Karnes City I. S. D Library Media Program

Mission Statement

The mission of the Karnes City I. S. D. School Library Media Program is to ensure that students and staff are effective users of ideas and information. The school library staff empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information by:

- Collaborating with educators and students to design and teach engaging learning experiences that meet individual needs.

- Instructing students and assisting educators in using, evaluating, and producing information and ideas through active use of a broad range of appropriate tools, resources, and information technologies.

- Providing access to materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading

- Providing students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education.

- Providing leadership in the total education program and advocating for strong school library media programs as essential to meeting local, state, and national education goals.

Source: American Association of School Librarians, *Empowering Learners: Guidelines for School Library Media Programs*, 2009.

American Association of School Librarians
Standards for the 21st-Century Learner

Common Beliefs

1. Reading is a window to the world.
2. Inquiry provides a framework for learning.
3. Ethical behavior in the use of information must be taught.
4. Technology skills are crucial for future employment needs.
5. Equitable access is a key component for education.
6. The definition of information literacy has become more complex as resources and technologies have changed.
7. The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
8. Learning has a social context.
9. School libraries are essential to the development of learning skills.

Standards

1. Inquire, think critically, and gain knowledge
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
3. Share knowledge and participate ethically and productively as members of our democratic society
4. Pursue personal and aesthetic growth

SOURCE: American Association of School Librarians, *Standards for the 21st-Century Learner in Action*, 2009.

Karnes City I. S. D. Library Media Program
Goals and Objectives

Goals:

- To provide opportunities for students to acquire 21st Century literacy skills.

- To provide opportunities for collaboration between the library staff and classroom teachers.

- To provide materials and services appropriate to the curriculum of the school.

- To provide materials and services that meet the informational and recreational needs of the learning community.

- To teach and promote information literacy.

- To make reading fun and enjoyable for the learning community.

Objectives:

- Will use the suggestions of peers, teachers, administration, and other various selection tools to select materials that are appropriate to the curriculum of the school.

- Will provide professional materials to help teachers plan lessons that are appropriate to the curriculum of the school.

- Will administer a yearly survey to teachers to ensure that materials and services that are provided meet the informational needs of the learning community.

- Will purchase quality materials for the recreational needs of the learning community.

- Will introduce students and teachers to copyright, bibliographic formats, and electronic media through integration of these skills into library lessons.

- Will include programming that will make reading fun for both students and teachers.

Karnes City I. S. D. Library Media Program

Operating Policies

Circulation Policy

- Karnes City Primary & Roger E. Sides Elementary Library Media Center
    - Checkouts-All circulation is for 1 week.
        - PK and Kindergarten may check out 1 book at a time
        - 1st grade and 2nd grade may check out 2 books at a time
        - 3rd-5th grades may check out 3 books at a time

- Karnes City Junior High School Library Media Center
    - Checkouts-All circulation is for 2 weeks.
        - 6th- 8th grades may check out 3 books at a time

- Karnes City High School Library Media Center
    - Circulation-All circulation is for 2 weeks.
        - 9th- 12th grades may check out 5 books at a time

Overdue Materials

Library staff may limit the renewals on popular items. The library staff may make exceptions to the check out numbers as they see the need.

Overdue notice forms can be found in the Follett Destiny System under "reports". After 3 overdue notices the patron will be required to pay for the item. Receipts should be issued for the replacement cost. If the item is found, the payment will be reimbursed.
Damaged materials must be paid for at replacement cost (the patron can keep the damaged copy after it is paid for if they wish). Money for missing textbooks

and books should be turned into the District Librarian with a receipt. She will in turn make the deposit. Missing/lost items should be noted in the circulation software.

Overdue Materials

Each campus library is responsible for informing students on a weekly basis about missing library materials and outstanding fines. Students will not be able to check out library materials until the missing materials are returned or compensated for with the exception of curriculum-necessary materials. Karnes City ISD libraries do not issue fines for materials returned after the due date, however lost items will receive a fine equal to the replacement value of the material.

Lost / Damaged Materials

Lost or damaged materials incur a fine equal to the replacement value of the item. Failure to pay fines for lost/damaged items may lead to consequences deemed appropriate by campus administration including exclusion from library related rewards and loss of eligibility to walk during graduation.

Class Use of the Media Centers

Karnes City Primary

- Pre-Kindergarten thru 1st grade will attend the library weekly for book check out

Roger E. Sides Elementary

- 2nd grade thru 5th grade will attend the library weekly for book check out

Karnes City Junior High

- Class visits and use of the library will need to be scheduled with library staff

Karnes City High School

- Class visits and use of the library will need to be scheduled with library staff

Library Programming

The instructional program should provide materials and instruction to enhance, extend, and support classroom teaching and guide students to become effective users of information. Each library should offer programs to address these goals. All programming must be approved by the District Librarian.

Class visits should be scheduled in advance on a first come, first serve basis. Teachers should remain with the class, unless other activities have been scheduled through the campus administrator.

Library Programming should include, but not be limited to:

1. Library Orientation:

Student orientation will take place during the first weeks of school and will include information on the following topics:

- Circulation procedures;
- Appropriate conduct in the library media center;
- An overview of the use and care of books and other print material, computer software, audiovisual equipment, and computer and peripherals; • Printing and copying policies;
- Adherence to copyright law;
- Databases;
- Internet access and the school's acceptable uses policy;
- Special programs sponsored by the library media center; and
- Fire drill/lockdown procedures (instructions on the red Emergency bag).

2. Promote Texas Library Association (TLA) book lists like 2X2 (age 2- 2nd grade), Bluebonnet Award (grades 3rd-6th), Texas Lone Star (grade 6th-8th), Tayshas (grades 9th-12th), Little Maverick (grades K-5) and Maverick (Graphic Novels).

3. National Library Week

4. Banned Book Week

5. Local events – Such as homecoming, red ribbon week, contests, guest speakers, author visits, theater groups, and traveling exhibits

6. Book fair or fundraiser

7. Holiday Celebrations

8. Library Website

9. Library Newsletter

Karnes City I. S. D. Library Media Program

Collection Development Policy

Selection Criteria

To best serve the needs of our students and staff, we have adopted the following criteria for developing the collection in our libraries:

1. *Materials should support and enrich the curriculum.*

Library media materials should be selected on the basis of assessed curricular needs. Materials should reflect the identified learning outcomes of the instructional program. Teachers in each subject area will be consulted for recommended materials to their

specific curriculum needs.

2. *Materials should be developmentally and age-appropriate.*

Library media materials should be accessible to students of varied abilities and meet informational and interest needs of all students. Materials should be provided to meet curricular needs and individual needs, interests, and learning styles of all students at all levels.

3. *Materials should be accurate in terms of content.*

Library media materials should present facts in an objective manner. Authority of author, organization, and publisher/producer should be a consideration in selection. Materials represent a high level of scholarship in research, accuracy, and timeliness.

4. *Materials should be reflective of the pluralistic nature of a global society.*

Library media materials should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.

5. *Materials should be representative of differing viewpoints on controversial subjects.*

Students have the right to information on both sides of a controversial issue. By having access to a variety of resources students will have the knowledge base to develop critical thinking and problem solving skills. The school library media center provides free and equitable access to all information.

6. Materials should be the appropriate format to effectively teach the curriculum.

Library media materials should be available in a variety of formats, e.g., print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population.

7. *Materials should have recent copyright dates as appropriate to the subject.*

Library media materials should be assessed for currency of the information as it relates to the content and purpose of the item.

8. *Materials should be cost effective in terms of use.*

Library media materials should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.

Teacher Recommendations

Communication with teachers to assess curriculum needs and recommendations for purchase are an important part of the selection process. Since the library media collection is an integral part of the instructional and learning process, the strength and value of the collection are ensured when
teachers are actively involved in the selection process. A staff survey will be administered at the beginning of each school year and teachers are encouraged to recommend items to be purchased throughout the year. (Faculty Survey included as Appendix C and Teacher Recommendation form included as Appendix D.)

Student and Parent Recommendations

Suggestions from students and parents are also an important part of the selection process. As students seek information for curricular purposes or use the library media centers for personal interests, students and parents are encouraged to make recommendations of specific resources or subject areas where information is needed. (Student and Parent Recommendation form included as Appendix E.)

Gift Policy

Karnes City I. S. D. Library Media Program humbly and graciously accepts gifts and/or monetary donations to help build our collection. Persons who would like to donate materials to the media centers should refer to the Karnes City I. S. D. Library Services Collection Development Policy in order to understand our selection criteria.

Criteria for Accepting Gifts

The District Librarian will accept gifts for our collection based on the following

criteria: *Curriculum Needs*

- Donated materials should be of high academic quality, promoting critical thinking, increasing global awareness, presenting non-biased information, and enhancing our curriculum and instruction.

Student Needs

- Donated items should be age -appropriate, content-appropriate, and conform to the values of our community.
- Gifts should promote our students' lifelong learning.

Timeliness and Currency

- As information is always changing, donated materials should be current, especially in the case of periodicals. Materials with less currency will be considered provided they fill an identified gap in our collection.

Memorial Gifts: When money is donated in the name of a loved one, the District Librarian gladly accepts suggestions on what subject of materials will best honor that person. The item will be book plated with the name of the person being memorialized with the gift.

If you would like to donate to Karnes City I. S. D. Library Services and are unsure what is needed, please contact KCISD District Librarian at (830) 780-2321 ext. 342. Monetary donations are always appreciated.

Deselection Policy

Deselection, or weeding, is an ongoing, holistic process in which the library media center removes materials from circulation. It is one very important way of managing our collection and delivering the most current and highest quality information to our students and staff. In short, weeding helps our libraries remain a relevant knowledge bank on our campuses.

Deselection Criteria

1. *We weed to make room for newer editions.*

From time to time, print materials are updated with newer editions to account for changing information. When a newer edition is acquired, the older edition will be weeded.

2. We weed to ensure balanced, updated information.

Information is ever changing. Materials will be removed from the library collection that are no longer timely or current as not to circulate incorrect or irrelevant information to our students.

3. We weed to maintain current curricular support materials.

As changes in curriculum occur, our media collection will make changes to best support the school curriculum. Sometimes weeding is required to implement these changes.

4. We weed or replace materials that are in poor condition.

Materials that are in poor condition will be weeded or replaced based on the item's circulation.

5. We weed to account for changing, outdated, or duplicated formats.

As technology dictates information changes, older formats will be weeded and replaced with updated formats. This can include removing print materials and replacing them with non-print or electronic formats.

6. We weed to account for circulation trends.

Materials that have not circulated for more than five years will be considered for weeding. Magazines will be weeded after one year. Newspapers will be weeded on a monthly basis.

Materials of local significance or gifts in memory of loved ones will not be weeded.

Legal Information

District Copyright Policy

COPYRIGHT INFRINGEMENT

All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. No person shall use the District's technology to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of District technology in violation of the law. All persons using District technology in violation of law shall lose user privileges in addition to other sanctions.

The District shall notify the U.S. Copyright Office of the designated agent's identity. The District's Web site shall include information on how to contact the District's designated agent and a copy of the District's copyright policy. Upon notification, the District's designated agent shall take all actions necessary to remedy any violation. The District shall provide the designated agent appropriate training and resources necessary to protect the District.

If a content owner reasonably believes that the District's technology has been used to infringe upon a copyright, the owner may notify the designated agent.

ELECTRONIC MEDIA

To comply with copyright law, electronic media used in the classroom shall be for educational purposes only.

COMPUTER SOFTWARE

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or

2. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy.

SOURCE: Karnes City Independent School Board Policy, accessed online, June 2019.

House Bill 900: The READER Act

1. The district will review their collection for violations of HB 900 every odd numbered year.
2. The district will follow the mandatory collection development guidelines provided by TSLAC.
3. The district will remain up-to-date on TEA's Do Not Purchase list of vendors.
4. Reports related to titles labeled as sexually explicit, such as decisions made and the location of the item, will be made available through the district's library webpage.
5. Purchase orders must contain identifying information, such as title, author, and ISBN, for review by the chain of command starting with the District Librarian.
6. Lists created by jobbers should be reviewed thoroughly before submission of a purchase order.
7. During weeding, materials should be checked for sexually explicit labels provided by approved vendors.
8. If a material is marked as explicit and is already in the collection, it will be reviewed by the library aide, District Librarian, and campus administrator.
9. Depending on the campus, material, and decision of the committee, the material may be transferred, removed, or reclassified as Adult.
10. Materials labeled as explicit cannot be provided as free reading material for students and must be donated or discarded.

Our libraries maintain compliance with Texas HB 900: The READER Act by thoroughly assessing all reading materials labeled as sexually explicit and sexually relevant by approved and vetted vendors. All reading materials are assessed multiple times through the chain-of-command in the district and all currently owned materials are assessed biennially.

Considering SB 13

1. Should the district deem it necessary, or the threshold for the parent petition is met, the library will submit all reading material purchase requests to a parent-led committee for review and approval.
2. Reconsideration forms will not be provided online and must be obtained from the District Librarian or the Central Administration office. If a parent, student, or staff member requests a reconsideration form, they must be directed to the appropriate person and must be provided one. Note: this is from our ISD's lawyer but it seemed contradictory to the SB 13 page provided.
3. Purchase lists may require approval from the school board and / or a school library advisory council.
4. Challenged materials must go through an assessment by a committee that is not the school library advisory council and must contain the District Librarian, a teacher, and a campus administrator.
5. The school library's policy must be updated everywhere it is posted to reflect SB 13 requirements.