

# Green Elementary School

## Library Media Center



# Policy and Procedure Manual

610 Forest Avenue  
Jackson, MS 39206

Adopted 2016-2017

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## **Mission Statements**

### **Department of Education Mission Statement**

The mission of the Mississippi school library media centers is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

### **Jackson Public School District Library Mission Statement**

The mission of the JPSD Library Media Program is to build a literacy foundation that will enable and empower its scholars to transition into life- long learners.

The program will provide scholars the opportunity to be part of our vastly developing world through books, authentic learning experiences, resources from all points of views and cohesiveness with the district's curriculum goals, objectives, and values.

### **Green Elementary School Mission Statement**

To ensure that all scholars have the foundation to become successful learners.

### **Green Elementary Library Mission Statement**

The mission of the Green Elementary School Library program to assist in providing a quality education for every scholar by encouraging lifelong information literacy and learning through reading and inquiry, by providing quality resources (print/non-print and digital formats) and by providing services that support and enhance teaching and

## **Vision Statement**

### **Jackson Public School District Library Vision Statement**

All JPSD libraries will be the chief academic respondent to literacy, research and writing.

## **Library Media Center Goals and Objectives**

**GOAL NO. 1: TO FOSTER A LOVE OF READING AND THE LIBRARY PROGRAM (SHORT-TERM)**

Objectives:

- 1) Provide library orientation for student body.
- 2) Purchase high-interest reading materials on all reading levels (including books requested by students)
- 3) Maintain a nurturing, safe, and fun library environment where all visitors feel welcome

**GOAL NO. 2: TO ENSURE STUDENTS AND STAFF CAN EFFECTIVELY ACCESS, EVALUATE, AND USE INFORMATION (SHORT-TERM)**

Objectives:

- 1) Ensure all resources in library are correctly categorized in Alexandria to provide easy access of information.
- 2) Teach students and staff how to use the Alexandria Online Card Catalog
- 2) Help students learn how to find books using the Dewey Decimal System
- 3) Maintain a list of student-friendly search engines on the library's website
- 4) Promote the use of the MAGNOLIA online database to students and staff
- 5) Fulfill faculty and staff instructional resource needs based on requests made in the Teacher Resource Request Binder and based on data from staff surveys.
- 6.) Increase number of books in media center so that there will be 20 books per student. (long-term)
- 7.) Develop collection so that average age of collection is within 10 years of current calendar date. (long-term)

GOAL NO. 3: TO PROVIDE EXPERTISE IN THE USE OF AND ACQUISITION OF  
INSTRUCTIONAL TECHNOLOGIES (LONG-TERM)

Objectives:

- 1) Assist students and staff with technology troubleshooting in the library as new technologies become available.

GOAL NO. 4: TO PARTICIPATE IN PARTNERSHIPS THAT SUPPORT READING AND  
ENHANCE ACCESS TO RESOURCES THROUGH THE SCHOOL OR AN OUTSIDE ENTITY  
(SHORT-TERM)

Objectives:

- 1) Communicate the mission, goals, and objectives of the library to all stakeholders
- 2) Locate and effectively utilize library volunteers
- 3) Host annual Reading Fair as suggested by the MS Department of Education; support competitors who advance to higher divisions
- 4) Host annual Scholastic Book Fairs
- 5) Organize and collaborate with Library Advocacy Committee for planning and discussion of organizational and procedural issues

## **Budgeting Procedures**

### **Budgeting**

The Library Media Specialist is responsible for the handling of funding for the G.E.S. Library Media Program. Each school year, an allocated amount of money is generated by the Jackson Public School District for each library based on the enrollment. This amount may vary from year to year based on available district funds and fluctuation in enrollment. The LMS determines how to allocate those funds into each budget string.

Using the current year's budget, the librarian will meet with book representatives or go online to create orders. The selected items will be requisitioned in Marathon and records will be kept in a budget binder. The Librarian will maintain all receipts and purchase orders from the purchases made using the Library budget strings. An additional responsibility of the librarian is to develop a Proposed Budget for the upcoming year based on the needs of the Library Media Center. Librarian will submit this proposed budget to the Administrator for approval.

### **Needs Assessment**

Each academic school year, the LMS issues surveys to students and teachers to assess the needs of the library. Data is collected, analyzed, and then used, along with professional tools and curriculum objectives, to help purchase resources for the library with library's allotted moneys.

## **Operational Procedures**

### **Hours of Operation**

The Green Elementary Library is open Monday-Friday at 7:30 a.m. A fixed schedule is followed from the hours of 8:30 a.m. until 2:30 p.m. most days with planning time for the Library Media Specialist and open library for students built in.

### **Library Rules and Expectations**

In keeping with the Green Elementary school-wide expectations, students are to display appropriate behavior and respect for themselves, other students, faculty and staff members. Students are asked to follow these rules to govern their behavior while visiting the library:

1. Use a quiet voice when entering and visiting the library.
2. Show respect for everyone.
3. During class, raise your hand to speak and stay in your assigned seat.
4. No eating or drinking in the library.
5. Take care of all library materials.
6. Follow directions

### **Circulation Policy**

Students in grades 1<sup>st</sup>-5<sup>th</sup> are allowed to check out one book per week during their scheduled library time. Students must return borrowed books on the following week. Any student who withdraws from Green Elementary must return his or her library book before the last day of attendance. Pre-K and kindergarten students are not allowed to check out books unless it is at the parent's request.

### **Renewals**

Books may be renewed once unless another student has placed a hold on that particular book. The book must be brought back to the Media Center to be renewed.

### **Staff Checkout Policy**

Faculty may check out an unlimited number of materials as long as needed. Books, professional development resources, periodicals, audio-visual materials, and equipment must be checked out at the circulation desk.

### **Reference Materials**

Reference materials are to be used by students in the library media center. Teachers may check out reference materials for use in the classroom when necessary.



**Professional Collection**

Professional collection item may be checked out by staff with unlimited usage, but should be returned after use so that others may use them.

**Periodicals**

Magazines are not to be taken out of the library media center by students, but may be checked out by faculty members.

**Overdue Materials**

Overdue notices will be sent home periodically to make students and parents aware of books that need to be turned in. Students may not check out a new book until the overdue book has been returned. Green Elementary Library does not collect fines for overdue books.

**Lost and Damaged Books**

Students learn about book care during library lessons throughout the school year. However, accidents happen. In these cases, we urge students to return the book to the library as soon as possible to be repaired by the librarian. We ask that repairs to books are not attempted by the student or parent at home.

If a book is lost or damaged beyond repair, the student will be required to pay to replace the book. It must be paid for by the student. The payment must be made before additional books can be checked out. Payment for a lost book will be reimbursed if the book is found and returned in good condition within the current semester only. Debts remaining at the end of the school year may be turned in to the office and may delay the receipt of the student's report card.

Any items checked out at the time a student withdraws from Green Elementary must be returned or paid for upon withdrawal.

**Computer and Internet Policy**

There are currently five internet and printer accessible computers in the library. Faculty and staff members may use computers before, during, and after school. Each patron must login using their JPS usernames and passwords to access personal desktops and for access to printers. It is important that all teachers staff log out of the computer that they have used and return it to its generic Student log-in screen as to protect personal information.

Students may access computers using the student login: green/Student036. Students are welcome to use the computers to search the Alexandria catalog for books found in the Green

Elementary Library. This online catalog may be found on the library's webpage. Student may also use computers for AR tests, research, library lesson related activities, etc. All students must have signed Acceptable Use Policy on file to use the internet in the library. Students are not allowed to play games that are not educational or print any materials without permission. Inappropriate use will result in loss of computer privileges.

### **Copyright Policy**

Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical artistic and other intellectual products. Publication is not essential for copyright protection. Federal law prohibits any use of copyrighted works without consent of the author or owner of the copyright except when the use falls under "Fair Use".

### **Patron Request Policy**

The media center welcomes suggestions from the school community regarding purchases which will support the curriculum and the needs of the students. Requests for consideration and purchases should be submitted on request forms found in the library.

## **Collection Development**

### **Material Selection**

The materials selected for the Green Elementary library media center are defined as print and non-print resources including audiovisual and electronic. These materials are reliable, authoritative, and selected in terms of their overall content and value. Resources selected for the collection support the district-adopted program, Accelerated Reader, which monitors the reading abilities and growth of our scholars, and these resources also include a past and present notable literary works. Finally, materials are selected for the G.E.S. library media center to stimulate reader interest and to support the common core standards set forth by the state and district.

In order to continue to meet the needs of our school, a collection development plan must be based upon an analysis of what is current and what is needed. Conclusively, efforts to build a balanced collection for the G.E.S. library media center must be based on data from the most recent Titlewave Collection Analysis report, referrals and suggestions from teacher and student surveys, and reviews from reliable selection tools.

### **Selection Responsibility**

The media specialist will oversee the selection and purchase of library materials, with approval of the principal. Communication with teachers to understand curriculum needs and recommendations for purchase is an important part of the selection process. Teachers are welcome to make suggestions and leave them in the designated location in the library, as well as, give suggestions on their annual staff library survey.

### **Cataloging and Processing**

The LMS at Green Elementary will follow these steps to process new books as soon as possible to ensure that materials are made available to students and teachers.

1. Packages will be opened, checked, and prepared for processing.
2. Packing slips will be checked against the purchase order and office manager will be alerted of receipt of materials.
3. If materials are pre-labeled by the vendor, LMS will add the record into the circulation system. Items will be double checked to ensure the book and the record match.
4. If materials do not have barcodes and spine labels, these items will be created and shall correctly indicate where the book will be located.
5. Additional information such as a reading program levels or *fiction* series may be added at this time.
6. Materials will be stamped with the school library's stamp.
7. Items will be shelved the in the correct location or on a special display that showcases new arrivals.

### **Collection Weeding**

In order to maintain a collection that meets the needs of the learning community, deselection (weeding) of materials is essential.

Decisions concerning the replacement of individual items are based on the following considerations:

- 1) demand for the specific item;
- 2) the number of copies held;
- 3) the existing coverage of the subject within the collection;
- 4) the validity of its contents;
- 5) the availability of the title for reorder; and
- 6) the cost of mending verses the cost of replacement. Any duplication of materials is governed by popular demand, importance of the material, and budgetary limitations.

The Green Elementary School Library will use the acronym **M-U-S-T-I-E** to determine whether a library item should be weeded.

The following standards are used to discard an item:

(Source: Texas State Library and Archives Commission)

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant to the needs and interests of your community

E = The material or information may be obtained expeditiously elsewhere through interlibrary

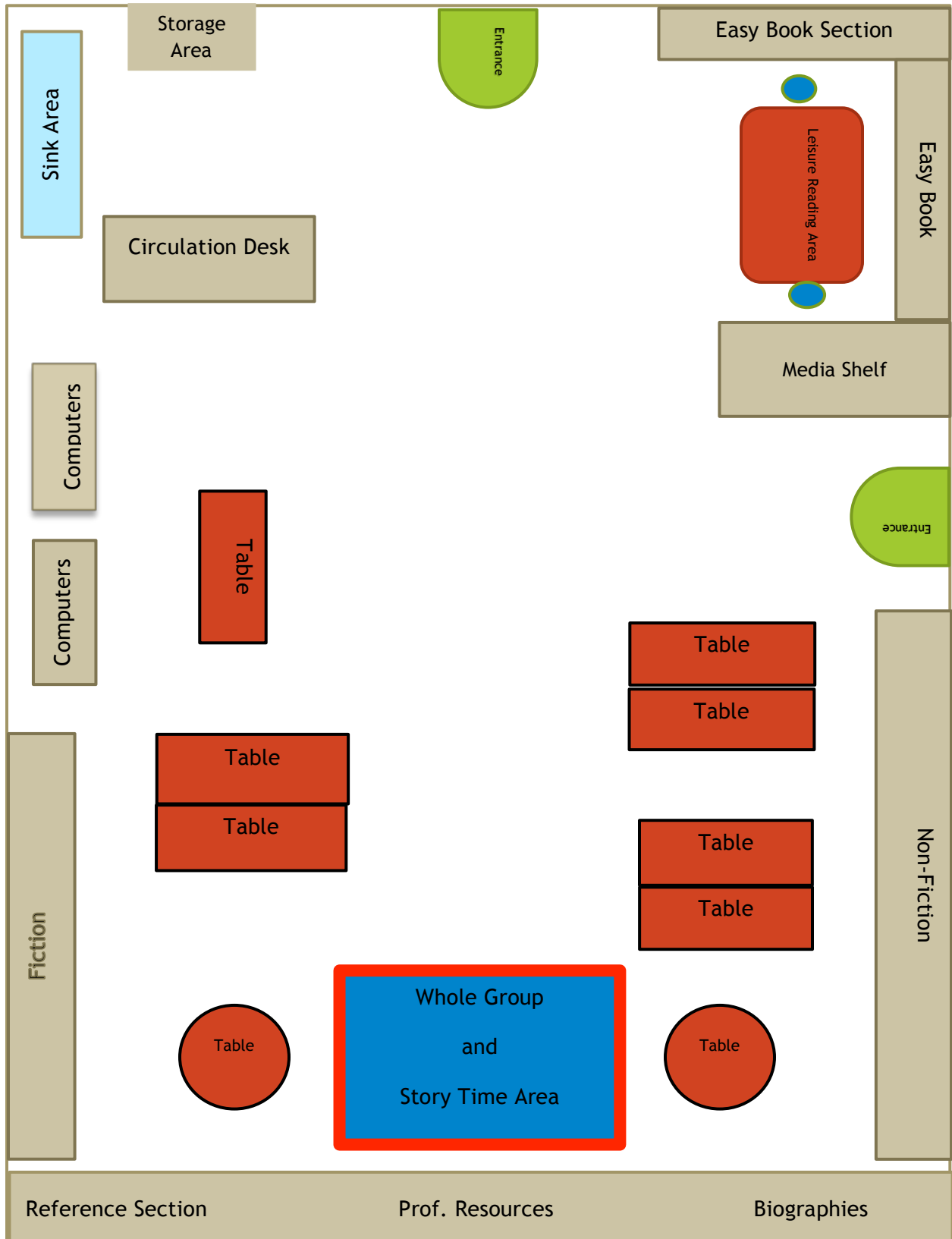
### **Gifts and Donations**

Occasionally gifts of library materials are offered to schools. For acceptance, these materials should meet the same standards for use as do materials purchased by school district. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

### **Challenged Materials Policy**

Any resident or employee of the school district may formally challenge library materials used in the district's school library program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process. Challenged materials should be brought to the attention of school personnel and tried to be resolved informally. If the complainant wishes to file a formal challenge, a copy of the district Selection of Library Material Policy and request for Reconsideration of Library Materials form should be handed and mailed to the party concerned by the library media specialist or building administrator. Upon receipt of a request for formal reconsideration of library material, the building administrator will appoint a reconsideration committee. The committee shall review the challenged material and judge whether it conforms to the principles of selection outlined in the district's Selection of Materials policy.

## Facilities Layout



## **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, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.