

***PIKE COUNTY SCHOOL SYSTEM
MISSION STATEMENT***

The mission of the Pike County School System is to develop individuals who will possess the knowledge, skills, and values essential to becoming productive citizens.

PIKE COUNTY HIGH SCHOOL

Mission Statement

The mission of Pike County High School is to provide excellence in education, producing graduates ready for college, careers, and life-long success.

PIKE COUNTY HIGH SCHOOL LIBRARY POLICIES

SELECTION POLICIES

Materials are selected for purchase for the Library Media Center using several different criteria.

- 1) Teacher recommendation is very important in the selection process of books, videos, and periodicals. The librarian takes recommendations of needed topics using catalogs and funding guidelines to make the purchases when funds are available.
- 2) At the end of each school term an inventory is completed. From this inventory, sections of the collection are evaluated and the section in greatest need of new materials is targeted for additional funds for the next school term.
- 3) Another consideration for selection is greatest use. The materials that are in the most demand have many items that need replacement from wear and tear and also loss. Since we have implemented Accelerated Reader as a partner in our reading program, books in this program that are worn or lost are replaced each year.
- 4) Award winning materials are purchased as well as materials that receive good recommendations from School Library Journal, Horn Book, and others.
- 5) The library committee consists of members from the school leadership committee, who approves the final library budget.

Policies and Procedures

Policies and procedures including the selection of materials for the Pike County School System Library have been established and approved using a committee composed of the following members:

- Media Specialist
- Principal
- Counselor
- Teacher (High)
- Teacher (Middle)
- Parent (High)
- Parent (Middle)

Selection Criteria

Materials may be print or non-print depending on the current needs of the school and students but can also be determined by the committee. In the selection of materials for the media center, the existing collection is evaluated. Individual requests are considered along with school curriculum. Materials should be of varied levels of difficulty while taking into consideration individual need, varied interests, abilities, socio-economic backgrounds, and maturity level of the students. Materials should reflect the ideas and beliefs of religious, historical, and ethnic groups and their contributions to American heritage and culture, enabling students to develop an intellectual integrity when forming judgments.

The following shall be considered when selecting materials:

- Does the material meet the needs of the individual student?

- Does the material meet the needs of the school?

- Is the material suitable for the age and maturity levels of the students?

- Is the material suitable for purchase by the school library?

Considering the above, is the material of the best quality available?

Primary Objective: To provide materials that will enrich and support the curriculum taking into consideration the varied interests, abilities, and maturity levels of students.

Procedure Used In Selection

I. Objectives of Selection

The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diverse appeal, and the presentation of different points of view.

To this end, the Board of Education of Pike County reaffirms the objectives of the American Library Association's Library Bill Of Rights and the American Association of School Librarians' Information Power, The Nine Information Literacy Standards for Student Learning. (See Addendum) The responsibility of the Library Media Center is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable pupils to make intelligent judgments in their daily life.

To provide materials on opposing sides of controversial issue so that young citizens may develop under guidance the practice of criteria analysis of all media.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center.

II. Responsibility for Selection of Materials

The Pike County Board of Education is legally responsible for all matters relating to the operation of Pike County Schools.

The selection of instructional materials is delegated to the professionally trained personnel employed by the school system, who involve the following people in the selection process: principals, teachers, students, supervisors, and media center staff. The responsibility for coordinating the selection of instructional materials and making the recommendation for purchase rests with the professionally trained media personnel.

III. Criteria for Selection of Instructional Materials

Needs of the individual school based on a knowledge of the curriculum and of the existing collection are given first consideration. Materials for purchase are considered on the basis of:

- Overall purpose
- Timeliness of permanence
- Importance of the subject matter
- Quality of the writing, production, etc.
- Readability and popular appeal
- Authoritativeness
- Reputations of the publisher, producers, etc.
- Reputation and significance of the author, artist, composer, etc.
- Format and price

IV. Procedures for Selection

In selecting materials for purchase, the media specialist evaluates the existing collection and consults:

Professionally recognized selection aids

Specialists from all departments and/or all grade levels

The media committee appointed by the principal to serve in an advisory capacity in the selection of materials, their reconsideration, etc.

In specific areas the media specialist follows these procedures:

Gift materials are judged by the district's selection standards

Appraisals concerning the value of gift materials are made by those holding special qualifications and not by the school media specialist

Multiple items of outstanding and much-in-demand media are purchased as needed.

Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials are withdrawn from the collection.

Sets of materials and materials acquired by subscription are examined carefully and are purchased only to fill a definite need.

Salesmen must have permission from the superintendent's office before going into any of the schools.

Reference Books

Reference books are for primary use in the library. A teacher may check out a reference book for one day. Students may check out a reference book for one class. Old encyclopedias may be checked out for several periods or overnight. The checking out of reference books is at the discretion of the LMS.

Equipment and Audio-Visual Materials

Teachers may check out equipment and/or audio-visual materials for as long as necessary. ATRIUM is used to circulate all equipment and audio-visual materials. Check outs are the same as a book.

Procedure for Challenged Materials

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

The principles of the freedom to read, see, and hear are the professional responsibility for the staff and must be defended, rather than the materials.

A file is kept on materials likely to be questioned or considered controversial.

If a complaint is made, these procedures should be followed:

1. Be courteous, but make no commitments.
2. Invite the complainant to file his objections in writing and offer to send him the prepared questionnaire (See Addendum 1), so that he may submit a formal complaint to the media committee.

3. Temporarily withdraw the materials pending a decision of the media committee.
4. Inform the superintendent and the media supervisor.
5. The media committee will:
 - a. Read and examines materials referred to it.
 - b. Check general acceptance of the materials by reading reviews.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 - d. Meet to discuss the material and to prepare a report on it.
 - e. File a copy of the report in the school and administrative offices, as well as inform the complaint of the decision.

Reserve

Books or magazines can be placed on reserve when many students need to use the same materials. The books may be used in the library or checked out for one class. Reserve books are generally limited to one book per person.

Copyright Policy

It is the intent of the Pike County School Libraries to adhere to the provisions of the US Copyright Act Title 17 of the US code (See Addendum). This will serve as guideline or using materials protected by copyright. This school does not condone the illegal use or reproduction of copyright materials in any form.

Circulation

Books

All books, equipment, and audio-visual materials are checked in by the ATRIUM. The bar code number is entered and indicates return date. If the book is overdue the fine will be assessed.

Magazines

New magazines displayed in the library may be read in the library.

Reserve

Books or magazines can be placed on reserve by teachers when many students need to use the same materials. The books may be used in the library, checked out for one period, checked out at the end of fourth block, or checked out after school and returned before 8:00 a.m. the next school day. Reserve books are generally limited to one book per person. Students and teachers can reserve books using OPAC and pick them up the next day. After that, it is no longer on Reserve.

Reference Books

Reference books are for primary use in the library. A teacher may check out a reference book for one day. Old encyclopedias may be checked out for several periods or overnight. The checking out of reference books is at the discretion of the LMS.

Equipment and Audio-Visual Materials

These materials are circulated through ATRIUM and can be checked out by teachers only.

Overdue Policy

Students turning in overdue materials will be charged ten cents for every school day the item is overdue. The student should pay the fine upon return of the material. If the student needs to pay later, or the late material was returned in the book drop, the fine is calculated and

charged to the student. Individual overdue notices on late materials and fines owed reports are sent by email on a regular basis. Students are allowed to check out other materials when all fines are cleared or being paid. If the book has been lost, the student shall pay the entire cost of the material. If the book has been stolen or destroyed, the patron will be held responsible for payment of the book.

Circulation Records

The circulation records are calculated at the end of each month as well as annually and a copy is sent to the principal and central office.

Processing Procedures

The following steps are used in the processing of all materials.

1. Unpack the shipment, check off books received on the invoice and/or packing slip and purchase order.
2. Collate books if necessary.
3. Stamp books in three places, inside front cover, bottom of title page, and inside back cover.
4. Load disk with complete MARC of new books or use online cataloging.
6. Put label on spine and inside book and on pocket.
7. Place bar code label on back cover over ISBN barcode or on lower right hand corner.

Periodicals

The library may subscribe to newspapers, magazines, and receives several free or donated magazines. The library also may go online to view newspapers and magazines via the Internet.

When magazines are received, the new copy is then placed on display. Old copies are kept in alphabetical and chronological order on shelves behind. Materials are retained for one year for reference materials, then given to classroom teachers.

Shelving and Filing Rules

As materials are returned and checked in, the books are placed on the left side of the computer at the circulation desk until they can be resolved. On the shelves, books are in classification order and pulled out to the edge of the shelf so they will look neat and inviting to the students. The following call numbers and sections are used in the library:

FIC - fiction (alphabetically by the author)
BEN

SC - story collection (alphabetically by the author)
HOW

92 - individual biography, (alphabetically by the
FRA person the book is about)

920 - collective biography, (alphabetically by author)
BAI

821 - non-fiction, (order by the Dewey Decimal System)
BLO alphabetically by author within one number

REF - reference, (order by Dewey Decimal System)
0302
WOR

PB- paperback books, Fiction or Non-Fiction
HAS

CRC- Career Resource Center (order by Dewey Decimal System)
300
HAS

There are also separate shelves to hold paperbacks, encyclopedias, magazines, equipment, and multimedia.

Budget

The Library Media Center receives funds from several sources. All sources may vary in amounts and some are temporary or one time only. In previous years, there has been a Library Enhancement Fund through state funds and distributed by the Pike County Board of Education. This purchased books, magazine subscriptions, equipment, and repair of equipment, etc.

The Library Media Specialist is assigned the state instruction money as a teacher unit. This is used primarily for library supplies that are considered consumable.

Library Aides

A student may take library aide his/her senior year. Although students must have the librarian's approval to pre-register for library aide, the office is in charge of scheduling.

Student aides are required to the following jobs: shelving, word processing, magazine shelving, circulation, processing books, and taking inventory.

Evaluation is done on an informal basis. The aides must do assigned tasks willingly and conduct themselves as good role models for other students.

Inventory

Inventory is completed at the end of each school year. The central office has a state report each fall, which must have the total number of books per student and expenditures per student. ATRIUM produces inventory records.

The librarian, student aides and volunteers do the inventory during school. The bar code number is checked as the accession number and any missing books are marked. Any books, which need repair or have other problems are pulled and taken care of at this time.

Criteria and Procedure Used for Weeding Materials

The weeding of materials should be continuous throughout the year. The ideal time for weeding is, of course, during inventory. Criteria for weeding materials includes: circulation, copyright date, and condition. After materials are weeded, it is recommended that they be sold or given away. The price of materials should be according to the condition and in certain cases, copyright date. Materials should be given away only after attempts of sale have failed or if a legitimate charity shall benefit.

Circulation of Materials

Books

Students:

Periods of book checkouts vary among age levels. High school students check-out books for a two week period. Unless researching a project, a student should not have more that two books checked out at a time. Number of books checked out per student remains at the discretion of the librarian. Books may be renewed as necessary unless the book is in demand. ATRIUUM is used to check out and return books. The bar code on the book and the student's last name are used for check out and a due date is calculated.

Faculty:

Faculty, staff, and administration may also check out books. Length of check out and number of books does not apply. If a duplicate request is made, the LMS will inform both parties and allow them to work out a schedule. In this case, ATRIUM is also used for check out.

Magazines

New magazines displayed in the library may be read in the library or checked out for one class. Magazines must be checked out at the circulation desk before leaving the room. The librarian or library aide writes the name and date of the magazine and when it is due. The student or teacher signs his/her name.

***PIKE COUNTY HIGH SCHOOL
COMPREHENSIVE LIBRARY PLAN***

- 1) All students and teachers are to have access to the library through flexible scheduling.
- 2) Teachers may reserve the library when an entire class requires the use of the materials. Library and research skills are taught to entire classes or individually as the need arises. Since space is so limited only one class can be scheduled at a time.
- 3) Teachers have access to available videos and DVDs through the OPAC which updates as new videos are added to the collection. GoggleTube is available for teachers to use for instructional subjects. AV equipment is available for teacher use: video camera, digital camera, digital projector, Laptop computer, TV, VCR, overhead projector, slide projector, cassette player, CD player, DVD player, scanner, iPods, and projection screen.
- 4) Students may use the facilities from 7:30-3:30, when school is in session. Upon request, students may use the facilities later than 3:30. During class time, individual students or small groups of students may use the library with signed agendas from their teacher.
- 5) Computers are available for: Accelerated Reader, Star Testing, Internet, word processing, AVL, Goggle and Power Point presentations preparation. Copies are \$.10 per page, pictures or color \$.25 per page.
- 6) Presentation equipment is available for class demonstration.
- 7) Equipment is also available for presentation preparation such as: opaque projector, digital projector, laptop computer, video camera, digital camera and scanner.
- 8) Instruction is available for all the previously mentioned activities.
- 9) Instruction on the OPAC is given to all patrons as well as location of materials.
- 10) Books, which do not include reference, are circulated for a two-week period, which is renewable. Periodicals, reference and AV materials are for in library use only. Fines are \$.10 per day for overdue books. Lost or damaged books require the student to pay the book's original cost.

Addendum 1
REQUEST FOR RECONSIDERATION

Initiated by _____

Telephone Number _____ Address _____

Teacher _____ Parent _____ Other _____

Representing:

Self _____ Organization _____
 (Identify Please)

Materials Questioned:

Book: Author _____ Title _____

_____ Copyright Date _____

AV Material: Kind of Media _____ Author _____
 (Video, tape, CD, etc.)

Title: _____

1. To what do you object? Please be specific. _____

2. What do you feel might be the result of reading or viewing this material?

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

4. Is there anything good about this material?

5. Did you read or view the entire material?

If not, what parts?

6. What reviews of this material have you read?_____

7. What do you believe is the theme of this material?_____
