

Pearl Public School District

LIBRARY MEDIA GUIDE



LOWER ELEMENTARY (K,1)

NORTHSIDE ELEMENTARY (2,3)

UPPER ELEMENTARY (4,5)

PEARL JUNIOR HIGH SCHOOL (6,7,8)

PEARL HIGH SCHOOL (9,10,11,12)

Pearl Public School District

LIBRARY MEDIA GUIDE

The mission of Pearl Public School District Library Media Centers is to provide an environment in which students and staff can access, evaluate and apply information using a variety of print and electronic formats. The library media centers support the school's curriculum and assists members of the learning community in becoming effective users of information.

Lower Elementary, Northside and Upper

The library is open from 7:45 a.m. until 2:10 p.m. All elementary students are encouraged to use the library. Books are loaned for a period of one week and each borrower is held responsible for books checked out in his/her name and any fines that may accrue. Damage to books beyond reasonable wear and all lost books will be assessed a fee.

Pearl Junior High School

The library contains many volumes of suitable books for reading and reference work. There are also daily newspapers, computers with internet access, and current and back issues of magazines and periodicals. There is a copy machine in the library that is available for student use. Copies are \$.25 each.

Books may be checked out for a period of two weeks.

Students may have two books checked out at a time.

A fine of \$.05 per day is charged for overdue books. The librarian will give each student a receipt for money collected.

Fees for lost or damaged books must be paid by the student who checked out the book.

Students will not be allowed to receive their report cards until all over due books are turned in and library fines are paid.

Pearl High School

Students may check out up to 4 books at one time and keep them for 2 weeks.

Fines of \$.05 cents per day per book are charged for overdue books. Fines are not charged for weekends or holidays. The library has 2 fine-free weeks each year - one per semester. All fines and overdue books should be cleared before exams and report cards.

Students must have a pass from their teacher to enter the library except before and after school.

Computers are for school-related research ONLY. There is a charge of \$.10 cents per page for copies made using the printer.

A pay copy machine is located in the library for student use. Copies are \$.15 cents each.

Students may purchase basic school supplies such as paper, pens, pencils, poster board, folders, and note cards in the library's supply store for a reasonable cost.

The Pearl Public School District Libraries follow policies and guidelines set forth by the Mississippi Department of Education in the *Mississippi School Library Guide* (2014).

OBJECTIVES

1. To provide and maintain a collection of book and non-print materials designed to complement and enrich the school curriculum.
2. To provide resource material for students and faculty.
3. To make available varied materials of use and interest to both students and faculty.
4. To provide a wide selection of books for leisure reading and to promote a varied selection by students.
5. To provide a well-balanced collection of materials on opposing sides of controversial issues so that students may develop the practice of critical reading and thinking.
6. To provide material representative of many religious, ethnic, and cultural groups and their contribution to our American heritage.
7. To consider the needs, interests, and abilities of individual students.
8. To provide instruction and guidance in the use of the library and research materials.
9. To keep the collection up-to-date and relevant to the learning community served.

LIBRARY POLICIES

SELECTION

Library materials at each school are selected cooperatively by the librarian in consultation with the administration, faculty, students, parents, and other community members. Selection is a cooperative, continuing process. Final recommendations for purchase rest with the librarian with the approval of the school principal and district superintendent.

Educational goals, curriculum needs, faculty needs, students' reading level, maturity level, background, needs and interests and existing materials will be taken into consideration in developing the library collection.

Recommendations by administrators, faculty members, students, parents and other community members will be considered. Material selected should be favorably reviewed in one or more current or retrospective professional reviewing tools.

WEEDING

Weeding is a process by which materials no longer useful are removed from the library collection, usually during inventory. However, weeding should be carried out continuously if the library collection is to be kept up to date. Types of materials which should be regularly weeded from the school library are:

1. Items in such poor physical condition that the reader cannot use them.
2. Books with pages that have become yellowed and brittle with age.
3. Sources which contain material that is outdated or no longer true. This applies particularly to materials in science, or social studies, especially about other lands and people. The copyright date is a great help in evaluating this type of materials, though not the only factor to be considered.
4. Books which have been replaced by new and revised editions.
5. Materials which are not suitable for the readers using the collection.
6. Items which are duplicated of books once popular, but seldom used.
7. Dated audiovisual materials and equipment.

Weeded materials should be completely removed so that they will not find their way back to the library. Old editions should be replaced by newer editions and discarded unless there is a special reason to keep the old one. Material unsuitable to the collection (both print and digital formats) may be offered to other areas of the school, other libraries in the school system, or to a public library.

COPYRIGHT

The information age has made the knowledge of copyright and fair use laws a critical issue for school librarians. A copyright chart and fair use guidelines can be found in each library and will be followed by all libraries in the Pearl Public School District.

CHALLENGED MATERIAL

All materials selected will have been judged on the basis of relevance or permanent value accuracy, authoritativeness, clear presentation and/or readability, and format. Insofar as it is practical, materials will be provided which present all points of view. Materials will not be excluded because of race, nationality, religion, or political views of the writer. When doubt arises about one of the possible selections whether print or non-print, approval copies will be examined by the librarian and at least two other members of the faculty.

The following procedures will be followed when the appropriateness of an item in the library collection is challenged:

1. When a complaint is received which specifically relates to any materials in the library, an informal discussion will be held to determine the nature of the complaint.
2. When necessary, a Request for Reconsideration of Library Resources form will be provided to the complainant to fill out and return to the building principal.
3. The Request for Reconsideration form will be forwarded to an ad-hoc library review committee, appointed by the superintendent, which will consist of the librarian, a reading specialist and/or teacher from the school, the building principal, the director of library media services and a parent member of the school management team.
4. A meeting of this library review committee will be scheduled within two of the receipt of the Request for Reconsideration.
5. Material will be judged by the committee as to its conformance with the criteria for selection listed.
6. The written decision of the committee will be forwarded to the superintendent, who will inform the Board of Trustees and the complainant of the committee's decision.
7. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent requesting the Board of Trustees or a sub-committee of the Board of Trustees to review all of the proceedings. The Board of Trustees will then render a final decision as to the appropriateness of the materials in question.
8. Challenged materials may remain in circulation until the process is completed.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Format: Book _____ e-book _____ Periodical _____ Video _____ Other _____

Title _____

Author _____ Publisher _____

Request Initiated by _____ Phone _____

Address _____

Complainant represents: _____ Self _____ Organization/Group

Name of Organization/Group _____

1. Did you read/hear/view the entire work? _____ Yes _____ No
2. If not, which part did you hear, read, or view? _____
3. Specifically, what part of the information did you find objectionable, and why? (Please cite pages, frames, sections, etc.) You may use the back of this paper.
4. Would you like to recommend this work for another age group? _____ Yes _____ No
5. If so, for what age group would you recommend this work? _____
6. How do you perceive students would be affected by exposure to this work?

7. What would you like for the school to do about this work?
_____ Withdraw it from all students.
_____ Withdraw it for re-consideration.
_____ Do not assign it to my child or allow my child access to this work.
_____ Place it on a closed shelf for special use under a specific teacher's guidance.

Print Name _____

Signature _____ Date _____

*Please list and attach any supporting evidence.