

# Library Media Handbook



## Hollinger's Island Elementary School 2015

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# **MOBILE COUNTY PUBLIC SCHOOLS**

## **Mission Statement**

"The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible and committed to learning over a lifetime."

## **Vision Statement**

We envision a Mobile County Public School System where a variety of pathways to academic and career success are available for all students; where adults consistently work in a collaborative school culture to improve student learning; where all educators willingly accept responsibility for the academic success of each student; and where all students become independent life-long learners confident in their ability to succeed in a global society following high school graduation.

## **LIBRARY MEDIA PROGRAM**

### **Mission Statement**

The library media program will enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

*Alabama's School Library Media Handbook for the 21st Century Learner* expresses the mission of Alabama's library media programs as supporting the school's instructional program to improve student learning and student achievement. This mission is accomplished by:

- ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge;
- providing real and virtual access to appropriate, high-quality resources and services during and outside the school day;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

### **Vision Statement**

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the Library Media Center's four walls and the school day.

# **Hollinger's Island Elementary School**

## **Mission Statement**

The mission of Hollinger's Island Elementary School is to provide a safe and caring environment where students can become life-long learners and responsible citizens.

## **Hollinger's Island Elementary Library Media Program**

### **Mission Statement**

The mission of the Hollinger's Island Elementary Library Media Program is to teach the skills that will enable all of our students to become information literate and lifelong learners. The program will provide the educational and technological opportunities to meet the ever changing needs and abilities of each and every individual in our school community. The program will also enable individuals to access, analyze, assimilate, and use information effectively.

### **Vision Statement**

The vision of the Semmes Elementary Library Media Program is to foster a learning environment that will transcend the four walls of the Library Media Center. Our program aims at providing current and diverse collections and technologies that will enable our patrons to be effective and responsible members of the 21<sup>st</sup> Century.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## **American Library Association Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **CHALLENGED MATERIALS Reconsideration Procedures**

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 or central office 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 any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see next page) in its entirety. Each school and the central office will keep on hand and make available this reconsideration form. All formal objections to materials must be made on this form.

**MOBILE COUNTY BOARD OF EDUCATION  
REQUEST FOR RECONSIDERATION OF  
LIBRARY/INSTRUCTIONAL MATERIALS**

School

Title

Media Format

Author or Producer

Date of Publication or Production

**Request Initiated By:**

Name

Address

Telephone

Does the person making this request represent a group or organization? YES  NO

If so, please identify the name of the organization. \_\_\_\_\_

How was this material selected? Student Choice  Required

**PLEASE ANSWER THE FOLLOWING QUESTIONS. (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)**

1. Have you read, viewed, or listened to the material in its entirety?

YES  NO

2. What do you find objectionable about the material? Please cite the specific passages and their relationship to the work as a whole.

3. What do you identify as the theme of this material?

4. What good features do you identify?

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

6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended.

7. Do you wish to make an oral presentation to the Library Media Committee?

YES  NO

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SIGNATURE

DATE

## Procedures For Appeal

A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. The person receiving the complaint shall be courteous, make no commitment, and refrain from voicing personal opinion.

1. Written documentation of this contact should be filed with the school principal.
2. ***The material in question shall remain a part of the collection and in use until the reconsideration process is completed.***

B. In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process but refraining from expressing personal opinion.

1. If, after consultation, the complainant desires to file a formal complaint, a copy of the reconsideration form should be given to the complainant by the principal.
2. The reconsideration form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the district Media Supervisor.

C. Any action taken related to challenged materials must be heard by the school's [Library Advisory Committee](#).

1. Each committee member shall read, view or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material. The Library Media Specialist will compile necessary professional evaluations of the material in question.

2. The deliberation and balloting of the [Library Advisory Committee](#) shall be private.

3. The [Library Advisory Committee](#) shall meet to:

- Hear the concerns expressed by the complainant
- Discuss the materials relative to values and faults, appropriateness to grade level, and curriculum.
- Form opinions based on the materials as a whole and not on passages pulled out of context
- Render a majority decision, in a meeting with a quorum present, choosing one of the following:

(1) take no removal action

(2) remove the challenged material

(3) limit the educational use of the challenged material

(4) place the material at another grade level

4. Within five days of the [Library Advisory Committee's](#) decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.



## **Appealed Decisions**

A. Appeals to the school's Library Advisory Committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:

- Supervisor of library media services;
- Representative Library Media Specialist/s – including Library Media Specialist from school involved;
- Representative/s of the superintendent's Student and Teacher Advisory Committees; and
- Curriculum & Instruction Supervisor/s.

B. The school Media Specialist and/or principal will provide information to each School Board member which will include:

- Decision of the school Library Advisory Committee
- Right to Read
- Library Bill of Rights

C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.

D. The Mobile County Board of School Commissioners is the final authority.

E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.

## **Review of Selection and Appeal Procedure**

A. Principals shall review the selection and reconsideration procedures with all staff annually.

B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

# **COPYRIGHT/FAIR USE MOBILE COUNTY PUBLIC SCHOOL SYSTEM**

## **Copyright Policy**

Mobile County Public School System recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the “fair use” doctrine.

While the system encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system staff to abide by the system’s copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system staff to violate copyright requirements in order to perform their duties properly. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the system’s procedures or is permissible under the law should contact the system’s library media services department. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

In accordance with copyright compliance, copyright regulations will be prominently posted at all areas where materials may be reproduced without supervision.

## **Copyright Procedures**

What is Copyright? (Title 17, United States Code)

Copyright is a property right granted to authors and creators of works. Copyright is necessary to advance the public welfare by promoting artistic and scientific progress.

(Title 17, United States Code)

Length of Time Protected: Life of author/creator + 70 years (Sonny Bono Extension Act)

Works Eligible for Protection: Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of machine or device.

## **What are Copyright Owners’ Rights?**

- The right to reproduce or copy the work
- The right to prepare derivative works
- The right to distribute to the public
- The right to public performance of the work
- The right to public display of the work
- The right to digitally transmit recordings (digital author’s right)

***Please refer to the Mobile County Library Media Handbook for additional information about copyright and specific guidelines on “Fair Use”.***

## **SELECTION AND ACQUISITIONS**

A collection development policy provides the basis for developing and maintaining the collection through the planned purchase of materials in diverse formats to meet instructional needs. The policy includes guidelines for selection, deselection (weeding), and challenged materials. A collection development policy is revised periodically to reflect the changing needs of the school community.

(Alabama's School Library Media Handbook for the 21<sup>st</sup> Century Learner)

### **Criteria for Selection of Resources**

The standard for selection of library media instructional, informational, and recreational resources is determined by the policy of the Board of School Commissioners. Content considerations include how it relates to the curriculum, the existing collection, and the needs, values, and interests of the community. Items for purchase are evaluated on the basis of:

- Developmental, cultural, and learning needs of the school population
- Organization and presentation
- Importance of the subject matter
- Quality of production and durability
- Appeal and appropriateness to the students' reading ability
- Accuracy and validity
- Reliability of producers or publishers
- Reputation and significance of the author, artist, composer, etc.
- Award winning materials recognized for literary and/or artistic value
- Format and price
- Currency

### **Procedures For Selection**

In selecting items for purchase, the Library Media Specialist:

- evaluates the existing collection.
- consults professionally recognized selection resources.
- consults with principal about school-wide needs.
- consults with teachers about grade level curriculum needs.
- analyzes course content and textbook coverage for each subject.
- uses knowledge of student needs, interests, goals, abilities, and concerns.
- purchases multiple items according to demand.
- weeds worn, missing, or outdated items are replaced as needed.

## Collection Development

Depending on the source of funding, materials will be order either through a local school purchase order or through a Central Office requisition using NextGen. When compiling a large book order, attach a list of all books being ordered following vendor specifications. Include a “Do Not Exceed” amount and type “No Backorders Accepted” on the purchase order.

Quality, service, discounts, availability of MARC records, and processing options are considerations when selecting a vendor/jobber. It is recommended that MARC records and processing be purchased when available. Some materials must be ordered directly from the publisher. Publisher's Library Binding and Publisher's Library Edition are recommended for all School Library Media Centers. The material format must be strong, practical, suitable for its purpose, and easy to use.

Some materials are available through the MCPSS bid process. See [MCPSS Active Contracts](#) and [Alabama Active Contracts](#) for more information.

## Collection Development Plan

When developing the collection, collection statistics reports in Destiny as well as the collection analysis tools provided by vendors such as Follett are used to analyze the current collection by Dewey category. The information gathered provides the needed knowledge on the percentage of the collection in each Dewey category and the average age of books in each category. Knowledge of the students, faculty, and community in regards to their interests and needs, especially in reference to the current curriculum, in conjunction with the Dewey analysis is taken in high consideration to make selections for developing the collection. Published standards from research studies (For example: Texas & New Mexico in 2001) provide researched based recommendations on the quantity, currency, and quality that the collection needs to be working toward. The ALA’s “Freedom to Read Statement” and “The School Library Bill of Rights” (See media specialist for access to these documents.) provide the guidance that is needed to establish a collection is equitable in all areas and meets the needs of all patrons. All of these elements are evaluated by the Media Specialist and Library Committee for collection development and selection recommendations.

## **INTERNET ACCEPTABLE USE**

### **MCPSS Policy NO. 3.50**

#### **Students**

The Board supports access for students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources. All such materials shall be consistent with board-system guidelines and staff will provide guidance and instruction to students in the appropriate use of such resources. Annually, students and parents will be given the system's guidelines and rules governing procedures for acceptable use of the Internet describing the information available and prohibited uses of system computers. Students and parents must sign a written statement acknowledging the guidelines in order for the student to access the Internet at school.

#### **Employees**

Computer and Internet access is provided for MCPSS business but minimal personal use is allowed. Employees will be provided a copy of the MCPSS acceptable use guidelines and sign a statement that they agree to terms.

Students and employees violating the acceptable use guidelines may have their computer/Internet privileges revoked and be subject to discipline.

Reference – Procedures: Internet Acceptable Use

Date Adopted: December 11, 2007

### **CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET**

The use of Internet resources accessed from any computer that is the property of the school system or any computer connected to a local area network within any school system facility is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or punishment for such violations as prescribed in the Student Handbook and Code of Conduct.

Mobile County Public School System will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.

Unacceptable uses of the Internet and/or the World Wide Web include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other students and/or adults.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.

- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Mobile County Public School System.

All users should be aware that the inappropriate use of Internet information resources could be a violation of local, state, and federal laws.

### **Contract Regarding the Safe and Acceptable Use of the Internet**

By signing the Parent or Guardian and Student Acknowledgment for the *Student Handbook and Code of Conduct*, which is found on the Student Enrollment Card, the parent/guardian agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. The parent or guardian of this student has read the terms and conditions for system Internet access privileges. The parent understands this access is for educational purposes and that the Mobile County Public School System has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.

The parent/guardian also recognizes that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. The parent will not hold the Mobile County Public School System or its employees responsible for materials acquired by their child over the school system network. The parent/guardian accepts that inappropriate behavior may lead to penalties, including revoking of Internet access, disciplinary action, and/or legal action. The student agrees to abide by all rules that are listed in the Mobile County Public School System's Core Rules for Safe and Acceptable Use of the Internet. The student realizes that the primary purpose of the Mobile County Public School System's Internet connection is educational, and that as such, educational purposes shall take precedence over all others. The student realizes that the use of the Internet is a privilege, not a right.

## **LOCAL SCHOOL LIBRARY MEDIA ADVISORY COMMITTEE**

A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee should be formed and used as an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

- Administrative Representative
- Library Media Specialist
- Department/Grade Representative
- Student
- Parent
- Community Member

### **RECORD KEEPING/REPORTS**

Each Library Media Specialist will maintain accurate and timely records regarding the collection, the budget, circulation, and use of Library Media Center resources for a minimum of three years. Patron records will be kept confidential.

#### **ALA Policy 52.4 Confidentiality of Library Records**

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers in each library, cooperative system, and consortium in the United States: Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.

Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Resist the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Taken from AASL website:

#### ***AASL Confidentiality Position***

Each Library Media Specialist is required to conduct an end of the year inventory and complete an ***Annual Report*** and file with Central Office.

## **Lost/Damaged Library Books**

Students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be \$20 per book or the replacement fee. Fines for replacement of labels will be \$3 per book. Damage fines will vary depending upon whether or not the book can be repaired and what the repair involves. Students may be required to pay a replacement cost if the book is damaged beyond repair. Fines charged for overdue books will be determined by the local school Media Specialist and principal. Check-out privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

## **DONATIONS AND GIFTS**

Gift materials are accepted or rejected according to the selection criteria. Donations not used in the Library Media Center will be passed on to classrooms or charity organizations.



## HIES Circulation Policy

Staff members, students, and parents are the patron served at our library media center.

### Teachers:

Teachers are allowed to check-out 20 books from the LMC for a two-week period\*. Teachers may send in a request via email for a specific unit of study. This request will be filled as soon as possible, or the teacher may elect to come select/choose her own books.

\*Additional books/materials may be checked-out at the media specialist's discretion.

### Students:

Students may visit the library during any open check-out time. Students in K-1 are allowed to check out 1 library book at a time from the LMC. Students in grades 2-5\* may check-out 2 library books at a time. All students must have their library card with their patron barcode and their zpd in order to check-out.

\*5<sup>th</sup> graders are allowed to check-out 3 books

### Staff and Parents:

Check out limit – 5 items

Loan period – 2 weeks

### Different format policy:

All library materials regardless of format adhere to the policy guidelines above.

### Overdue fines:

Fines will not be charged for books that are overdue unless a period of time that lapses constitutes that the book is lost. The fine will then be the cost of replacing the library book.

### Computer Passwords:

Passwords for any computers or programs should not be posted or shared with anyone.

## Library Rules & Procedures for Students

Students will adhere to the following rules and procedures in the library media center at all times.

- Students will walk at all times in the media center.
- Students will use inside voices at all times in the media center.
- Students will use all library materials and equipment responsibly.
- Students will return library materials by their due date.
- Students will be courteous to other patrons in their usage of the library media center.
- Students will adhere to the Acceptable Use Policy when using the internet.

***The Hollinger's Island Elementary Media Center abides by the policies and procedures outlined in the MCPSS Library Media Handbook. Please see the MCPSS Library Media Handbook for additional and more detailed information on the policies and procedures outlined in the Semmes Elementary Library Media Handbook***