policy on file in order to access the Internet.

3. All minor students are expected to also have a signed Parent Permission Form on file in order to independently access the Internet.

4. All students must have specific permission from their teacher in order to access the Internet for each session.

5. Teachers or another responsible adult staff member will supervise all students, regardless of age, while on the Internet at all times.

6. The filtering software used by the system may also be used to monitor Internet activity, as needed.

Electronic Communication

Electronic Mail

The Jasper City School System provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for secondary students. Access to e-mail is to be used for educational and instructional activities.

- All e-mail content is implicitly understood to be representative of the author's individual point of view and not that of the school or school system.

- All e-mail generated on System equipment or using a Jasper City Schools' e-mail account is the property of the school district and may be reviewed and deleted as needed to ensure network integrity, confidentiality, and student safety. E-mail created or received using the System e-mail account should not be considered private.

- The use of web-based or non-school issued email accounts by students is not permitted.

- E-mail accounts may not be used for:

  o Sending or attempting to send anonymous messages;

  o Purchasing, selling or advertising products or services;

- Sending mass e-mails;
- Posting or forwarding other user's personal communication without the author's consent;
- Spreading viruses;
- Spamming;
- Hacking of any type;
- Engaging in any other unlawful activities;
- Contacting strangers or communicating with unknown individuals or organizations.

Other Forms of Electronic Communication

Students are not permitted to use instant messenger type programs and chat without the express permission and direct supervision of their teacher. In these cases, such communication is to be used only for purposes that serve to support curriculum.

Web Page Posting

Students may not use technology resources operated by the school system to post information or graphics to personal web pages on the Internet. All users wishing to post pages or information on to the System's web site must obtain prior permission to do so from the Technology Coordinator.

When posting information to school or system web pages, the following rules must be followed:

- Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. Only first name and last initial of students may be used. No full names should be used.
- Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

Downloading of Materials from the Internet

Students may not download files of any type without the specific permission of their supervising teacher. Under no circumstances will students be permitted to download graphic, video, or audio files in any format that violate the letter or intention of this or any other school/system policy.

Limitations of Liability

Jasper City Schools makes no guarantee that the functions or the services provided by or through the District's Network System will be error-free or without defect. Jasper City Schools will not be responsible for any damage suffered by the user, including but not limited to, loss of data or interruptions of service. Jasper City Schools will not be responsible for any financial obligations arising from the unauthorized or inappropriate use of the system.

JOB DESCRIPTION

JASPER CITY SCHOOLS **POSITION DESCRIPTION 1048**

TITLE: Media Specialist

QUALIFICATIONS: 1. Minimum of Master's Degree

2. Media Specialist Certification

3. Such alternatives to the above as the Board may find appropriate

and acceptable

JOB GOAL: To provide a well organized, functioning media center environment in which teachers and students can take full advantage of available resources.

REPORTS TO: Principal and Curriculum Director

EXPECTED WORKDAY: 8 Hours

FSLA: Exempt

PERFORMANCE RESPONSIBILITIES:
1. Operates and supervises the media center.
2. Evaluates, selects and requisitions new media center materials.
3. Assists teachers in the selection of books, and other media center materials.
4. Maintains software and hardware equipment pertinent to the overall operation of the media center.
5. Maintains the media center to ensure it is an engaging and organized learning environment for students.
6. Arranges frequently changing book-related displays and exhibits likely to interest the media center patrons.
7. Inventories all materials and equipment.
8. Provides instruction to students in library skills and literature development.
9. Participates in required staff meetings.
10. Prepares and administers the media center budget
11. Assists in daily duties, which may include car/bus duty, extra-curricular duties, or other school activities.

TERMS OF EMPLOYMENT: 9 Month Contract

EVALUATION: Performance of this job will be evaluated in accordance with Board's policy on Evaluation of Professional Personnel.

Signature: _____ Date:_____

Library Media Needs Assessment Survey

1. The library media center plays an important role in the educational program at the school, and

serves as a center for learning and researching.

2. Resources for the library media center are carefully chosen to reflect student needs, and the resources are of high quality.

3. The media budget for books, audio-visual materials, computer software, and equipment is adequate to meet my students' needs.

4. The Library Media Specialist maintains flexible use of the library media center by individuals, small groups, and large groups for research, browsing, recreational reading, and listening.

5. The Library Media Specialist regularly communicates with the staff about programming and resources using a variety of methods.

6. The media center curriculum plays an important part in the total educational program at the school.

7. The media center is adequately available for my use, whole class use, and individual or small group student use.

8. The media specialist helps me and my building meet our instructional objectives.

9. Please list the best characteristic(s) of your school's library media program:

10. Please list the way(s) the library media program could be improved to better serve you and your students.

*Numbers 1-8 Response Choice: Strongly Agree, Agree, Neutral, Disagree, Strongly disagree