

Collier Elementary Library Media Handbook



Hannah Pittman, Library Media Specialist

[Media Center Website](#)

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MOBILE COUNTY PUBLIC SCHOOLS

Mission Statement

"The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible and committed to learning over a lifetime."

Vision Statement

We envision a Mobile County Public School System where a variety of pathways to academic and career success are available for all students; where adults consistently work in a collaborative school culture to improve student learning; where all educators willingly accept responsibility for the academic success of each student; and where all students become independent life-long learners confident in their ability to succeed in a global society following high school graduation.

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.

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;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

Vision Statement

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the Library Media Center's four walls and the school day.

Collier Elementary School **Mission Statement**

The mission of the Elsie Collier Elementary School community is to cultivate the academic, social, and emotional growth of each child. We will strive to produce educated, responsible, and self-confident learners who are ready to embark upon a life-long journey of learning. As a caring community of citizens, parents and educators, we will empower every student to pursue future success by educating them today in a safe, stimulating environment that accommodates children's diverse needs and challenges them to achieve.

Collier Elementary Library Media Program

Mission Statement

The mission of Elsie Collier Elementary School community is to cultivate the academic, social, and emotional growth of each child. We will strive to produce educated, responsible, and self-confident learners who are ready to embark upon a life-long journey of learning. As a caring community of citizens, parents and educators, we will empower every student to pursue future success by educating them today in safe, stimulating environment that accommodates children's diverse needs and challenges them to achieve.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

American Library Association Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to

purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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”.

SELECTION AND ACQUISITIONS

A collection development policy provides the basis for developing and maintaining the collection through the planned purchase of materials in diverse formats to meet instructional needs. The policy includes guidelines for selection, deselection (weeding), and challenged materials. A collection development policy is revised periodically to reflect the changing needs of the school community.

(Alabama's School Library Media Handbook for the 21st Century Learner)

Criteria for Selection of Resources

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. Items for purchase are evaluated on the basis of:

- Developmental, cultural, and learning needs of the school population
- Organization and presentation
- Importance of the subject matter
- Quality of production and durability
- Appeal and appropriateness to the students' reading ability
- Accuracy and validity
- Reliability of producers or publishers
- Reputation and significance of the author, artist, composer, etc.
- Award winning materials recognized for literary and/or artistic value
- Format and price
- Currency

Procedures For Selection

In selecting items for purchase, the Library Media Specialist:

- evaluates the existing collection.
- consults professionally recognized selection resources.
- consults with principal about school-wide needs.
- consults with teachers about grade level curriculum needs.
- analyzes course content and textbook coverage for each subject.
- uses knowledge of student needs, interests, goals, abilities, and concerns.
- purchases multiple items according to demand.
- weeds worn, missing, or outdated items are replaced as needed.

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.

Collection Development Plan

When developing the collection, collection statistics reports in Destiny as well as the collection analysis tools provided by vendors such as Follett are used to analyze the current collection by Dewey category. The information gathered provides the needed knowledge on the percentage of the collection in each Dewey category and the average age of books in each category. Knowledge of the students, faculty, and community in regards to their interests and needs, especially in reference to the current curriculum, in conjunction with the Dewey analysis is taken in high consideration to make selections for developing the collection. Published standards from research studies (For example: Texas & New Mexico in 2001) provide researched based recommendations on the quantity, currency, and quality that the collection needs to be working toward. The ALA’s “Freedom to Read Statement” and “The School Library Bill of Rights” (See media specialist for access to these documents.) provide the guidance that is needed to establish a collection is equitable in all areas and meets the needs of all patrons. All of these elements are evaluated by the Media Specialist and Library Committee for collection development and selection recommendations.

INTERNET ACCEPTABLE USE

MCPSS Policy NO. 3.50

Students

The Board supports access for students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources. All such materials shall be consistent with board-system guidelines and staff will provide guidance and instruction to students in the appropriate use of such resources. Annually, students and parents will be given the system's guidelines and rules governing procedures for acceptable use of the Internet describing the information available and prohibited uses of system computers. Students and parents must sign a written statement acknowledging the guidelines in order for the student to access the Internet at school.

Employees

Computer and Internet access is provided for MCPSS business but minimal personal use is allowed. Employees will be provided a copy of the MCPSS acceptable use guidelines and sign a statement that they agree to terms.

Students and employees violating the acceptable use guidelines may have their computer/Internet privileges revoked and be subject to discipline.

Reference – Procedures: Internet Acceptable Use

Date Adopted: December 11, 2007

CORE RULES FOR SAFE AND ACCEPTABLE USE OF THE INTERNET

The use of Internet resources accessed from any computer that is the property of the school system or any computer connected to a local area network within any school system facility is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or punishment for such violations as prescribed in the Student Handbook and Code of Conduct.

Mobile County Public School System will utilize filtering software or other technologies to prevent students from accessing materials that are (1) obscene, (2) pornographic, or (3) harmful to minors. Schools will also monitor the online activities of students, through direct observation and/or technological means.

Unacceptable uses of the Internet and/or the World Wide Web include the following:

- Using the network to access or send pornography (both written and graphic), inflammatory material, profane or obscene material.
- Using the network to access or send any material not specifically related to the instructional lesson, objective, or assignment.
- Deliberate introduction of malevolent software or programming code, including viruses, worms, Trojan horses, malware, or spyware.
- Activities, including hacking, that interfere with or disrupt network users, services, or equipment.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Cyber-bullying or any harassing behavior which threatens the health and/or welfare of any person and is inappropriate for school, through any digital means.
- Lending passwords to other students and/or adults.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.

- Copying and/or distributing commercial software in violation of copyright laws.
- Using copyrighted materials in reports without permission.
- Using the network for sending and receiving a large number of personal messages.
- Any other use that is unacceptable or not in keeping with the mission or goals of the Mobile County Public School System.

All users should be aware that the inappropriate use of Internet information resources could be a violation of local, state, and federal laws.

Contract Regarding the Safe and Acceptable Use of the Internet

By signing the Parent or Guardian and Student Acknowledgment for the *Student Handbook and Code of Conduct*, which is found on the Student Enrollment Card, the parent/guardian agrees to the rules and regulations stated in the Internet Acceptable Use and Safety Policy. The parent or guardian of this student has read the terms and conditions for system Internet access privileges. The parent understands this access is for educational purposes and that the Mobile County Public School System has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.

The parent/guardian also recognizes that it is impossible for the Mobile County Public School System to restrict access to all controversial materials. The parent will not hold the Mobile County Public School System or its employees responsible for materials acquired by their child over the school system network. The parent/guardian accepts that inappropriate behavior may lead to penalties, including revoking of Internet access, disciplinary action, and/or legal action. The student agrees to abide by all rules that are listed in the Mobile County Public School System's Core Rules for Safe and Acceptable Use of the Internet. The student realizes that the primary purpose of the Mobile County Public School System's Internet connection is educational, and that as such, educational purposes shall take precedence over all others. The student realizes that the use of the Internet is a privilege, not a right.

RECORD KEEPING/REPORTS

Each Library Media Specialist will maintain accurate and timely records regarding the collection, the budget, circulation, and use of Library Media Center resources for a minimum of three years. Patron records will be kept confidential.

ALA Policy 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers in each library, cooperative system, and consortium in the United States: Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.

Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Resist the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Taken from AASL website:

AASL Confidentiality Position

Each Library Media Specialist is required to conduct an end of the year inventory and complete an ***Annual Report*** and file with Central Office.

Lost/Damaged Library Books

Students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be \$20 per book or the replacement fee. Fines for replacement of labels will be \$3 per book. Damage fines will vary depending upon whether or not the book can be repaired and what the repair involves. Students may be required to pay a replacement cost if the book is damaged beyond repair. Fines charged for overdue books will be determined by the local school Media Specialist and principal. Check-out privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

DONATIONS AND GIFTS

Gift materials are accepted or rejected according to the selection criteria. Donations not used in the Library Media Center will be passed on to classrooms or charity organizations.

Collier Elementary Circulation Policy

Faculty/staff, students, and parents are the patron served at our library media center.

Faculty/Staff:

Teachers are allowed to check-out 20 books from the LMC for a two-week period*. After 14 days, the item is considered overdue. The faculty member may renew the item if the item is not on hold by another patron. Teachers may send in a request via email for a specific unit of study. This request will be filled as soon as possible, or the teacher may elect to come select/choose her own books. We do not charge overdue fines, however, fines are charged for lost and/or damaged books.

*Additional books/materials may be checked-out at the media specialist's discretion.

Students:

Students may visit the library during any open check-out time and their scheduled class time. Students in K-1 are allowed to check out 1 library book a week from the LMC. Students in grades 2-5* may check-out 2 library books for a one-week period. All students must have their Collier student badge with their patron barcode and their student ID number in order to check-out. After 14 days, the item is considered overdue. The student may renew the item if the item is not on hold by another patron. We do not charge overdue fines, however, fines are charged for lost and/or damaged books. **Check-out privileges will be suspended when a patron has overdue materials or lost/damaged library fines at any school in the Mobile County Public School System.**

Parents:

Check out limit – 5 items

Loan period- 2 weeks

We do not charge overdue fines, however, fines are charged for lost and/or damaged books. **Check-out privileges will be suspended when a patron has overdue materials or lost/damaged library fines at any school in the Mobile County Public School System.**

Different format policy:

All library materials regardless of format adhere to the policy guidelines above.

Overdue fines:

Fines will not be charged for books that are overdue unless a period of time that lapses constitutes that the book is lost. The fine will then be the cost of replacing the library book.

Computer Passwords:

Passwords for any computers or programs should not be posted or shared with anyone.

Library Rules & Procedures for Students

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

- Listen actively and use quiet voices in the library
- Choose just right books
- Treat everyone with kindness and respect
- Take care of our school, library and materials
- Follow directions the first time they are given.

The Collier Elementary Media Center abides by the policies and procedures outlined in the MCPSS Library Media Handbook. Please see the MCPSS Library Media Handbook for additional and more detailed information on the policies and procedures outlined in the Collier Elementary Library Media Handbook.

