
Blackburn Laboratory Middle School Library Media Center



Policy and Procedures Manual
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Jaguars: Empowering Minds

Mississippi School Library Mission Statement

The mission of Mississippi's school library programs is to assist in providing a quality education for every child:

- *Encouraging lifelong information literacy and learning through reading and inquiry.*
- *Provide an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.*
- *Providing real and virtual access to appropriate, high-quality resources (print and non-print) and services that support and enhance teaching, literacy, and learning during and outside the school day.*
- *Participating in curriculum development and design of learning activities.*
- *Facilitating professional development for the learning community.*
- *See insert for additional information.*

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.

- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 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 18, 1948.

Amended February 2, 1961, and January 23, 1980,
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council
(from *Information Power, Building Partners for Learning*. American Library Association, 1998. P. 152).

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Section

1

Philosophy

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of the school library media program. The manual will be updated as changes are made in the library media Center (LMC). Back copies of this manual is not available in printed format, because it is continuously being updated.

An electronic copy is available online on Blackburn's website.

Mission Statements

Library Media Center

The mission of Blackburn Laboratory Middle School (BLMS) LMC is to ignite a passion for reading throughout the school, and ensure that all learners can access, process, and communicate information and ideas effectively.

Blackburn Laboratory Middle School

The mission of Blackburn is to provide a safe learning community in collaboration with Jackson State University to annually improve academic achievement and promote life-long learning through discovery and inquiry-based experiences

Jackson Public School District (JPSD) Library

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.

Mississippi Department of Education

The mission of Mississippi's school library programs is to assist in providing a quality education for every child: (*See Appendix A*).

Vision Statements

Library Media Center

The vision of the LMC is to encourage and inspire the 21st century learning community to READ using the various formats and programs that are available for their success.

Blackburn Laboratory Middle School

The vision of Blackburn is to become a top-ranked laboratory school where collaboration and academic excellence co-exist.

Mississippi Department of Education

In collaboration with the school's teaching community, Mississippi's 21st century school library programs should be the center of teaching and learning by providing access to quality collections and technologies, and by extending services beyond the school library's four walls and the traditional school day.

Jackson Public School District (JPSD) Library

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

Goals

The goal for the LMC at BLMS is to promote a love for reading that will develop an appreciation for books to become information literate and effective readers of the 21st century.

A. Short Range Goals

- To relocate one of the copy machines to the LMC by June 30, 2016.
- To add barcodes to every books and equipment in the LMC by December 9, 2017.
- To reestablish the reference collection by January 1, 2019.
- To reorganize the Library Advisory Committee by December 16, 2016.
- To develop a plan that will integrate MAGNOLIA databases in the curriculum by June 1, 2018.
- To ensure that students are reaching their goals each nine weeks (June 1, 2017).

B. Long Range Goals

- To implement the integration of the library media program into the curriculum by collaboration between all members of the learning community (continuing).
- To provide resources appropriate for the school's curriculum (continuing).
- To add displays that will promote literacy (continuing).
- To update and maintain the professional and reference sections (continuing).
- To keep the collection current by weeding often (continuing).
- To maintain and promote the Accelerated Reader (AR) program (continuing).

Objectives

1. To promote literacy.
2. To create and maintain a well-discipline environment that is warm, inviting, functional, and conducive to learning.
3. To develop an optimistic relationship with the faculty, staff, students, and community.
4. To provide services and resources that meets the instructional and recreational needs of the school community.
5. To provide an up-to-date collection of both print and non-print materials including technologies that will support the school's curriculum in all formats.
6. To provide students assistance in locating and using information for instructional usage.
7. To provide access to professional materials and information for both the faculty and staff.
8. To attend conferences, workshops, and continuing educational courses to keep abreast of the latest library trends.

Section 2 General Information

Hours of Operation

The BLMS LMC is open week days Monday through Friday from 7:30 a.m. until 3:30 p.m. to everyone. Extended hours are available upon request.

How the Schedule Operates in the Library Media Center

The BLMS LMC operates on flexible, fixed, and mixed schedules. Each teacher follows a fixed schedule to promote reading by deliberately allowing students to check out books on a weekly basis. The remainder of the faculty and staff use either a flexible or mixed schedule, which allow for ultimate usage.

All students must have permission and a pass from their teachers to visit the LMC. Everyone should sign-in at the circulation desk when they enter the LMC and sign-out when they exit the LMC.

The LMC is open for circulation of books and materials after the third week of the beginning of the school year. The LMC is closed for the last three weeks of the school year for inventory purposes and end of the year closure.

Sending Students to the Library Media Center

Teachers are allowed to send up to 3 students at a time to check out and return library books or complete assignments.

School Bell Schedule

The bell schedule is operated using a block schedule. The block schedule is divided into four blocks, which consist of 94 minutes each. The four blocks allow students to operate on either an A-day or a B-day. All grades operate on the same bell or daily schedule. (*See Appendix B*). All students in grades 6-8 have the same lunch bell schedule. (*See Appendix C*).

Library Schedule by Grades

Every class is scheduled into the LMC by their grade on the same day every week using either the A-day or B-day schedule (*See Appendix D*).

Scheduling Classes, Special Events or Groups in the Library Media Center

The faculty and staff members are encouraged to sign-up in advance at the circulation desk to schedule their classes or small groups to use the LMC. The LMC is also available for hosting special group meetings, but must be pre-approved by an administrator.

Library Media Center Rules

Students must follow the rules or suffer the consequences when visiting the LMC:

Rules

1. Students should be quiet when they enter and leave the LMC.
2. Faculty, staff, and students should sign in and out when they enter and leave the LMC.
3. Materials to be laminated should be given two days in advance.
4. Students should raise their hand to be recognized before speaking or moving.
5. Students should not leave the LMC without permission.
6. Students should respect the rights of others in the LMC.
7. Only 3 students are allowed to come to the LMC without supervision.
8. Students must be supervised at all time.
9. Students should not rearrange the furniture in the LMC without permission.

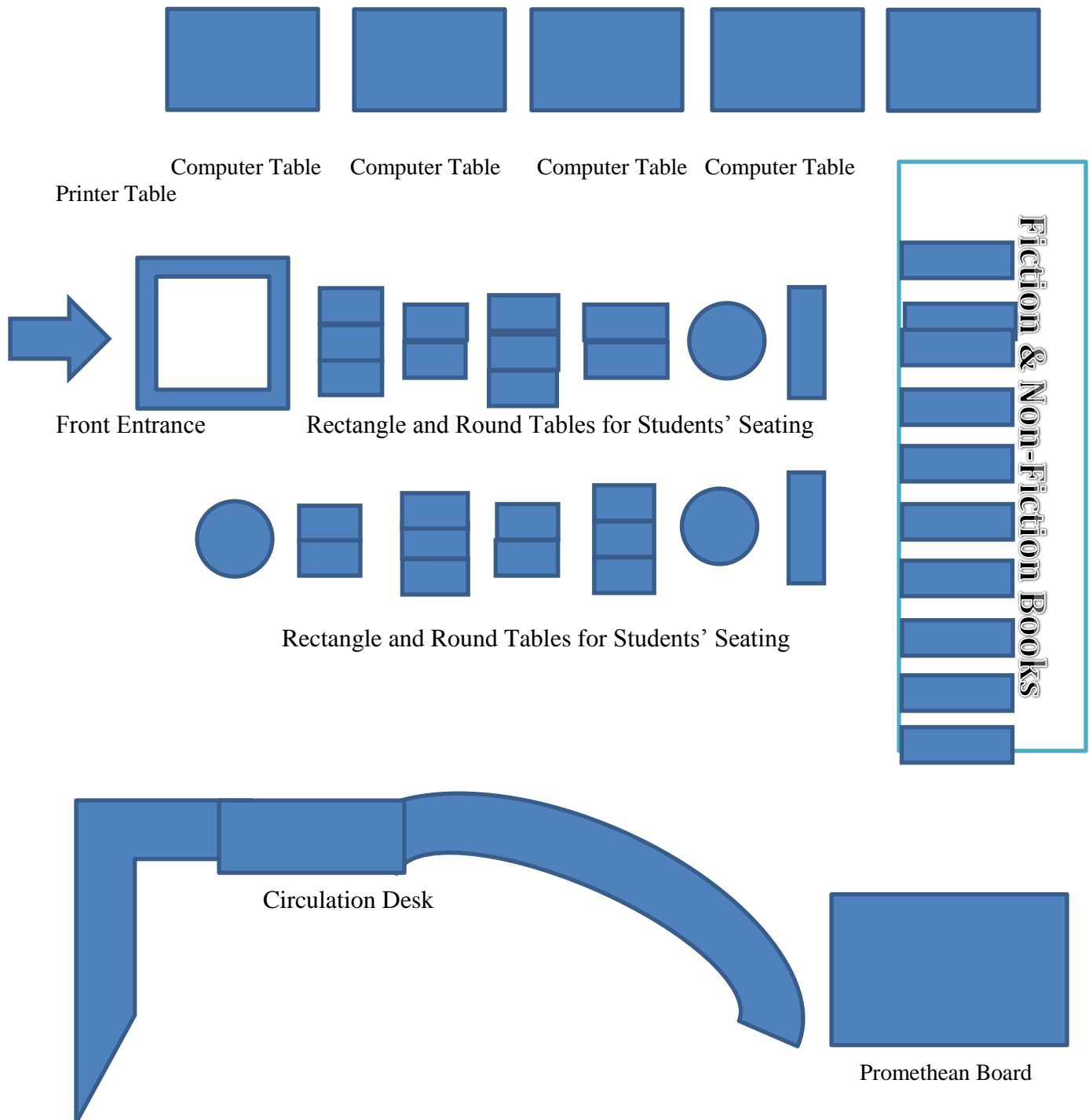
Consequences

1. A verbal warning to students from the library media specialist (LMS) or teacher in charge.
2. If a student continues to misbehave, he/she will be asked to return to their classroom and the teacher will be contacted immediately.
3. If the student's behavior is severe, the student will be sent to the office immediately.

Jackson Public Schools District Code of Conduct Handbook

Every year students are given a copy of the Student Code of Conduct Handbook at the beginning of the school year. A copy of the handbook is also available on the JPS website. (*See Appendix E*).

Library Media Center Floor Plan



Evacuation or Emergency Plan

- If students are in the library when a fire drill or emergency evacuation takes place, students will remain in the LMC with their classroom teacher or the LMS and follow the instructions that are printed in the Teachers' Handbook.
- If students are in the library during a tornado or severe storms they should remain in the LMC with their classroom teacher or the LMS and follow the instructions that are printed in the Teachers' Handbook.
- Students should not talk during the fire or tornado drills and take them very seriously.

Section

3

Users

Services

Programs

Academy of Math
Academy of Reading
Accelerated Reader
STAR Reading
STAR Math
Alexandria Automation System
MAGNOLIA

Student Services

Accelerated Reader/STAR Reading and Math
Lamination
Scholastic Book Fair
Computer/Internet
MAGNOLIA Databases
Printing
Orientation
Bibliographic Citation Guide

Teacher Services

Lamination
Ellison Machine
Scholastic Book Fair
Inventory
Computer/Internet
Periodicals (Newspapers/Magazines)
MAGNOLIA Databases
Audiovisual Equipment
Desktop Publishing
Copy/Printing
Orientation
Video Recordings
Website/Web Page
Equipment Circulation

Lamination Policy for Teachers

Lamination is free for the school community. However, the LMS request that items be given at least 24 hours in advance. Faculty, staff, and students should not operate the machine without permission from an administrator.

Equipment and Materials Circulation Policy for Teachers

All printed and non-printed equipment and materials are circulated using Alexandria automatic system. The automation system makes circulation and library management more efficient and accurate. Circulation of books and materials outside the school community is based on the decisions of the LMS and/or the principal.

Circulation reports are printed from the automation system upon request from an administrator and/or Lead Librarian.

BOOKS AND EQUIPMENT

Students check out one book at a time for a period of two weeks as long as they do not have an outstanding fine. The library automation system tracks the circulation of all books and equipment scanned. Borrower cards are not needed when the automation system is used. Manual circulation becomes necessary when the automation system is not working or out of order. Students sign a borrower card and the LMS records the book's title and barcode. The information is then filed under the homeroom teacher's name. Students are not allowed to check out equipment or books for students, faculty, or staff. Faculty, staff, and students must checkout their own books and equipment. Everyone is totally responsible for the equipment and/or books they have checked out.

REFERENCE BOOKS

Students are not allowed to check out reference books without prior permission from the LMS and/or their classroom teacher.

PERIODICALS

Current magazines and newspapers are circulated overnight only. Older copies may circulate for three days or longer depending on the date and demand.

LOST AND DAMAGED BOOKS

If a library book is lost or damaged beyond use, the student is charged the cost of the book. If no amount is listed, the following amounts are suggested: copyright year prior to 1980 is charged \$5.00; 1980-1989, \$8.00; 1990 and beyond, \$12.00. The LMS should use good judgment in determining the price for damaged or lost paperbacks and pre-bound books.

A receipt book is kept in the office and the LMS will issue a receipt to the student that is paying for lost and/or damaged books. Receipts must be kept for students to be reimbursed for lost books that are found. No reimbursements will be made after the close of a school year.

FINES

No fines are charged for students returning books late, but students are encouraged to return books on time. Students are only charged a fine if they damage or fail to return their library books. Faculty and staff members may keep equipment and books as long as they are being used. Money collected for damaged and lost books are used for library expenditures.

Copyright Information

The copyright policy states that “the district and its employees shall comply with the applicable provisions of the Copyright Act of United States (Title 17 of the U.S. Code). The copyright policy governs the making of photocopies or other reproductions of copyrighted materials. The complete procedures for printing and duplicating services/copyright law can be obtained by reviewing Policy GACP/EH and IFH. A hard copy has been provided for your immediate review. (*See Appendix F*).

Section

4

Acquisitions

Collection Development Policy

The collection development policy at BLMS is built around the availability of materials, resources, equipment, and the faculty, staff, and students' need. The LMC collection support the curriculum, genres, readers' ages, and reading levels of the learning community. The LMC collection development policy ensures that materials, resources, and equipment in the LMC are appropriate for the teaching and learning community.

The LMS is responsible for the collection development and ensures that the materials and equipment in BLMS LMC are appropriate for the whole community in which it serves.

The library collection is updated regularly by the LMS. (*See Appendix G*)

Materials Selection Policy

The LMS are guided by the selection policy for an accredited library media program in their district. For instance, JPSD librarians are guided by the guidelines set forth in the district's policies handbook for selecting materials for instructional purposes such as the *Policy II*, for *Selection of Instructional Materials* Sections I through VII. In addition, the Mississippi State Department of Education list several standards that are described under the *AdvancED Standards for Quality School*, but Standards 3 and 4 are focused on school LMS and their programs. For more information on standards 3 and 4 and their indicators, please review the section in this manual on the Accreditation Policy. (*See Appendix H*)

The selection policy reflects the beliefs and goals of the district school system and support the principles of intellectual freedom described in *Information Power: Guidelines for School Library Media Programs*, the *ALA Library Bill of Rights* (ALA), *Students' Right to Read* (*See Appendix I*) (NCTE), and other position statements on intellectual freedom from ALA and the American Association of School Librarians.

Gifts and Donated Materials

Whenever gifts or donations are made to the LMC the LMS make sure the person giving the gift or making the donation are given proper credit and/or recognition. In addition, a label is placed in the book for the gift or donation with required information recorder in the book.

Books

The LMS check in and account for all library books and materials received. After making sure the order is correct, the LMS proceed to prepare the books for the shelves by:

1. Checking to make sure the conditions of the materials are appropriate.
2. Stamping ownership using the school's name on the books in the following locations: front cover, back cover, and title and secret pages.
3. Writing the barcode number inside book on the secret page or use label from vendors.
4. Following the procedures for adding books to the automation system.

The LMS inform faculty, staff, and students by having it announced and/or setup a display of the new books in the LMC.

Periodicals

The LMS make sure the periodicals are being received every month or bimonthly. If any issues are not being received, the vendors are notified immediately. The LMS also make sure the newspapers are current and are delivered on time.

Software

When software has been added faculty and staff members are notified immediately. They are also given the proper login information.

Videos and other Audiovisual Materials

The LMS make sure that all videos and other audiovisual materials are processed as soon as they are received. Faculty and staff members are informed of the new video listings as soon as the LMS complete the cataloging process.

Equipment

The LMS ensure that all equipment and non-printed materials are added to the online catalog using the automation system and assigned a barcode before they are circulated.

Weeding Procedures

Weeding is essential, though difficult, element of collection development ensures that the LMC materials are useful and accessible. Weeding is a continuous process that will keep the LMC collection up-to-date. When weeding is not done regularly or consistently, patrons have trouble finding interesting and relevant materials.

It is the responsibility of the LMS to determine when and which materials should be weeded. Keep in mind that SACS requires 10 books per student. The weeding process should be continuous throughout the school year and not just during inventory.

The following factors should be considered for each item in your collection. To weed or not to weed an item will probably be based on one of the four elements:

1. *Condition* – Book in poor condition beyond repair should be discarded at once.
2. *Age* – Library patrons usually prefer new books regardless of content.
3. *Reliability* – This is important in factual books. Unless the information given is authentic, it is best to discard the book.
4. *Frequency of Use* – Inadequate space is often a problem in school libraries. It is unwise to keep books on the shelves that do not circulate often or not at all.

More information on weeding will be added at a later date and posted on the library page of the BLMS website.

Repair Procedures

The LMS is responsible for keeping LMC equipment (overhead projectors, LCD projectors, laptops, iPad, CD, DVD, VCR players, televisions, etc.) in working order. The following procedures should be followed when equipment repair is needed. Do not call vendors outside of JPSPD. If the LMS has the use of Marathon, work orders can be placed without the assistance of the school's office manager.

1. Turn in work order request form to the office manager (include name of equipment, location, barcode number, serial number and brief description of problem).
2. Sign and make you a copy of the JPS form from the repairman when the equipment is picked up.
3. Make a copy of JPS repair form when the equipment is returned.
4. If the equipment is not returned within, but retired from service, complete all necessary paper work and inform the appropriate for collecting the item.

Discarding Procedures

The LMS should remove all materials, especially books that are severely worn, torn pages, out dated or very old. The copyright date is also a good tool when it comes to discarding books and other materials. The LMS also should take into consideration that the weeded materials make the best list for generating a discarded list. Once books have been discarded, the faculty, staff, and students may choose these items for their own personal library.

Equipment is normally picked up by the JPSD upon request from LMS or the office manager.

Inventory Procedures

The whole school's inventory, including the LMC is done annually by the LMS. The goal of the inventory is to determine the status of the collection (number of items, number of missing and lost items, etc.). Once the LMC inventory is completed, statistical reports can be generated from the automation system that will determine the needs and conditions of the LMC.

BOOKS

A computerized inventory may be completed using the library automation system and maybe conducted at any time during the school year. However, the LMS conducts the LMC's inventory during the last three weeks or month of each school year.

The manual and automated inventories directions are listed below:

1. Manual Inventory

- a. Arrange the books in the correct order on the shelves.
- b. Run a shelf list report from the library automation system.
- c. Read the shelves and highlight any missing books on the shelf list report.
- d. Then change the status of the missing books in the library automation system.
- e. If books are found during the inventory process, change the status in the library automation system.
- f. Remember to check for books in other places such as the library office, bindery, over-size book section, etc.
- g. Run a report from the library automation system of all books that have been missing for three years or more. Delete these books from the automation system and keep a list of the books.
- h. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

2. Automation Inventory

- a. Arrange the books in correct order on the shelves (desirable, but not mandatory).
- b. Follow the directions for using the Alexandria's PC.

- c. Consult the library automation manual for inventory directions.
- d. Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

NON-PRINT MATERIALS

Inventory of non-printed materials should be done every year as part of the annual LMC inventory. The procedures are listed below:

1. Organize all non-print materials in the correct order to be inventoried.
2. If non-print materials have been entered in the library automation system, the Alexandria PC may be used. If the non-print inventory is done manually, use the shelf list.
3. If done manually, change the status of all missing items in the library automation system.
4. If any parts of the items have been missing for three years, delete the item from the automation system. Keep a report of all non-print items that are deleted.
5. Print statistical reports for the LMS records and any other reports requested by the Lead Librarian.

EQUIPMENT

The LMS is responsible for the circulation and inventory of all LMC equipment. An accurate list of the LMC equipment is kept and inventoried each year. An accurate list includes the name of the equipment, model number, serial number, and JPS Barcode number. All equipment is stored in a secure place within the LMC.

Budget

It is recommended that the LMS work with the principal in developing the budget for the LMC. The LMS is responsible for maintaining the library budget throughout the school year. This is done by keeping a copy of all requisitions and requesting an expenditure budget reports from either the office manager or lead librarian. The LMS can also view the library budget in Marathon.

Library Media Center Budget Strings

The library budget is divided into the following budget strings:

<i>Name</i>	<i>Budget String</i>	<i>Amount</i>
Supplies & Materials	1120-900-2222-000-610-010	Unavailable
Software	1120-900-2222-000-611-010	Unavailable
Periodicals	1120-900-2222-000-650-010	Unavailable
Lake Funds	7192-900-2222-000-653-010	Unavailable
Furniture & Equipment	1120-900-2222-000-730-010	Unavailable
Furniture & Equipment	1120-900-2222-000-740-010	Unavailable

For additional information (*See Appendix J*).

Budget Procedures

It is strongly suggested that the majority of money be placed in the book budget string to replace worn and outdated library books. Money in the supply budget string should be spent on library supplies only. It is recommended that overhead projectors bulbs, ink cartridges for printers and other instructional materials and supplies used by students and staff be purchased from other school funds.

BOOKS

The LMC's automation specification information is on file with each vendor. If in doubt, please contact the vendor before placing an order for confirmation. The specification sheet can also be sent as an attachment with the order.

Check library records for barcode ranges assigned to vendors. If the list is not found, check with the vendor to see if this information is being kept on file.

A wish list of books to be ordered is kept on file as suggestions are given to the library media specialist from the faculty, staff, and students.

All book orders should be completed by the first of March. Further instructions are given from the Lead Librarian and/or office manager concerning when order must be placed. The cutoff date for purchasing items is usually in April of each school year.

PERIODICALS

In an effort to support the academic curriculum; a professional journal is represented in every subject areas of the instructional program.

The Lead Librarian usually sends an email in the spring with information regarding ordering periodicals for the next school year.

SUPPLIES

Supplies are ordered from a list of vendors as well as the JPS Warehouse. Check the JPS Website for a copy of the JPS Warehouse catalog. The office manager will also have a copy available for faculty and staff use.

Automation System Information

Problems concerning Alexandria Automation system should be reported to:

1. COMPanion technical support (800) 320-5830 or (800) 347-4942 or email from the automation circulation screen.
2. Magic HelpDesk (Alexandria category)

Alexandria Automation Service Contract

Alexandria Automation System service contract is given at the beginning of each school year by schools to every LMS by the Lead Librarian. *A copy of the contract is kept on file.*

Jackson Public Schools District Help Desk Contact Information

The Help Desk contact information is located on the JPSD website for entering job tickets. Their phone number is also posted.

Vendors Barcode Ranges

The LMS has contacted the following vendors and given them the following barcodes ranges:

Vendor	Starting Barcode	Ending Barcode
BTSB	3001000070002	3001000090000
Follett Library Resources	3001000040118	3001000050000
Perma-Bound	3001000050001	3001000070000
Gumdrop	3001000011001	3001000013000
Delaney Educational Enterprises	3001000090001	3001000095000
Junior Library Guild (JLG)	3001000095001	3001000099000
Creative Library Sales	3001	5300
Rainbow Books Company	3001000009001	30010000011000
World Almanac Education	30010000130001	30010000150000

The generic barcode started at 90000, which is totally different from Delaney's barcode ranges.

Section

5

Technology

Computer Policy

- No student should exceed 20 minutes on a computer when others are waiting.
- Computers are to be used for academic purposes ONLY.
- No more than three students should share a computer at one time.
- Students using computers outside the district technology policy will receive consequences.
- Student should not download, install, uninstall, remove or alter the computer software, browsers or hardware by no circumstances.
- Students that do not adhere to the policies may lose computer privileges up to a month.

An electronic copy of BLMS's video recording cassette tapes is available on the library page of BLMS's website.

Internet Policy

- Every student must have an *Acceptable Use and Internet Safety* form on file before surfing the Internet. (See Appendix K)
- Students are encouraged to utilize MAGNOLIA K-12 databases. See library displays for more information on using MAGNOLIA. (See Appendix L)

Electronic Resources

The electronics resources are available through the online card catalog. However, students are engaged in other electronic resources such as the Accelerated Reader program from the JPS website or BLMS website.

Section 6 Appendices

Appendices

- Appendix A:** Mississippi Department of Education Mission Statement
- Appendix B:** School Bell Schedule (6th & 7th Grades)
- Appendix C:** School Bell Schedule (8th Grade)
- Appendix D:** Library Class Schedule by Grades
- Appendix E:** JPSSD Student Code of Conduct Handbook
- Appendix F:** Copyright Policy and Procedures
- Appendix G:** Collection Development Policy and Procedures
- Appendix H:** Selection Policy and Procedures
- Appendix I:** Right to Read
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