

# Geneva City Schools

## Library Media Procedures Manual

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# **Library Media Center Management**

## **I. Environment**

In the 21st-century learning environment, the school library media center is a learning hub that empowers and engages learners with a variety of information and formats that traditional printing could never cover. The library media program enriches our educational program. In the 21st-century school media center, learners access technology and resources effectively and efficiently and train themselves to become information literate, independent learners, and socially responsible citizens.

## **II. Scheduling**

While each school addresses the needs of different age groups, all employ a partially open, flexible schedule in the media center. Classes are scheduled at the elementary level to provide literary interaction with the library media specialist, yet access by other students and teachers is not hindered. Days are open for scheduled classes as a result of collaborative planning for use and instruction to integrate with the classroom curriculum. At all times students and teachers have open, uninterrupted access at the point of need.

## **III. Budgeting/Funding**

Library media specialists collaborate with local school administrators to ensure adequate funding for the library media program. The library media specialist administers the budget and monitors acquisitions in order to enhance the instructional and informational needs of the learning community. Annual reports are prepared documenting how each source of funding was spent. These records are maintained for five years.

## **IV. School Library Media Committee**

Each school has a School Library Media Committee headed by the library media specialist and includes one administrative representative, a department/grade representative, a student, a parent, and a community member.

## **V. Circulation**

Each school will set circulation procedures based on student needs, curricular needs, and availability within each school's collection. School circulation policies are available from the media specialist within each school.

## **VI. Development of the Collection**

The goal of the Library Media Center is to provide a wide range of learning resources at varying levels of difficulty, with a diversity of appeal and the presentation of different points of view to meet the needs of students and teachers. While the selection of materials for use in the library media centers involves many people, the responsibility for coordinating and recommending the selection and purchase of all materials used in the library media centers rests with the certified library media specialists.

### **A. Procedures for Selection**

The collection will be assessed periodically to determine strengths and weaknesses for the sake of development. Upon evaluation of available resources and curriculum needs, the library media specialist will consult reputable, professionally prepared aids to select appropriate resources.

Gift materials or donations shall be judged by the same criteria as purchases and shall be accepted or rejected by those criteria. Donations are accepted with the understanding that if they do not meet the criteria, they may be disposed of at the discretion of the library media specialist. All donations become the property of the school.

### **B. Criteria for Selection**

1. Resources will support and be consistent with the general educational goals of the state and school district and the goals and objectives of individual schools and courses of study.
2. Resources will be chosen to enrich and support the curriculum and the personal needs of users.
3. Library learning resources will meet high standards of quality in:
  - a. presentation
  - b. physical format
  - c. educational significance
  - d. readability
  - e. authenticity
  - f. artistic quality and/or literary style
  - g. factual content
  - h. durability
4. Library resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are intended.
5. Resources shall be designed to provide a background of information that will motivate the users to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives
6. Library resources will provide information on opposing sides of controversial issues so that users can practice critical analysis. A balanced collection representing various views shall be maintained.

### **C. Preservation**

The following items should not be weeded from the collection:

1. Local and Alabama history unless it can be replaced with new copies
2. School yearbooks and other school publications, e.g. Geneva Memories
3. Publications of Geneva City Schools
4. Items related to the history of Geneva City Schools
5. Classics, unless overrepresented
6. Materials that are not subject to rapid change, e.g. fairy- and folktales, fiction, biographies, poetry, literature, religion

## **VII. Deselection/Weeding of the Collection**

In order to provide a rewarding experience for the student and teacher, removing obsolete, worn, and inappropriate materials from the library media center is both desirable and necessary. Our media specialists weed because of the following:

- A. Weeding out obsolete, ugly, and inaccurate materials will give the library media center a reputation for reliability in the opinion of its users.
- B. Weeding gives the library media center an attractive appearance. Students take better care of a library media center that appears well-kept.
- C. Weeding conserves valuable shelf and media center space. When shelves are stuffed with dated, unattractive books and unnecessary multiple copies, it is difficult to present a good case for a budget increase.
- D. Weeding is essential to collection maintenance. It is not an irresponsible disposal of school property, but rather a needed service that will enhance the credibility and use of the school library media center.

Weeding will be done by the library media specialists since they have a thorough understanding of the existing collection, the school's curriculum, the various units taught in the classroom, and the reading interests of students. Weeding will be done periodically throughout the year, and a thorough weeding will be done every two to three years.

### **A. Criteria for Deselection**

1. Misleading, out-of-date (see Appendix B) and incorrect.
2. Biased, condescending, patronizing, or stereotyped.
3. Worn or badly damaged.
4. Unpopular, unused, or unneeded.
5. Mediocre or poor in quality.
6. Overrepresented in the collection.

### **B. Procedures for Deselection**

1. Identify items to be weeded according to established criteria
2. Withdraw materials from the collection and the computer database
3. Obliterate marks of ownership and/or mark the items as "discarded"
4. Physically remove materials according to the recommendation of the Geneva City School Board

## **VIII. Inventory of Collection**

An inventory of materials is performed once a year at each school in the system. The individual library media specialists will have the discretion of determining when inventory should be done.

## **IX. Challenged Materials**

Occasionally, materials in the library media collection are challenged as inappropriate. Should such a challenge be made, the following procedure is to be utilized:

1. Be courteous, but make no commitments.
2. Invite the complainant to file their objections in writing and offer them the

- questionnaire, “Request for Reconsideration of Materials” (Appendix B).
3. Withdraw the materials temporarily pending a decision of the media committee
  4. Inform and activate your School Media Committee to investigate the complaint. The Media Committee will:
    - a. Read/view and examine the challenged material
    - b. Check reviews on the material that appears in reputable publications
    - c. Weigh the value of the material against the objections to it and reach a consensus based on the overall scope of the material and not on extracted portions
    - d. Prepare a written report on the committee’s findings
    - e. File a copy of the report in the school office and the Library Media Services office
  5. Inform the complainant by letter of the committee’s findings regarding the challenged material.

## **X. Responsible Use of Information (Copyright)**

The library media specialist provides and posts copyright information for all users of the library media center. The Geneva City Schools Student Code of Conduct prohibits plagiarism and copyright infringement. The library media specialist will provide professional development training on copyright information for faculty members when requested by the administration.

## APPENDIX A

### Suggested Copyright Date Chart for Weeding:

000	2-10 years (computer books age faster)
100	5-8 years
200	2-10 years (difficult to weed due to religion)
300	5-10 years
400	3-10 years
500	5-10 years (science books may differ)
600	5-10 years (technology titles may be sooner)
700	5-10 years
800	Flexible
900	5-10 years (though some are flexible)
Biographies	Flexible
Encyclopedias	5 years (AVL versions available online)
Almanacs	3 years
Fiction	Circulation use

## APPENDIX B

### Request for Reconsideration of Library Media Materials

Initiated by (name) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Have you discussed your objections with the principal, librarian, or teacher?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### Material in Question

Title \_\_\_\_\_

Author \_\_\_\_\_ Copyright date \_\_\_\_\_

#### Please respond to the following questions.

1. Did you read/hear/review/examine the entire work? \_\_\_\_ Yes \_\_\_\_ No
2. Specifically what part of the work did you find objectionable? (Please cite specific passages, pages, sections, etc.)
3. For what age group(s) would you recommend this material?
4. What do you believe is the theme or purpose of the work?
5. Could you find any value in the work? (Please describe)
6. How would students be negatively affected by exposure to this work?
7. How did you come in contact with this material?

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_