

Table of Contents

Mission Statement	3
LeFlore High School.....	3
LeFlore High School Library	3
Mobile County Schools Library Media Program	3
Alabama Library Association.....	3
Instructional Services	4
Schedule.....	4
Library Access.....	4
Student Transfers	4
Circulation Policy	4
Equal Access Policy.....	5
Library Rules and Procedures	5
Copyright	6
Information Selection Services	6
Criteria for Selection of Resources	6
Budget	6
Acquisitions	6
Reconsideration Procedures.....	6
Resource Maintenance Services.....	6
Library Media Arrangement	6
Weeding the Collection	7
Library Media Advisory and Budget Committee	7

Mission Statement

LeFlore High School

The mission of John L. LeFlore Magnet High School is to ensure all students are college and career ready graduates.

LeFlore High School Library

The mission of LeFlore Magnet High School Library is to promote information and digital literacy to all students, staff, and the community. Through collaboration, research and thinking critically, students will become proficient learners in accessing information in the 21st century.”

Mobile County Schools Library Media Program

The mission of the Library Media Program in the Mobile County Public School System is to 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 Library Association

The Mission of the Alabama Library Association is to provide leadership for the development, advocacy, and improvement of library and information services and to promote the profession of librarianship, to enhance learning and ensure access to information for all.

Instructional Services

Schedule

7:30-2:30 pm Monday-Friday

*Before and after school use must be scheduled ahead of time

The schedule is flexible for teachers to schedule their classes each block. The library is also open for students to check out books during the day. There is a Library Calendar table in front of Mrs. Springs' office with all the calendars for scheduling classes or checking out carts. To schedule classes, the teachers will email their name for the block(s) they would like to bring their class. I ask teachers to be courteous when scheduling classes and limit their classes to 3 days in a row.

Library Access

Students must enter the library through the front door and present a valid library pass.

Student Transfers

When a student leaves our school, his/her library books and resources should be sent to the library media center. The library account must be clear.

Circulation Policy

The library staff or student library assistants assist patrons with circulation.

Students

Students can check out up to two books. If students have a research project, they are allowed to check out an additional book. The books may be returned at any time to the library, but they may not be kept longer than two weeks. Books may be renewed provided there is not a demand for that title or subject matter. If a student

loses a book, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Students with outstanding fines must clear their record before borrowing additional materials.

Faculty

Faculty members do not have a limit on the number of books and materials they check out. There is no limit on the length of time faculty members can keep library materials, but the materials should be returned by the time the library closes for inventory. If a faculty member loses library materials, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Fine Policies & Procedures If a student loses a book, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Students with outstanding fines must clear their record before borrowing additional materials.

Equal Access Policy

The library media specialists will promote efforts to ensure that every individual has access to needed information in a timely manner and in a format the individual can utilize, through provision of library and information services.

Library Rules and Procedures

Respect library staff and visitors

- Student must have a pass to visit the library, unless visiting with a class
- Use indoor voices
- Use appropriate language
- No talking on cell phones
- No bullying or fighting
- Walk...don't run
- No video recording or photographing
- Respect library property
- No food or drinks
- Feet off the furniture
- Clean up before you leave

Copyright

Our school follows the Mobile County Public School System's copyright policy.

Information Selection Services

Criteria for Selection of Resources

In selecting items for purchase, resources are based on curriculum needs, existing collection, and the needs of the media center.

Budget

The Library Media Budget comes from a variety of sources; the major source is the Alabama State Library Enhancement Allocation. Local funds come from the Alabama State Teacher Allocation, donations, and sometimes grants. The McAleer Nextgen Accounting System is used for State Library Enhancement. The budget is presented to the local school budget committee for final approval.

Acquisitions

Standard procedures for procuring materials will be adhered to by the library media specialists. These procedures are set forth in the Library Media Information Handbook.

Reconsideration Procedures

All procedures and forms necessary for any questioned material can be found in the Library Media Information Handbook.

Resource Maintenance Services

Library Media Arrangement

All materials in the library media center should be arranged so that the materials will be easily accessible to teachers and students. Materials will be arranged to

read from top to bottom and left to right in each section of shelving. They will be in numerical order first and then alphabetically by the first three letters of the author's last name. The housing of materials will depend on the size and physical appearance of the library media center. All nonfiction books must be shelved by Dewey classification rules. Individual biographies are filed by biographer's last name. Fiction books are filed alphabetically by the author's last name. There may be a need to have a special section of books for a specific purpose for short periods of time and for display.

Weeding the Collection

Good collection management requires the weeding and discarding of obsolete or worn materials. This process should be carried out in a continuous, systematic manner, to ensure that the collection remains current, relevant, inviting, and meets AdvancedED standards.

Why Weed:

- To utilize available space in the best and most economical way
- To have an up-to-date collection
- To locate books needing rebinding or replacing
- To give the best possible service through a collection of quality materials

What to Weed:

- Books of poor content and outdated information
- Multiple copies that are not needed
- Books of very poor appearance
- Volumes of no use or not relevant to the needs of the students and teachers

Library Media Advisory and Budget Committee

This committee serves in an advisory capacity by assisting the library media specialists in conducting surveys needed to obtain information concerning the library media center and its functions. Committee members help to emphasize the importance of the library media center and its uses to their students and colleagues.

Subject area teams meet with committee members to discuss curriculum needs for purchasing materials for the library media center. Meetings will be both formal and informal as the need arises.

Committee Guidelines

- The committee may consist of the library media specialists, administrators, teachers, students, and parents
- The library media specialists will serve as the chairpersons and the central office liaison.
- The committee members will be selected on a volunteer basis.
- The committee will meet during the first quarter of the school year for budget planning and again as needed.

Digital Literacy and Library Advisory Committee

**LeFlore Magnet High School
Digital Literacy and Library Advisory Committee**






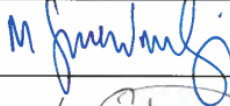

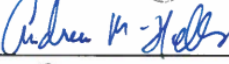
2023-2024

Name and Position	Signature
Dr. Antonio Williams, Principal	
Karlesha Springs, Library Media Specialist and TST	
Alexus Banks, English Language Arts	
Mahdi Guendouzi, Science	
Travis Davis, Social Studies	
Andreana Hollis, Mathematics	
Shaundrie Jones, Parent	

LeFlore Magnet High School
Digital Literacy and Library Advisory Committee



2024-2025

Name and Position	Signature
Dr. Antonio Williams, Principal	
Karlesha Springs, Library Media Specialist and TST	
Alexus Banks, English Language Arts	
Mahdi Guendouzi, Science	
Travis Davis, Social Studies	 M.A. M.Ed.
Andreana Hollis, Mathematics	
Shaundrie Jones, Parent	