

Antwerp Local School Library Media Center Policies and Procedures Manual

Approved by Board of Education, Spring 2021

Purpose

The purpose of the Policies and Procedures Manual is to provide a guide for the operation of the Antwerp Local School Library Media Center. The manual will be updated as changes are made in the library media center.

Antwerp Local School Mission and Vision Statements

The mission of the Antwerp Local School District is to enable all students to become productive and resourceful members of an ever-changing world using a variety of strategies and technologies. The Antwerp Local School District's vision is for all students to graduate from its PreK-12 educational facilities with 21st Century skills, knowledge, and behaviors that will enable them to successfully participate in the global economy as productive citizens. Ultimately, all students will graduate well prepared for success.

Antwerp Local School Library Media Center Mission

The Mission of the Antwerp Local School Library Media Program is to ensure that students and staff are effective users of ideas, information, and technology. The school library media specialist empowers students to be lifelong learners, critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Through collection development, teacher collaboration, staff development, and student instruction, the library staff works to support the district's mission, vision, and curriculum.

Justification of the Library Media Center

The Antwerp Local School Library Media Center Program adheres to the conditions set forth in Antwerp Local's Administrative Guideline 2520D:

“Libraries and media centers have been established primarily to enrich the education of students and to help them learn how to make effective use of reference and enrichment materials. The cost of such centers can only be justified when the following conditions exist:

- A. The centers are open and available to students during the school day as staffing and program make possible.
- B. The environment within the centers is inviting, attractive, and conducive to thought and study.

- C. Staff members communicate their willingness to assist students in locating the resources they seek and to instruct them in the proper use of the reference and retrieval systems.
- D. Courses of study are designed so that use of the resources that exist in the centers are an essential means for achieving the learning objectives in the course.
- E. Part of the evaluation of what students have learned in a course should be growth in the skills associated with using learning resources such as those that exist in the libraries and media centers.”

Library Media Specialist’s Objectives

1. To teach students to access, evaluate, and use information effectively and ethically.
2. To promote literacy and life-long learning.
3. To maintain a well-balanced collection of media appropriate to the needs of the school.
4. To provide assistance for students and staff/faculty in locating and using instructional materials that enhance the curriculum.
5. To manage a well-planned program and welcoming environment.
6. To provide faculty and staff with professional development opportunities, especially related to technology and information literacy.
7. To collaborate with the teaching staff, public library staff, library aide, and student aides in order to provide students with meaningful literacy and research experiences.
8. To increase and promote the library media center program’s goals, objectives, resources, uses, and needs.
9. To support and enhance classroom curriculum and give students the skills they need to become effective learners in the 21st Century.

Student Conduct

Student patrons of the library media center must follow the established rules of the school as stated in the student handbook. In addition, students must follow the district’s Acceptable Use Policy when using the computers. Above all, patrons should respect the library staff and other students. Failure to do any of the above will result in a verbal warning from a staff member, followed by a detention, an office referral, and/or revocation of library privileges (depending on the severity of the violation).

Programs and Services

Faculty/staff members and/or students needing any of the following services or additional information regarding these services and programs are encouraged to contact the library staff at any time:

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|-------------------------------------|-----------------------------------|
| ALSTV Archers Live | Adobe products |
| District social media | Microsoft products |
| Public relations | Video editing |
| Accelerated Reader | Audiovisuals |
| Book fair | Digital cameras and accessories |
| Book sets | Technology assistance/integration |
| Book talks and recommendations | Professional development |
| Popular or award-winning literature | Information literacy skills |
| Book repair | General Internet/Google searches |
| Book orders | Research |
| Library media center web page | Citation and plagiarism |
| School website | STEAM education |
| INFOhio | Cricut |
| TumbleBooks | Ellison machine |
| Opposing Viewpoints | Laminator |
| Online and print periodicals | Poster maker |
| Printing and scanning | Button maker |
| Google Drive and Sites | |

Patron Checkout Policies

| Patron Category | Circulation Policies |
|--------------------|--|
| Staff/Faculty | No limit or fines; 6 weeks; 50 renewals |
| Grades preschool-2 | 2 books; 1 week; 1 renewal; no overdue fines; must pay for lost or damaged books |
| Grades 3-5 | 3 books; 2 weeks; 1 renewal; no overdue fines; must pay for lost or damaged books |
| Grades 6-8 | 3 books; 4 weeks; 2 renewals; no overdue fines; must pay for lost or damaged books |
| Grades 9-12 | 5 books; 4 weeks; 2 renewals; no overdue fines; must pay for lost or damaged books |

Management

Library materials are circulated using the automation program SIRSI. A web-based portal is available through INFOhio and the library media center's website, available on any computer with Internet access.

Lost and Damaged Books

If a book is lost or damaged, the patron should inform the library staff immediately. The patron will be charged for the original cost of the item and will be encouraged to pay the fine (or replace the item) before the end of the school year. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. If the item and other patron fines equal more than nine dollars, the patron may be blocked from further library use until the fine is paid or reduced. A student must pay his/her entire fine before he/she graduates. If a student cannot do so, he/she must make arrangements with the library media specialist to pay off the fine by assisting with library duties. If a student withdraws from Antwerp Local, he/she must return all library materials and/or pay all library fines before the withdrawal is finalized.

Selection Policy

Rationale:

The administrative staff of Antwerp Local School endorses the tenets set forth in the School Library Bill of Rights for School Library Media Center Programs:

“The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials
 - To provide materials that will support the curriculum, taking into consideration the individual's needs, varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served
 - To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation and ethical standards
 - To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments
 - To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers
 - To provide qualified professional personnel to serve teachers and students”
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While the responsibility for the purchase of all instructional materials is vested in the Antwerp Local School Board (see Administrative Guideline 2520A), the responsibility for the selection of

library materials has been delegated to the library media specialist subject to approval of school administrative officials.

The Antwerp Local Library Media Center strives to provide patrons with materials that will enrich and support the educational program of the school, as well as meet the needs, interests, goals, concerns, and abilities of the individual students and staff/faculty. It is the responsibility of the school library media center program to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and of different points of view. The inclusion of any item in a collection does not necessarily mean that the media center, its staff, or the school advocates or endorses the contents of that item. When deciding whether or not to include a work of fiction, the library media specialist takes into consideration the message of the book as a whole and avoids taking individual passages out of context. The library media specialist acknowledges that parents bear the ultimate responsibility for educating their children.

Along with the guidelines outlined in the district's policy, the following criteria are recommended as a guide to selecting the best resources for the library media center:

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support to the curriculum and educational goals of the school
- Validity, quality, clarity, and format of content
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals or faculty members
- Reputation and significance of the author, illustrator, or publisher
- Timeliness or permanence of the material
- Contribution to the diversity of the collection in order to represent a variety of views
- Appeal to the media center patrons
- Suitability and appropriateness for intended users

The library media specialist will use the following reviewing media to select the best resources for the library media center:

- Booklist
- Horn Book
- Kirkus Reviews
- Library Journal
- Library Media Connection
- Publishers Weekly
- School Library Journal
- Other selection aids, such as best-selling and award-winning lists

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases can be made in person or via e-mail. Student requests are also considered based on the above qualifications.

Purchases

The library will acquire materials as frequently as possible through major distribution centers or vendors that provide substantial discounts (first consideration will be given to distributors with the best discounts). Materials will be purchased from a variety of publishers and distributors. On occasion, items may be purchased from bookstores to fill current and urgent demands.

Donations

Donations will be accepted on a case by case basis. Once an item is donated, it is at the discretion of the library media specialist as to whether or not the item will be added to the collection, based on the selection policy described above.

Collection Maintenance

The entire library collection will be continuously inventoried and assessed so that old, outdated, and worn materials are weeded from the collection. Sample criteria for weeding include: physical appearance, relevance, balance of information, accuracy, reading level, interest to students, copyright date, duplication, and lack of circulation. Popular items will be replaced or rebound if out of print. Older material will be weeded and discarded from the system.

Questioned Library Materials

Though it is the library's purpose to defend the principles of intellectual freedom embodied in the First Amendment to the United States Constitution, occasional objections may arise concerning library materials. Overall, the library media center follows the district's policy on controversial issues (see Policy 2240). In addition, the procedures below will be followed:

1. The library media specialist (with or without the principal's assistance) will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
2. Persons requesting review of questioned library materials may secure the form "Citizen's Request for Reconsideration of Library/Curriculum Materials" from the library media specialist. If the form is not returned within two weeks after receiving the form, the objection will be considered resolved.
3. The material in question will not be removed from the library until the committee described below reaches a final decision. Pending the outcome, however, access to the protested material may be denied to the child of the parent(s) making the complaint if such a request is made by the parent(s).
4. After receiving the completed form, the library media specialist will inform the building principal of the objection. The principal will then form a committee of at least five individuals (preferably the principal, library media specialist, one teacher, the curriculum director, and a community member/parent) who will review the objected material.
5. The committee will meet to discuss the material in question, following the guidelines set forth in Instructions to Reconsideration Committee, and will prepare a report on the material containing its recommendations on the situation.

6. The principal will notify the superintendent, and then the library media specialist (with or without the principal's assistance) will contact the complainant. If the complainant is still not satisfied, he/she may appeal to the Antwerp Local School Board of Education.

Instructions to Reconsideration Committee

Bear in mind the principles of the freedom to learn and to read, and base your decision on those broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you, and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passage or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.

Your report, presenting both majority and minority opinions, will be presented to the complainant at the conclusion of your discussion of the questioned material.

Staff Responsibilities

| <i>Library Media Specialist</i> | <i>Elementary Library Aide</i> | <i>Student Aide(s)</i> |
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| Maintain and update all elements of school library website | Prepare and implement activities for elementary classroom visits | Make copies, get mail, run errands, etc. |
| Place all book, supply, and periodical orders | Stamp, sticker, and tape new books | Stamp, sticker, and tape new books |
| Manage all portions of the budget | Keep elementary books ordered and organized | Assist with book fair as needed |
| Complete all SIRSI functions, including reports | Assist with cataloging, inventories, weeding, reorganizing of books, etc. | Keep library clean and decorated |
| Repair damaged books | Complete basic functions on SIRSI | Update schedules, forms, bookmarks, etc. |
| Help maintain printers and computers, especially in library media center | Help prepare and run book fair | Complete basic functions on SIRSI as necessary |
| Organize, plan, run, and finalize book fair | Daily shelve elementary books correctly | |
| Locate funds for media center needs (via grants, administrative approval, etc.) | Help decorate library and displays | |
| Attend various trainings (NOACSC, INFOhio, book fair, etc.) | Provide suggestions for book and supply orders | |
| Keep current on literary trends and award-winning/acclaimed literature | Repair damaged books | |
| Keep abreast of technology advancements, online resources, and other educational trends/issues | Assist library media specialist as needed | |
| Educate teachers on the above via e-mails, professional development sessions, other resources (like handouts), and personal interactions | Attend basic trainings as needed | |
| Analyze library circulation statistics (via reports and data keeping) | Assist with Battle of the Books | |
| Spearhead inventory, weeding, and updating of the collection on a regular basis | Practice effective classroom/library management skills to maintain a positive library environment (including patron behavior) | |

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| Run reports, distribute bills, collect fines, and deposit money | | |
| Catalog new books | | |
| Assist elementary library aide with elementary classes as needed | | |
| Shelve all books correctly and maintain order in collection | | |
| Keep media center and work room clean and organized | | |
| Assist with Battle of the Books | | |
| Practice effective classroom/library management skills to maintain a positive library environment (including patron behavior) | | |
| Communicate with students, faculty, and staff concerning collection needs/development | | |
| Decorate library and displays | | |
| Collaborate with teachers to provide classroom assistance with information literacy or research skills, online resources, and/or new/other technologies | | |

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