ST. ELMO ELEMENTARY SCHOOL LIBRARY MEDIA CENTER POLICY MANUAL

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ST. ELMO ELEMENTARY SCHOOL
MISSION STATEMENT

The mission of St. Elmo Elementary School is to establish a foundation that promotes success in order to develop competent, well-rounded, valued individuals who are motivated to continue the educational process.

By providing a quality learning environment students will be Empowered to develop academically, creatively, socially, emotionally, and physically.

ST. ELMO ELEMENTARY SCHOOL
LIBRARY MEDIA CENTER
MISSION STATEMENT

The mission of St. Elmo Elementary School's Media Center is to enable each student 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.

"To ensure that students and staff are effective users of ideas and information." (*Information Power,* 1998)

INFORMATION
SELECTION
SERVICES

INFORMATION SELECTION SERVICES

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 of Mobile County Public Schools. Content considerations include how it relates to the curriculum, the existing collection, and the needs and values of the community of St. Elmo. Items for purchase are evaluated on the basis of:

❖ Developmental, cultural, and learning needs of St. Elmo Elementary School's 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 and publishers

❖ Reputation and significance of the author, artist, composer, etc.

❖ Format and price

The official board policy is as follows on the next page:

SELECTION PROCEDURES

❖   Library Media Specialist evaluates existing collection.
❖   Library Media Specialist consults professionally recognized selection procedures.
❖   Library Media Specialist requests input from teachers, parents, and students through the Library Advisory Committee.
❖   Library Media Specialist replaces worn, missing, or outdated items as needed.
❖   Library Media Specialist accepts or rejects gift materials according to the selection criteria.

BUDGET PROCEDURE

1. Obtain the total amount allotted for Library Enhancement from the Principal.
2. Survey the faculty to determine items of need.
3. Set a date to meet with the Library Advisory Committee. Recommended purchases will be discussed at this meeting. Keep minutes of all committee meetings.
4. Compile the Library Media Budget and present it to the Local School Budget Committee for final approval.

ACQUISITIONS

COMPILING THE ORDER

A record of requested materials will be kept on file. Selection of materials is made from the "to order" file to meet the goals of St. Elmo's Library media Program.

WHERE TO ORDER

Quality, service, discounts, availability of MARC records, and processing options are considerations when selecting a vendor/jobber.

BINDING

Publisher's Library Binding and Publisher's Library Edition are recommended for all school library media centers.

FORMAT

The material format must be strong, practical, suitable for its purpose and easy to use.

BARCODES

Each school is assigned a specific range of barcode numbers. The barcode range for St. Elmo Elementary is: 3560400 – 3590400.

RECONSIDERATION PROCEDURES

REQUEST FOR APPEAL

A. Any member of the school community at St. Elmo Elementary School (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school media center or central office media center despite the fact that the individuals selecting such materials were duly qualified to make the selection, followed by proper procedure, and observed the criteria for selecting such material.

B. Persons requesting reconsideration of any instructional material shall complete the <u>Citizens Request for Reconsideration of Instructional Materials Form</u> (see next page) in its entirety. Each school and the central office will keep on hand and make available the reconsideration form. All formal objections to instructional materials must be made on this form.

CITIZENS REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS FORM

School _____

Title _____

      Media Format _____

      Author or Publisher _____

      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.

_____

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. Please cite the specific page(s) to which you object and explain your objections._____
_____

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

_____   _____

          DATE   SIGNATURE

PROCEDURES FOR APPEAL

A. The school official or staff member at St. Elmo Elementary School 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 refrain 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 Media Advisory Committee.
   1. Each committee shall read, view, or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material.
   2. The deliberation and balloting of the Library Advisory Committee shall be in private.
   3. The Library Advisory Committee shall meet to:
      o Hear the concerns expressed by the complainant
      o Discuss the materials relative to values and faults, appropriateness to grade level, and appropriateness to curriculum. Weigh values and faults against each other.
      o Form opinions based on the materials as a whole and not on passages pulled out of context.
      o 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 (5) 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 (10) working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee.

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

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

REVIEW OF SELECTION AND APPEAL PROCEDURE

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

B. The staff at St. Elmo Elementary School 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 law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

PROFESSIONAL

DEVELOPMENT

SERVICES

PRFESSIONAL DEVELOPMENT SERVICES

The library media specialist demonstrates growth through promotion of professional materials, networking, individual and small group consultations, and in-service participation. The importance of continuing education throughout the professional career is recognized.

PROFESSIONAL GROWTH AND DEVELOPMENT WORKSHOPS:

- ❖ EXPO
- ❖ Fall Library Media Specialist Workshop
- ❖ MCPSS Staff Development Workshops, Discovery Education PD, and throughout the School System
- ❖ Title I Staff Development Workshops
- ❖ SARIC – University of South Alabama
- ❖ Local school in-services
- ❖ Discovery Education Summer Institute

CONFERENCES:

- ❖ Alabama Library Association Conference, spring
- ❖ Children's Book Festival; March, University of Southern Mississippi

PROFESSIONAL ASSOCIATIONS:

- ❖ American Library Association (ALA)
- ❖ Alabama Instructional Media Association (AIMA)
- ❖ Alpha Delta Kappa (ADK)

PROFESSIONAL DEVELOPMENT ORGANIZATIONS:

- ❖ Discovery Education Leadership Council
- ❖ Discovery Education Summer Institute

RESOURCE

MAINTENANCE

SERVICES

RESOURCE MAINENANCE SERVICES

St. Elmo Elementary School's Library Media collection is composed of different material formats requiring a variety of storage considerations. In order to assure that all resources are readily accessible and available, standard processing and accurate cataloging of materials is necessary. The equipment necessary to utilize these materials is also processed and maintained. Yearly inventories assure that the record of the collection reflects what is actually available for circulation. A flexible circulation policy and system encourages patrons to borrow materials and ensures maximum use throughout the school, at home, and in the library media center.

PROCESSING NEW MATERIALS AND EQUIPMENT

<u>BOOKS</u>

1. Check new books against the purchase order and the company's invoice or packing slip.

2. Indicate books received and note discrepancies on all P.O. copies. Sign and date appropriate (pink) copy and return it to Accounts Payable. If pink copy is not available, make a copy of the original, and mark "duplicate pink copy." Sign, date, and return to Accounts Payable. Keep yellow copy for your records.

3. If the book is defective, contact the company.

4. Stamp the book with the St. Elmo Elementary School stamp. Stamp the inside back and front cover and the title page.

5. Record a barcode number on books by writing it on the title page. Include the following information on the title page: date, funding source, cost, and call number.

6. Apply Accelerated Reader program labels to any AR books.

<u>NONBOOK MATERIALS</u>

1. Check new materials against the purchase order and the company's invoice or packing slip.

2. Indicate books received and note discrepancies on all P.O. copies. Sign and date appropriate (pink) copy and return it to Accounts Payable. If pink copy is not available, make a copy of the original, and mark "duplicate pink copy." Sign, date, and return to Accounts Payable. Keep yellow copy for your records.

3. If the material is defective, contact the company.

4. Stamp the material with the St. Elmo Elementary School stamp. Label with the following information: date, vendor, funding source, cost, and call number.

5. Obtain MARC records for all audiovisual materials through vendors.

LMC EQUIPMENT

<u>Note:</u> This concerns Library Media Center purchases only.

1. Check new materials against the purchase order and the company's invoice or packing slip.

2. Indicate books received and note discrepancies on all P.O. copies. Sign and date appropriate (pink) copy and return it to Accounts Payable. If pink copy is not available, make a copy of the original, and mark "duplicate pink copy." Sign, date, and return to Accounts Payable. Keep yellow copy for your records.

3. If the equipment is defective, contact the company.

4. Add new LMC equipment to Destiny Resource or Professional collection including the following:

- ❖ Type of equipment
- ❖ Brand name
- ❖ Company
- ❖ Price and funding source
- ❖ Barcode number

NOTE: All computer and school-wide equipment will be entered into the Technology Tracker software program for the fixed asset inventory by the technology coordinator.

5. Write 'St. Elmo Elementary School' on equipment ordered with a permanent marker, engraver, or paint pen.

6. Contact Distribution Center (473-5806) to request a property number for equipment:

- ❖ That costs $500 or more (electrical or non-electrical)
- ❖ That is a high theft item

7. A copy of the purchase order and invoice must be available for verification.

CLASSIFICATION PROCEDURES FOR BOOKS, NONBOOK MATERIALS, AND EQUIPMENT

All books in St. Elmo Elementary School's Media Center collection are classified according to the latest edition of the <u>*Dewey Decimal Classification and Relative Index.*</u> <u>*Sears List of Subject Headings*</u> is used for subject authority.

Format: BOOKS

The following designations are used in classifying books in our media center:

CATEGORY	CALL NUMBER DESIGNATIONS
EASY	E First 3 letters of author's last name
FICTION	F or FIC First 3 letters of author's last name
STORY COLLECTION	SC First 3 letters of author's last name
COLLECTIVE BIOGRAPHY	920 First 3 letters of author's last name
INDIVIDUAL BIOGRAPHY	92 First 3 letters of author's last name
NONFICTION	Dewey # First 3 letters of author's last name
REFERENCE	R or REF Dewey # First 3 letters of author's last name Volume # or Year
PROFESSIONAL	P or PRO Dewey # First 3 letters of author's last name

- Call number labels are placed one inch from the bottom of the spine of each book and are covered with a protector,
- Barcode labels are placed on the front cover of each library book, in the upper left hand corner.

The non-book materials in St. Elmo Elementary School's Media Center collection are classified according to subject at present. We will be working toward classifying these items using the _Dewey Decimal Classification and Relative Index._

Format: AUDIOVISUALS (AV)

St. Elmo Elementary School's Media Center equipment is housed in a central location and is available for teachers to check-out throughout the year. Each equipment item is given a MARC record using MARC Wizard, and can be checked-out using a barcode.

Format: EQUIPMENT (EQ)

ARRANGING AND HOUSING MATERIALS

All materials in St. Elmo Elementary School's Media Center are arranged so that materials are easily accessible to teachers and students. Easy and Fiction materials are designated with an "E" or an "F/FIC" and are shelved in alphabetical order by the first three letters in the author's last name. Nonfiction, Reference, and Professional materials are shelved according to the Dewey Decimal Classification System. These materials will be arranged to read from top to bottom, left to right in each section of shelving. They will be in numerical order first and then alphabetically by the first three letters of the author's last name. In St. Elmo Elementary School's Media Center we have the following sections:

- ❖ Easy
- ❖ Fiction
- ❖ Nonfiction
- ❖ Reference
- ❖ Professional (book & non-book)
- ❖ Periodicals

MAINTAINING THE AUTOMATED CATALOG (Destiny)

Maintaining the automated catalog is accomplished by following the directions outlined in the Destiny manual. When new materials are received, we import the MARC records data, using the data disk or downloaded into MARC Wizard Firewall. MARC Wizard Firewall checks the accuracy of the records before importing into Destiny.

Number of Collections: 3
Name of Collection/Abbreviation: St. Elmo Elementary (Regular)
                                    Bookroom (BR)
                                    Audio Visual/ AV

Destiny password: yrltoc1

FACILITATING THE CIRCULATION PROCESS

In order to facilitate the circulation process, St. Elmo Elementary School's Library Media Center will seek to accomplish the following:

- ❖ Provide materials to patrons
- ❖ Maintain records of transactions
- ❖ Notify patrons of overdue materials
- ❖ Collect fines for lost/damaged books/materials
- ❖ Gather requested books/materials
- ❖ Ensure equitable access to media center materials to all patrons

MAINTAINING NONPRINT MATERIALS

The library media specialist provides minor, on-site repairs. If damaged or defective parts cannot be replaced, delete and discard materials.

MAINTAINING EQUIPMENT

The vendor will service equipment under warranty. The library media specialist is responsible for the maintenance of equipment that is no longer under warranty. The library media specialist will provide minor on-site repairs. Work orders for repairs are submitted using local school procedures. Online forms are located at: http://10.32.144.2/actwarecs/ for AV equipment and repairs and http://mcsweb/ for computer repairs.

St. Elmo Elementary School LMC equipment that is on our school's Fixed Asset Inventory and is no longer usable may be discarded by sending a Furniture and Equipment Transfer Form B-7 (http://www.mcpss.com/Forms/FAEquip.pdf) to Distribution Services. The list must include the specific type of equipment, serial number, property number, reason for discard, and location of items. This list should be signed and dated by the principal, library media specialist, and the representative from Central Receiving who collects the equipment. Send a copy of the signed and dated list of discarded items to the Fixed Assets Department (Controller's Department) to have the items removed from inventory. Retain a copy of all documentation for your records.

Equipment that is not on the school's Fixed Assets Inventory may be discarded at the discretion of the library media specialist. No material may be given to an individual for individual use.

When equipment is to be transferred to another school, notify the Fixed Assets Department to have the items removed from inventory using the Furniture and Equipment Transfer Form B-7, http://www.mcpss.com/Forms/FAEquip.pdf. Documentation of specific items, serial numbers, property numbers, and reason for transfer should be signed and dated by the principal, library media specialist, and person transferring the equipment. Send documentation to Fixed Assets Department and retain a copy for your records.

MAINTAINING THE COLLECTION

Maintaining the collection ensures that all subjects will be represented in proportions appropriate for the school.

MINIMUM COLLECTION GUIDELINES

Alabama Department of Education Library Media Handbook at
https://mcpss.sharepoint.com/sites/librarymedia/Shared%20Documents/ALSDE%20Library%20Media%20Handbook.pd provides collection suggestions.

A report of the actual percentages of St. Elmo Elementary School's LMC can be obtained through Destiny using the Collection Statistics Report.

The following percentage chart may be used to help determine the number of books needed in the different areas of the collection.

PERCENTAGE OF BOOK COLLECTION PER DEWEY CLASSIFICATION

Dewey Number	Subject	Percentage K-6
000-099	General Works	2-5
100-199	Philosophy	.5
200-299	Religion	1-2
300-399	Social Sciences	5-10
400-499	Languages	.5
500-599	Pure Science	10
600-699	Useful Arts	10
700-799	Fine Arts	5
800-899	Literature	5
900-999	History/Geography	20
F	Fiction	20
E	Easy books/ Picture books	20-25

RECOMMENDED CORE REFERENCE COLLECTION FOR AN ELEMENTARY SCHOOL

A core is a minimum collection of standard information sources needed for student research.

Title of Reference Source	Amount We Need to Have
General Encyclopedia	3
Abridged Dictionary	4
Unabridged Dictionary	1
Thesaurus	1
Almanac	1
Periodical Index	1
Book of Quotations	1
Atlas	2
Gazetteer/Geographical Dictionary	1
Poetry Index	1
Biographical Sources	2

WEEDING THE COLLECTION

Good collection management requires the weeding and discarding of obsolete or worn materials. This process takes place throughout the school year and follows a systematic manner to ensure that the collection remains current, relevant, inviting, and meets SACS standards.

WHY WEED?

- ❖ To utilize available space in the best and most economical way
- ❖ To have an up-to-date collection
- ❖ To locate books needing rebinding or replacing
- ❖ To give the best possible service through a collection of quality materials

WHAT TO WEED?

- ❖ Books of poor content
- ❖ Outdated information
- ❖ Multiple copies that are not needed
- ❖ Books of very poor appearance
- ❖ Volumes on no use or not relevant to the needs of the students and teachers

HOW TO WEED?

- ❖ Do one section at a time
- ❖ To offset the loss in a section from weeding, be sure to plan purchases that will maintain minimum requirements

The following links provide excellent ideas on weeding:
http://lj.libraryjournal.com/2015/06/managing-libraries/the-art-of-weeding-collection-management/
http://www.librarygirl.net/2013/10/keeping-your-library-collection.html

GUIDELINES FOR WEEDING

000	Generalities	Value determined by use. Works on computers are dated after 3-5 years. Library Science information should conform to current practice.
100	Philosophy	Discard unused works over 10 years old.
200	Religion	Value determined by use. Discard poorly written works. Collection should contain

basic information about many different religions.

300	Social	Discard outdated social issues not of historic value. Controversial issues should be well represented on both sides.
320	Politics/Economics	Books dealing with historical aspects determined by use. Timely or topical material: discard after 10 years. Replace with new edition.
340	Law	Materials should be kept current.
340-350	Government	Discard after 10 years.
360	Social Welfare	Check use. Discard most non-historic materials.
370	Education	Keep historical materials only if used, otherwise discard after 10 years.
380	Transportation	Discard after 10 years.
390	Folklore	Weeding depends on use. Keep classic works.
400	Language	Keep basic materials.
500	Pure Science	Science books usually out-of-date in 5 years, except for botany and natural history, 10 yrs.
600 618	Inventions Medicine	Discard after 5 years, except for basic materials, inventions, and anatomy.
620	Applied Science	Engineering, mechanics. Discard after 5 yrs.
621	Radio, TV	Discard after 5 years.
630	Agriculture	Discard after 5-10 years, depending on content.
640	Home Economics	According to use. Keep mostly current materials.
650	Business	Discard after 10 years.
660	Chemicals, Food	Discard after 5-10 years depending on content.
690	Manufacturing Building	Discard after 10 years.
700	Art, Music	Keep basic material.

800	Literature	Keep basic material, especially criticism of classic writers.

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900	History	Keep accurate, factual material.
920 92	Biography	Keep biographies on subjects of permanent importance. Replace other biographies of permanent importance. Replace other biographies of mediocre library value as better ones become available.
	Easy/Fiction	Keep only works of current interest or established literary value. Weed dated titles that have not circulated in 3-5 years.

REFERENCE WORKS

Encyclopedias	New sets needed every 5 years
Bibliographies	Seldom of use more than 10 years after copyright.
Almanac/Yearbook	Seldom of use after 5 years. Older almanacs annually. Keep 3-5 years for teaching purposes.
Index	Discard after 5-10 years depending on type of index and use.
Atlas	Dated after 5 years.
Periodicals	Do not keep longer than 2 years unless indexed; then keep 5-10 years depending on use and storage space.
Newspapers	Keep only two weeks to one month.
Non-print materials	Discard materials that are dated, in poor condition, visually uninteresting, or no longer used.
Equipment	Equipment that is no longer usable in the school shall be discarded according to policies set forth by the Mobile County Public Schools.

BOOKS TO BE WITHDRAWN

- ❖ Stamp "Discard" on item.
- ❖ Remove anything that identifies school ownership.

❖ Delete from the collection by following the procedures outlined in the Athena manual.

LOST/DAMAGED LIBRARY MATERIALS

It is the policy of the St. Elmo Elementary School's Library Media Center (LMC) that when a library item is lost the patron must pay the full cost of the item. If the item is damaged beyond use, then the patron must pay the full cost of the item and will get to keep the item upon payment. If the item is damaged, but still usable, the patron will only be charged one half the cost of the item, but the item will remain part of the collection at St. Elmo Elementary School's LMC. It is the policy of St. Elmo Elementary School's LMC that a patron who owes on a lost/damaged item will be unable to check-out another item until that item is paid for, or returned (if lost).

GUIDELINES FOR INVENTORY

Inventorying assures the accurate record of your collection a minimum of once a year. Note: It is wise to read over the Destiny Inventory tips at:
https://www.follettsoftware.com/customerportal/view_trainings.cfm?selVid=1354&w=800&h=600
.

INVENTORY STEPS

To perform the end-of –the – year inventory, the library media specialist must do the following:

1. weed outdated and damaged items from the collection

2. delete weeded items from the collection

3. inventory collection using Wireless scanner or regular scanner

4. print and reconcile missing items report

5. print and reconcile inventory conflict report

6. assign lost status to items determined as missing after reconciling the previous reports

7. print from Destiny:

   a. Collection Statistics Report

   b. Collection Age Report

   c. Collection Value Report

   d. Collection Circulation Report

8. complete the annual report

   http://www.mcpss.com/curriculum/Library.html (URL may change)

PROVIDING A WELCOMING ENVRIONMENT IN OUR MEDIA CENTER TO ENCOURAGE USE

St. Elmo Elementary School's LMC:

- ❖ Provides arranged shelving and seating to facilitate patron comfort and movement.
- ❖ Provides signs to aid patrons in locating materials.
- ❖ Provides an inviting, user-friendly environment.
- ❖ Maintains media in a logical and accessible arrangement.
- ❖ Provides students with the opportunity to be library volunteers to assist others.
- ❖ Teaches students responsibility in checking in their own books at the computers.

INSTRUCTIONAL

SERVICES

INSTRUCTIONAL SERVICES

"In a student-centered school library media program, learning needs take precedence over class schedules,…student categorizations, and other logistical concerns. Flexible, equitable, and far-reaching access to the library media program is essential to the development of a vibrant, active learning community… The school library media program supplies information and ideas through programs and services offered both within the school and beyond. By providing intellectual and physical access to a full range of information, in a climate that invites learning, honors free inquiry, and respects legal and ethical principles regarding the uses of information and information technology, the program serves as a model for creative, effective, and responsible information use. The school library media specialist is an information specialist who can guide and promote a student-centered program founded on collaboratively designed policies and procedures that provide flexible and equitable access to information form learning. Using the information literacy standards for student learning to help all students – regardless of age, ability, cultural, or other considerations – learn to locate, evaluate, and use information, the school library media specialist assumes a critical role in creating a diverse, dynamic, and vibrant learning community." (*Information Power: Building Partnerships for Learning,* Edition 1998)

THE NINE INFORMATION LITERACY STANDARDS FOR STUDENT LEARNING

Information Literacy
> **<u>Standard 1</u>**: The student who is information literate accesses information efficiently and effectively.
> **<u>Standard 2</u>**: The student who is information literate evaluates information critically and completely.
> **<u>Standard 3</u>**: The student who is information literate uses information accurately and creatively.

Independent Learning
> **<u>Standard 4:</u>** The student who is an independent learner is information literate and pursues information related to personal interests.
> **<u>Standard 5:</u>** The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.
> **<u>Standard 6:</u>** The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

Social Responsibility
> **<u>Standard 7:</u>** The student who contributes positively to the learning community and to society is information literate and recognizes the importance of Information to a democratic society.
> **<u>Standard 8:</u>** The student who contributes positively to the learning community

and to society is information literate and practices ethical behavior in regard to information and information technology.

 Standard 9: The student who contributes positively to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.

STUDENT LIBRARY MEDIA CENTER USE

In the St. Elmo Elementary Library Media Center, students:

- ❖ Check in their own library books.
- ❖ Return books to the correct cart once they have checked them in.
- ❖ Serve as library helpers on the "Library Squad" if chosen by their teacher. (Members of the Library Squad shelve books and assist other students in the library media center.)
- ❖ Look up books on the automated card catalogue by author, title, and subject.
- ❖ Use provided computer on-line services (AVL), Destiny Quest, Discovery.
- ❖ Explore answers to specific questions.
- ❖ Seed teacher requested information (i.e. getting a book for a report topic).
- ❖ Use reference sources to take notes (encyclopedias, etc.)
- ❖ Select recreational reading materials/books.
- ❖ Listen to a special guest/speaker presentation
- ❖ Attend library lessons (when scheduled)

FLEXIBLE SCHEDULING

The student-centered library media center program requires flexible and equitable access to information and resources to support student learning and to support curriculum instruction. Flexible scheduling requires a collaborative effort in planning between the teacher and the library media specialist. Flexible scheduling "is an organization for instruction, allowing for varying class sizes within and among courses, and providing for instructional groups that meet at varying frequencies and for varying lengths of time…" (The Facts on File Dictionary of Education, Edition 1988)

Before 2004, St. Elmo followed a fixed schedule for lessons K-5th, as opposed to a flexible schedule. Each year the Media Specialist and Principal collaborate to find the best possible scheduling for the Media Center and Media Specialist.

Essential to a successful flexible schedule is collaborative planning between the library media specialist and the teacher to develop curriculum based library media activities that provide student-centered learning and classroom related activities. Monitoring of flexible schedule and careful record keeping will assure that all students are engaged in library media activities routinely.

Use of Flexible Scheduling:

❖ Follows recommended national guidelines.
❖ Ties library media center use to classroom objectives.
❖ Allows students and teachers to use the library media center and its resources as needed.
❖ Provides access for use of library media center as a learning laboratory.
❖ Provides a student-centered environment that promotes independent learning while meeting the individual reading needs of the student.
❖ Provides developmentally appropriate activities for all students.

BENEFITS OF FLEXIBLE SCHEDULING

STUDENT BENEFITS:

❖ Having access to materials and equipment when needed
❖ Having personal attention from the library media specialist
❖ Having opportunities to interact with students of various ability levels
❖ Having opportunities to work independently
❖ Having timely instruction in relevant information skills
❖ Having access to print and non-print circulation
❖ Developing an appreciation for lifelong reading

TEACHER BENEFITS:

❖ Being able to meet individual needs of students
❖ Being able to vary classroom activities
❖ Having students use a greater variety of print and non-print resources
❖ Having access to resources and equipment for instruction, as needed
❖ Planning instructional and curriculum goals with library media specialist
❖ Being able to concentrate on student-centered learning

PRINCIPAL BENEFITS:

❖ Having a learning program that develops independent learners
❖ Having a program that encourages student responsibility

- ❖ Fostering and encouraging professional cooperation
- ❖ Having a library media center that enhances school curriculum goals and needs
- ❖ Using school-owned resources to the fullest extent

LIFELONG LEARNING

The library media specialist and teachers collaborate, to ensure that students will become effective users of information. Students' ability to think critically increases as they have more opportunities to locate, interpret, analyze, evaluate, and communicate ideas and information. When these opportunities are integrated throughout the curriculum, students develop a practice that will translate into lifelong learning strategies.

PROMOTING THE LIBRARY MEDIA CENTER

The library media specialist at St. Elmo Elementary School makes every effort to promote the library media center positively throughout the school and community. Attention is drawn to the variety of services offered by the LMC and its importance to the overall success of the school.

These are some of the ways the LMC is promoted:

- ❖ Book Fairs
- ❖ Open House
- ❖ Orientation
- ❖ Maker Space (Cougar Creation Station)
- ❖ Student displays of classroom work
- ❖ Memos to teachers
- ❖ Family Reading Night (or if done during the day at school)

INFORMATION TECHNOLOGY SERVICES

INFORMATION TECHNOLOGY SERVICES

The library media specialist collaborates with administrators and teachers to select, manage, and evaluate appropriate technologies that support the curriculum. Different policies and procedures must be followed in using these technologies.

TECHNOLOGY USE – ST. ELMO SCHOOL POLICY

"Your" computer does not belong to you, rather it belongs to the Mobile County Public School System. Your internet service is provided by the Mobile County Public School System (MCPSS). Hardware and software are the property of MCPSS and are not intended for personal use during or after school hours.

Do not download or install any software without permission from your local system managers. This includes software received at workshops provided by the school system. Software received at workshops belongs to St. Elmo Elementary School and not the individual user.

You may not install the software or use services of a commercial service provider on Mobile County Public School System equipment. However, you may send and receive business messages from someone using a commercial service provider. (Example: You wish to order a catalog from ABC School Supplies and the sales rep. uses AOL (America Online) as his internet service provider.)

Local users must not install, copy, use, or send information and software that is protected by copyright.

INTERNET ACCEPTABLE USE (MOBILE COUNTY)   IFAD (also JCDC)

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened prior to use by committees of educators and community members intent on subjection all such materials be consistent with district-adopted guidelines, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy IF and IFAC and will honor the goals for selection of instructional materials contained therein.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply (see Code of Conduct). The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of students and by students themselves.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children would follow when using media and information sources. The Mobile County Public School System will not be liable for the actions of anyone, student or staff, connected to the Internet through the school Internet access facility. All users shall assume full liability – legal, financial, or otherwise-for their actions.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy.

INTERNET ACCEPTABLE USE ADMINISTRATIVE PROCEDURES IFAD (also JCDC) Procedures

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel must comply with Board Policy IFAC governing the selection of instructional materials. In this manner, school personnel will provide developmentally appropriate guidance to students as they make use of Internet resources to conduct research and other studies related to the district curriculum. All students will be informed by teachers of their rights and responsibilities as users of telecommunication networks prior to gaining access to any network service, either as an individual user or as a member of a class or group.

As much as possible, access to Internet information resources will be designed in ways which point students to those resources that have been reviewed and evaluated by the teacher prior to use. Since students may be able to move beyond those resources to others which have not been evaluated by teachers, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Students may pursue research on the Internet independent of teacher supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

With the complex networking and easy access to systems available worldwide through the Internet users and the parents of users should understand that school district personnel cannot control the content of information residing on the Internet. Users and parents of users should be advised that some locations on the Internet may contain materials considered to be defamatory, inaccurate, abusive, obscene, sexually oriented, or illegal. The Mobile County Public School System does not condone the use of such materials and does not permit usage of such material in the school environment. Parents should be aware of the existence of such materials and monitor home usage of the Internet (if available). Students bringing such materials into the school environment will be dealt with according to the Code of Conduct along with the termination of access privileges.

CORE RULES FOR INTERNET USE   IFAD (also JCDC)
Procedures

The use of Internet resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as punishment for such violations as prescribed in the Code of Conduct. Unacceptable uses of Internet include the following:

- ❖ Using profanity or obscenity.
- ❖ Copying and/or distributing commercial software in violation of copyright law.
- ❖ Ordering services or merchandise from other agencies that have Internet access. All matters concerning the merchandise and services ordered from a seller, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the seller and the user. The Mobile County Public School System makes no warranties or representations whatsoever with regard to any goods or services provided by the seller and expressly forbids these transactions originating from the school system Internet access. The Mobile County Public School System and school system personnel shall not be a party to these transactions or be liable for any costs or damages arising out of the actions of sellers.
- ❖ Using the network for financial gain, for commercial activity, or for any illegal activity
- ❖ Altering .and forwarding personal communication without the author's prior consent.
- ❖ Spoofing or otherwise attempting to send anonymous messages of any kind.
- ❖ Lending your password to other students and/or adults.
- ❖ Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- ❖ Using copyrighted materials in reports without permission.
- ❖ Publicizing your home address or phone number.
- ❖ Creating a computer virus and placing it on the network.
- ❖ Using the network for sending/receiving a large number of personal messages.
- ❖ Using the network to send/receive inflammatory message.

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

St. Elmo Elementary School
Copyright Policy

It is the intent of St. Elmo Elementary School, its administration, staff and students, to adhere to the provisions of current copyright laws and congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, titled "Copyrights," and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Specifically:

* Unlawful copies of copyrighted materials may not be produced on district-owned equipment.

* Unlawful copies of copyrighted material may not be used with district-owned equipment, within district-owned facilities, or at district-sponsored functions.

* The legal and insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.

* Employees who make or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under sections 107 or 110 of USC 17 for materials that have been used or copied.

* Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

    * The materials have been purchased from an authorized vendor by the individual or the district and a record of the purchase exists.

    * The materials are copies covered by a licensing agreement between the copyright owner and the district or the individual employee.

    * The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.