



MEADOWLAKE ELEMENTARY

LIBRARY POLICY MANUAL



Meadowlake Elementary School
Media Center
8251 Three Notch Road
Mobile, AL 36619
(251)221-1525

Beth Fields
Media Specialist

TABLE OF CONTENTS

I	MCPSS Mission Statement/Vision Statement	1
II	Meadowlake Mission Statment/Vision Statement	2
III	Goals of the Library Media Program	3
IV	Objectives and Standards	4
V	Media Center Description	5
VI	Circulation Policies/Library Rules & Procedures	6
VII	Selection Policies/Collection Developement	7-8
VIII	Procedures for Processing New Materials	9
IX	Reconsideration Procedures	10-13
X	Copyright/Fair Use	14
XI	Library Advisory Committee	15
XII	Media Center Schedule	16



Mobile County Public Schools Mission Statement

The mission of Mobile County Public Schools is to produce a literate, lifelong learner who is visionary and productive, aware of self, accepting of cultural differences, sensitive to others, and who applies knowledge to make morally responsible decisions in an ever changing global society.

We will accomplish this by providing a challenging, relevant, multicultural, integrated curriculum taught by a caring, competent, motivated, accountable staff committed to the success of all students in a safe, orderly environment conducive to learning.

Mobile County Public Schools Library Media Program Mission Statement

The library media program will enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

Meadowlake Elementary School Mission Statement

The mission of the Meadowlake Elementary School Community is to accept the uniqueness of each child and to educate each student to be a responsible, productive citizen in an advanced technological learning environment.

Meadowlake Elementary School Library Media Program

Mission Statement

Meadowlake's library media program will enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively. Alabama's School Library Media Handbook for the 21st Century Learner expresses the mission of Alabama's library media programs as supporting the school's instructional program to improve student learning and student achievement. This mission is accomplished by:

- Ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge.
- Providing real and virtual access to appropriate, high-quality resources and services during and outside the school day.
- Providing instruction to promote proficiency and inspire interest in reading, viewing, and using information. Designing learning activities to meet the learning needs of each student.

Vision Statement

In collaboration with the school's learning community, Meadowlake's library media program will provide access to quality collections and technologies and promote a love for literacy. We will assist every student in becoming a lifelong learner who is information literate, learns independently, and is socially responsible.

Goals of the Library Media Program

The library media program and services are centered on information literacy and are designed around active, authentic student learning as described in the Information Literacy Standards for Student Learning.

The goals of the library media program are to empower students to:

- Access information through learning activities that are integrated into the curriculum and assist students in becoming information literate;
- Select, retrieve, analyze, evaluate, synthesize, create, and communicate information in all formats and in all content areas of the curriculum;
- Use a range of equipment for accessing local and remote information in any format from within and beyond the library media center and the school through electronic networks; and
- Pursue areas of personal interests through reading and accessing information, thereby becoming lifelong learners and effective, responsible citizens in a democracy.

In order to accomplish these goals, the library media program must:

- Furnish supplementary materials to enhance the school curriculum;
- Integrate information skill instruction with classroom activities; and
- Encourage the use of technologies to improve instructional effectiveness.

Objectives

- The purpose of the library media program is to serve students and teachers by providing materials which enrich the educational program of the school and which stimulate an interest in and appreciation of good books. The library media program should ensure that both students and teachers are able to use resources effectively. Objectives which will assist in meeting this purpose include:
- Providing enrichment of the educational program through a well-selected, suitable collection of books and materials for reference and for recreational reading.
- Providing books and materials that support the curriculum while taking into consideration a wide variety of individual needs, interests, abilities, socio-economic backgrounds, and levels of maturity among the students and faculty served by the media center.
- Encouraging students to read both for enjoyment and for knowledge and to develop an appreciation of good books.
- To provide an adequate and useful collection of non-book materials, such as audio-visual materials, computer hardware and software, videos, and equipment.
- The Library Media Center should be the intellectual center of the school.

Standards

The school library media program plays a central role in teaching and learning activities. It is fully integrated into the curriculum, and serves the school's educational goals by providing free and easy access to information and ideas for the entire school community. The media specialist works in cooperation with the principal and teachers to provide a program that enhances the educational process in the school. The library media center offers access to both traditional resources and new technologies. The media center should provide adequate space for all resources and be convenient, comfortable, and aesthetically inviting.

Meadowlake Media Center Description

The Library Media Center at Meadowlake Elementary School maintains an open and flexible schedule. It remains open daily from 8:30 a.m. to 2:30 p.m. and is accessible to the community as well as the faculty and student body. The library media center consists of a large spacious room with a seating capacity of 70. It has an adjoining textbook room, production room. Currently, there are six computers set up in the main room to allow patrons access to the Atrium Search Station, the Alabama Virtual Library, the Internet, iReady, and other educational programs. Students and teachers can move freely throughout the library media center meeting their needs and interests.

Students in grades prek-5 are scheduled every week for storytime and literacy skills lessons as well as computer science standards. At this time, the students listen to a story and then discuss various aspects of the book. Skills pertaining to author, title and illustrator are taught at this level. After the story is read, students are given the opportunity to check out books. Students in K-5 also have the privilege of coming at any time their teacher allows them. They can use the time for checking out books, doing assigned tasks, or browsing. The skill lessons taught provide enrichment in areas covered in the curriculum. The students are taught how to use the automated catalog, the Alabama Virtual Library, and other research aspects of the Internet. Students in grades 3-5 are also very independent users of the library media center. They are taught higher level literacy skills, as well as use stem stations and coding devices.

The library media center at Meadowlake Elementary maintains open access to all resources. The media specialist works with administrators, teachers and students to insure maximum use of the facility. The library media center is a friendly, inviting place that offers a variety of resources and material for accomplishing learning objectives. Students achieve success when working independently or in small groups and become lifelong users of libraries.

Makerspace

Meadowlake's Makerspace will be STEAM or literacy oriented. Each teacher will receive passes for students to use. Materials will also be used for various library lessons. Students have access to iPads, laptops, programming devices, robots, Oculus VR Headsets, and use of collaboration tables.

Circulation Policies

All students, teachers, and staff members at Meadowlake Elementary School may check out library materials. Students in Pre-K and Kindergarten are allowed to check out one book at a time, and may take their library book home at their teacher's discretion. Students in Grades 1-5 are allowed to check out up to two books at a time for home or school use. Teachers do not have a limit on checkouts, but are encouraged to return books that are not being used. Student materials are checked out for a period of two weeks and may be renewed if there is not a hold or reserve on the item. The loan period for teachers and staff members is 30 days, and may be renewed unless there is a hold or reserve on the item.

Each library patron is issued a library card which is used for checkout. When students enter the media center, they place books in the return cart located at the circulation desk. Books are checked in by library staff, and placed on one of three shelving carts: one for Easy, one for Fiction, and one for Dewey. Students are not allowed to choose books from the shelving carts. Books are shelved throughout the day by library staff as time allows.

Students with lost or overdue books are not allowed to check-out any additional materials until their record is cleared by paying for lost or damaged materials, returning overdue materials, or renewing overdue materials. Teachers and staff members are encouraged to make every attempt to find and return all borrowed items.

Library Rules & Procedures for Students

Students will adhere to the following rules and procedures in the library media center at all times.

- Students will walk at all times in the media center.
- Students will use inside voices at all times in the media center.
- Students will use all library materials and equipment responsibly.
- Students will return library materials by their due date.
- Students will be courteous to other patrons in their usage of the library media center.
- Students will adhere to the Acceptable Use Policy when using the internet.

Selection Policies

The objective of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served. The standard for selection of library media instructional, informational, and recreational resources is determined by the policy of the Board of School Commissioners. Content considerations include how it relates to the curriculum, the existing collection, and the needs, values, and interests of the community.

The following criteria will be used as a guide by the Library Media Specialist when selecting materials:

- educational significance
- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

The following kinds of material are selected for the media center:

- Materials integral to the instructional program.
- Materials appropriate for the reading level and understanding of students in the school.
- Materials reflecting the interests and needs of the students and faculty served by the media center.
- Materials warranting inclusion in the collection because of their literary and/or artistic value and merit.
- Materials presenting information with the greatest degree of accuracy and clarity possible.
- Materials representing a fair and unbiased presentation of information. In controversial areas, the media specialist, in cooperation with the faculty, should select materials representing as many shades of opinion as possible, in order that varying viewpoints are available for students to assess.
- Materials that serve the recreational and personal information needs of students and staff.

Collection Development

Depending on the source of funding, materials will be order either through a local school purchase order or through a Central Office requisition using NextGen. When compiling a large book order, attach a list of all books being ordered following vendor specifications. Include a “Do Not Exceed” amount and type “No Backorders Accepted” on the purchase order.

Quality, service, discounts, availability of MARC records, and processing options are considerations when selecting a vendor/jobber. It is recommended that MARC records and processing be purchased when available. Some materials must be ordered directly from the publisher. Publisher's Library Binding and Publisher's Library Edition are recommended for all School Library Media Centers. The material format must be strong, practical, suitable for its purpose, and easy to use. Some materials are available through the MCPSS bid process. See MCPSS Active Contracts and Alabama Active Contracts for more information.

Gifts and Special Materials

Gifts, sponsored materials, expensive materials, ephemera, and special requests must meet the same criteria for selection, cataloging, classification, and inclusion in the library collection that govern purchased materials.

Procedures for Processing of New Materials

When possible, books are ordered processed from the vendor with Marc records. Book orders will be checked against the invoice upon receipt. Marc records will be imported into Atruum and checked for accuracy. Books will be stamped with the Meadowlake Media Center stamp on the inside front and back covers and on the title page. The following information will be written in the title page gutter: Barcode #, Vendor, Source of Funds (Library Enhancement, Title I, PTO, etc.), price, Call number. Accelerated Reader label, if available, will be placed at the top of the inside back cover with the book's barcode written on it and covered with a label protector. Appropriate colored dot sticker will be placed below the call number on the spine to show Accelerated Reader level:



1st Grade



5th Grade



2nd Grade



6th Grade



3rd Grade



7th Grade



4th Grade



8th Grade

Accelerated Reader sticker will be covered with a clear label protector. Any publisher's barcode on the back of the book will be covered with a blank white label and covered with a clear protector. Accelerated Reader tests will be installed if received.

Challenged Materials

Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school Library Media Center or central office Media Center despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material.

Persons requesting reconsideration of any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see next page) in its entirety. Each school and the central office will keep on hand and make available this reconsideration form. All formal objections to materials must be made on this form.

MOBILE COUNTY BOARD OF EDUCATION REQUEST FOR RECONSIDERATION OF LIBRARY/INSTRUCTIONAL MATERIALS

School Title
Media Format
Author or Producer
Date of Publication or Production

Request Initiated By:

Name

Address

Telephone

Does the person making this request represent a group or organization? YES NO

If so, please identify the name of the organization. _____

How was this material selected? Student Choice Required

PLEASE ANSWER THE FOLLOWING QUESTIONS. (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)

1. Have you read, viewed, or listened to the material in its entirety? YES NO
2. What do you find objectionable about the material? Please cite the specific passages and their relationship to the work as a whole.
3. What do you identify as the theme of this material?
4. What good features do you identify?
5. For what age group would you recommend this material?
6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended.
7. Do you wish to make an oral presentation to the Library Media Committee?
YES NO

SIGNATURE

DATE

Procedures For Appeal

- A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. The person receiving the complaint shall be courteous, make no commitment, and refrain from voicing personal opinion.
1. Written documentation of this contact should be filed with the school principal.
 2. ***The material in question shall remain a part of the collection and in use until the reconsideration process is completed.***
- B. In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process but refraining from expressing personal opinion.
1. If, after consultation, the complainant desires to file a formal complaint, a copy of the reconsideration form should be given to the complainant by the principal.
 2. The reconsideration form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the district Media Supervisor.
- C. Any action taken related to challenged materials must be heard by the school's [Library Advisory Committee](#).
1. Each committee member shall read, view or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material. The Library Media Specialist will compile necessary professional evaluations of the material in question.
 2. The deliberation and balloting of the [Library Advisory Committee](#) shall be private.
 3. The [Library Advisory Committee](#) shall meet to:
 - Hear the concerns expressed by the complainant
 - Discuss the materials relative to values and faults, appropriateness to grade level, and curriculum.
 - Form opinions based on the materials as a whole and not on passages pulled out of context
 - Render a majority decision, in a meeting with a quorum present, choosing one of the following:
 - (1) take no removal action
 - (2) remove the challenged material
 - (3) limit the educational use of the challenged material
 - (4) place the material at another grade level
 4. Within five days of the [Library Advisory Committee's](#) decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.

Appealed Decisions

A. Appeals to the school's Library Advisory Committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:

- Supervisor of library media services;
- Representative Library Media Specialist/s – including Library Media Specialist from school involved;
- Representative/s of the superintendent's Student and Teacher Advisory Committees; and
- Curriculum & Instruction Supervisor/s.

B. The school Media Specialist and/or principal will provide information to each School Board member which will include:

- Decision of the school Library Advisory Committee
- Right to Read
- Library Bill of Rights

C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.

D. The Mobile County Board of School Commissioners is the final authority.

E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.

Review of Selection and Appeal Procedure

A. Principals shall review the selection and reconsideration procedures with all staff annually.

B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

Copyright/Fair Use

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

Copyright Policy

Mobile County Public School System recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the “fair use” doctrine.

While the system encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system staff to abide by the system’s copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system staff to violate copyright requirements in order to perform their duties properly. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the system’s procedures or is permissible under the law should contact the system’s library media services department. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

In accordance with copyright compliance, copyright regulations will be prominently posted at all areas where materials may be reproduced without supervision.

Copyright Procedures

What is Copyright? (Title 17, United States Code)

Copyright is a property right granted to authors and creators of works. Copyright is necessary to advance the public welfare by promoting artistic and scientific progress. (Title 17, United States Code)

Length of Time Protected: Life of author/creator + 70 years (Sonny Bono Extension Act) Works Eligible for Protection: Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of machine or device.

What are Copyright Owners’ Rights?

- The right to reproduce or copy the work
- The right to prepare derivative works
- The right to distribute to the public
- The right to public performance of the work
- The right to public display of the work
- The right to digitally transmit recordings (digital author’s right)

Please refer to the Mobile County Library Media Handbook for additional information about copyright and specific guidelines on “Fair Use”.

Library Advisory Committee

A Library Advisory Committee is formed at the beginning of each school year. Members will include an administrator, at least one volunteer teacher from each grade level, at least one parent and community stake holder, and a student. The committee will meet throughout the year to discuss library programs and activities and library book selection.

Position:	Name:
Kindergarten:	Mary Collins
First:	Julie Barbour
Second:	Mindy Roubik
Third:	Kelly Schreiner
Fourth:	Mandy Eckerman
Fifth:	Tonia MacDougall
Administration:	Joi Miles
Media Specialist:	Beth Fields
Student:	Georgia Wingard
Parent:	Jennifer Schwartz
Community Member:	Misti Reichert

Media Center Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:45-8:15	On Duty	On Duty	On Duty	On Duty	On Duty
8:15-8:45	Tech Support/Morning announcements				
8:45-9:15	A: D'Antonio	A: Reeves	open checkout	A: Mitternacht	Open checkout
	B: Schreiner	B: Draper	open checkout	open checkout	
9:20-9:50	A: Branch	A: Daffin	A: Barbour	A: Roubik	Open checkout
	B: Lanier	open checkout	B: Nelson	open checkout	
10:00-10:30	open checkout	A: Collins	A: Gray	A: Rooney	Open checkout
	open checkout	open checkout	open checkout	open checkout	
10:30-11:00	open checkout	B: Sullivan	A: Shelborne	open checkout	Open checkout
	open checkout	open checkout	B: MacDougall	open checkout	
11:00-11:30	B: Wingard	B: Eckerman	open checkout	open checkout	Open checkout
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00-12:30	planning	planning	B: Moore	planning	planning
12:30-2:30	open checkout				
2:30-3:15	Website/Social Media/tech support	Website/Social Media/tech support	Website/Social Media/tech support	Website/Social Media/tech support	Website/Social Media/tech support