

**Chastang-Fournier K-8 School
Library Media Center**



Policy Manual

"Every Student Can and Will Succeed at Chastang-Fournier K-8"

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Mission Statement

The mission of Chastang-Fournier K-8 School is to provide a safe and caring environment which promotes academic excellence, life-long learning skills, and positive attitudes that lead to students becoming productive citizens in a rapidly changing world.

The mission of the Library Media Program in the Mobile County Public School System (MCPSS) 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.

The mission statement from the Alabama Library Association Mission is to ensure that students and staff are effective users of ideas and information.

Library Media Advisory Committee

This committee serves in an advisory capacity by assisting the library media specialist 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 and grade level teams meet with committee members to discuss curriculum needs for purchasing materials for the library media center.

Library Media Advisory Committee Guidelines

- The committee will consist of the library media specialist, administrators, teachers, students, and parents.
- The library media supervisor will serve as the central office liaison. The library media specialist will serve as the chairperson.
- The committee members will be selected by the library media specialist with the principal's approval. Prospective committee members, one from each grade level, will receive a letter of invitation to serve and will be free to accept or reject the invitation.

- The committee will meet during the first quarter of the school year for budget planning and again as needed.
- All committee meetings will be announced and open to any staff members who wish to attend.

- A scribe should be nominated to record minutes and provide faculty with a copy.
- The committee will review any "[Citizens Request for Reconsideration of Instructional Materials](#)" form received, read the questionable material, and discuss recommendations.

Note: The Committee should read the [Library Bill of Rights](#).

Paraprofessionals

Both professional and paraprofessional personnel are needed to implement an effective library media program. Every school needs a certified library media specialist, regardless of its size, as this individual provides a range of professional services. However, paraprofessionals make a distinct difference in the level of service a library media specialist can offer. Research has shown that paraprofessional support allows library media services to shift to a higher level because this allows the library media specialist to spend more time in professional activities. There are routine but essential operations that must be addressed every day, even in the smallest schools. These routine and mostly clerical tasks can absorb the library media specialist's time and thereby eliminate time for professional service. Therefore, paraprofessional support is needed.

Information Selection Services-Selection Policy

An effective school library media program connects the learning community with ideas and information. That connection depends on a process that begins with the assessment of needs, interests, and a growing array of telecommunication technology. The process continues with the preview, evaluation, selection, and acquisition of materials and technology. These collected resources, and the equipment necessary to access them, become the base from which the media program operates. The adequacy of this base directly impacts the effectiveness of the total program.

Criteria for Selection of Resources

The standard for selection of library media instructional, informational, and recreational resources are 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 and values of the community. Items for purchase are evaluated on the basis of:

- Developmental, cultural, and learning needs of the school population
- Build knowledge of student needs, interests, goals, abilities, concerns, and progress Rates to determine selections.
- 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.
- Format and price
- Worn, missing, or outdated items are replaced as needed

The Mobile County Board of School Commissioners is legally responsible for all matters relating to the operation of Mobile County Public Schools.

Donations/Gifts

Gift materials are accepted or rejected according to the selection criteria. Electronic equipment will be accepted on an individual basis, depending on the age of the equipment.

Budget

Based on SACS requirements, textbook adoptions, student and teacher requests, the AR list, book replacements, and the average reading level of students, a book list is created. Funds available determine what can be purchased.

The School Budget Committee is appointed every year, one representative from every grade level serves on this committee.

1. Obtain the total amount allotted for Library Enhancement from the Principal.
2. Survey the faculty to determine items of need.
3. Set a date to meet with the Library Media Advisory Committee. Recommended purchases will be discussed at this meeting. Keep minutes of all committee meetings.
4. Compile the Library Media Center budget and present it to the Local School Budget Committee for final approval.

Reconsideration Procedures Request for Appeal

- A. Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school 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.

- B. Persons requesting reconsideration of any instructional material shall complete the [Citizens Request for Reconsideration of Instructional Materials Form](#) (see page 18) in its entirety. Each school and the central office will keep on hand and make available the reconsideration form. All formal objections to instructional materials must be made on this form.

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 Media 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 in 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 appropriateness to curriculum. Weigh values and faults against each other.
 - 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
- B. The Mobile County Board of School Commissioners is the final authority.

- C. Requests to reconsider materials that have previously been before the Board must receive approval of a majority of the Board members before the materials are 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.

Library Media Location

Arranging and Housing Materials

All materials in the library media center should be arranged so that the materials will be easily accessible to teachers and students. Materials, shelved according to the Dewey Decimal Classification System, will be arranged to read from top to bottom, 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 intershelved by Dewey classification rules.

Individual Biography is filed alphabetically by biographies' last name, fiction is filed alphabetically by author's last name and Easy is filed alphabetically by author's last name.

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, so as to ensure that the collection remains current, relevant, inviting, and meets SACS 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
 - 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

Guidelines for Weeding

000 Generalities Value determined by use. Works on computers are dated after 3-5 years. Library Science information should conform to current practice.

100 Ethics/Philosophy-Discard unused works over 10 years old.

200 Religion-Value determined by use. Discard poorly written works. Collection should contain basic information about many different religions.

300 Social Discard outdated social issues not of historic value. Controversial issues should be well represented from all sides.

320 Politics/Economics-Books dealing with historical aspects determined by use. Timely or topical material: discard after 10 years. Replace it with a new edition. 340 Law-Material should be kept current.

340-350 Government-Discard after 10 years.

360 Social Welfare-Check use. Discard most non-historic materials.

370 Education-Keep historical materials only if used, otherwise discard after 10 years.

380 Transportation-Discard after 10 years.

390 Folklore-Weeding depends on use. Keep classic works. 400 Language-Keep basic materials.

500 Pure Science-Science books usually out-of-date in 5 years, except for botany and natural history, 10 years.

600 Inventions-Discard after 5 years, 618 Medicine except for basic materials, inventions, and anatomy.

620 Applied Science Engineering, mechanics, 5 years.

621 Radio, TV-Discard after 5 years.

630 Agriculture-Discard after 5 -10 years, depending on content.

640 Home Economics-According to use. Keep mostly current materials. 650 Business-Discard after 10 years.

660 Chemicals, Food-Discard after 5-10 years, depending on content. 690 Manufacturing-Discard after 10 years.

700 Art, Music-Keep basic materials.

800 Literature-Keep basic materials, especially criticism of classic writers. 900 History-Keep accurate, factual materials.

Weed dated titles that have not circulated in 3-5 years.

Reference Works

Encyclopedias – New sets needed every 5 years

Bibliographies – Seldom of use more than 10 years after copyright.

Almanacs and Yearbooks – Seldom of use after 5 years. Order almanacs annually. Keep 3-5 years for teaching purposes

Indexes – Discard after 5-10 years, depending on type of index and use. Atlases-Dated after 5 years.

Periodicals – Do not keep longer than 2 years unless indexed; then keep 5-10 years depending on use and storage space.

Newspapers – Keep only two weeks to one month.

Lost or Damaged Library Materials

The media specialist is encouraged to collect monies to replace lost or damaged materials. Students are not allowed to check out books until this payment is received. A payment waiver will be made if the book was lost due to family fire, student removed from their home or principal's approval.

The usual price is the replacement value of the item plus estimated shipping cost, cataloging, and processing costs. Parents should be notified if a student is being charged for a lost or damaged book.

It is required that a receipt book is maintained to record student payments. The receipt book should have carbon paper so that the student and the library media specialist have a record. Each transaction should include the date, student's name, amount paid, fees assessed, and name of item involved.

Teachers are not allowed to borrow equipment for personal use. They may, however, borrow equipment for an educational excursion or to become a proficient instructor of the item borrowed. These teachers will agree to share information learned with the faculty and sign a sheet declaring that they are responsible for any damage to the equipment. (See page 17). If teachers lose a library book, they have a one-year grace period before the cost of the book is charged to them.

Instructional Services

"In a student-centered school library media program, learning needs take precedence over Class schedules, student categorizations, and other logistical concerns. Flexible, equitable, and far-reaching access to the library media program is essential to the development of a vibrant, active learning community..."

The school library media program supplies information and ideas through programs and services offered both within the school and beyond. By providing intellectual and physical access to the full range of information, in a climate that invites learning, honors free inquiry, and respects legal and ethical principles regarding the uses of information and information technology, the program serves as a model for creative, effective, and responsible information use. The school library media specialist is an information specialist who can guide and promote a student-centered program founded on collaboratively designed policies and procedures that provide flexible and equitable access to information for learning. Using the information literacy standards for student learning to help all students- regardless of age, ability, cultural, or other considerations-learn to locate, evaluate, and use information, the school library media specialist assumes a critical role in creating a diverse, dynamic, and vibrant learning community." (Information Power: Building Partnerships for Learning, Edition, 1998)

Student Library Media Center Use

There are as many needs and reasons to use the library media center, as there are students. Some, but not all, of these needs and reasons are listed below.

At the library media center, students:

- Utilize electronic card catalog (Destiny)
- Use provided online services (Internet)
- Use provided computer software for data research, word processing, specific information needs, graphics, completion of teacher driven tasks or activities, Accelerated Reader, and completion of assigned educational programs or websites
- Receive instruction through a simulated activity
- Utilize circulation desk services
- Explore answers to specific questions
- Collect data for specific objectives from varying print/non-print sources
- Seek teacher requested information and/or engage in teacher-planned activity
- Record statistical data
- Gather geographical information
- Gather biographical information
- Take notes
- Peruse periodicals
- Enjoy quiet social interaction
- Select recreational reading materials/books
- Locate a graphic or illustrate project or report
- View a videocassette tape or other media assigned by instructor
- Participate in special guest presentations
- Use/complete learning center activity
- Browse collection
- Engage in variety of puzzle activities
- Construct a model, timeline, diorama, assigned projects, and charts
- Use appropriate curriculum-based manipulatives
- Participate in peer tutoring

Student Rules for Use of Materials

Students need their red folder with barcode card to check out from the library. Students must check out materials with a library staff member before taking them from the building.

Materials are checked out for a two-week period but may be renewed for more time. Students will be charged the cost of replacing any lost or damaged materials.

Reference materials must be used in the library and are not available for check out.

Students may check out up to 2 books at any one time.

Student Transfers

As soon as a teacher finds out that a student may be leaving our school, they are to collect his books and send them to the library. The registrar has to clear (all books returned) a child has before leaving school.

Equal Access Policy

We will promote efforts to ensure that every individual has access to needed information at the time needed and in a format the individual can utilize, through provision of library and information services (Information Power)

Circulation Policy

Staff members, students, and parents are the patrons served at our library media center.

Teachers

Teachers are allowed to check out twenty (20) books from the library media center for a two-week period. Teachers may send in a written request 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. The best times for the teacher to select will be before and/or after school, during her scheduled library time, or the other open library times.

Students

Students may come in at any open time in addition to their scheduled library time with an official teacher signed library pass. To check out books on their scheduled day, these students must bring both books back into the library media center. If a student wishes to recheck a book, he/she may do so. No book is checked out to a student with an overdue record.

Parents and Other Staff Members

Parents are allowed to check out one book for a week.

Benefits of Flexible Scheduling

Student Benefits:

- Having access to materials and equipment when needed
- Having personal attention from the library media specialist
- Having opportunities to interact with students of various ability levels
- Having opportunities to work independently
- Having timely instruction in relevant information skills
- Having access to print and nonprint circulation
- Developing an appreciation for lifelong reading

Teacher Benefits:

- Being able to meet individual needs of students
- Being able to vary classroom activities
- Having students use a greater variety of print and nonprint resources
- Having access to resources and equipment for instruction, as needed
- Planning instructional and curriculum goals with library media specialist
- Being able to concentrate on student-centered learning

Principal Benefits:

- Having a learning program that develops independent learners
- Having a program that encourages student responsibility
- Fostering and encouraging professional cooperation
- Having a library media center that enhances school curriculum goals and needs
- Encouraging the widest possible use of information resources and services by making them available throughout the school through remote access in the library media center
- Using school-owned resources to the fullest extent

Lifelong Learning

Library media specialists and teachers collaborate to ensure that students will become effective users of information. Students' ability to think critically increases as they have more opportunities to locate, interpret, analyze, evaluate, and communicate ideas and information. When these opportunities are integrated throughout the curriculum, students develop a practice that will translate into lifelong learning strategies.

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It is the policy of Chastang-Fournier K-8 School Library Media Center to adhere to existing copyright laws and maintain ethical standards in the use of copyrighted materials for instructional purposes. We support the laws as defined by the courts and the Mobile County Board of Education. Administrators and Media Center staff will assist staff members in interpreting the policies.

Information Technology Services

Technology is an important aspect of the library media program. The library media specialist takes the leadership role in making current and long-range decisions regarding the implementation of technologies to enhance the learning process. The library media specialist collaborates with administrators and teachers to select, manage, and evaluate appropriate technologies that support the curriculum.

Three basic ideas -collaboration, leadership, and technology -underlie the vision of library media programs presented in *Information Power: Building Partnerships for Learning*. These ideas are integral to every aspect of the library media program and every component of the library media specialist's role. They provide unifying themes for guiding the library media specialist and for infusing all the activities, services, and functions of an effective, student-centered program. The library media specialist is the primary leader in the school's use of technology, acting as the school technology support teacher or as a viable member of the Technology Plan Committee.

Acting as a technologist (one who integrates people and learning with the tools of technology) and collaborator, the library media specialist plays a vital role in planning, designing, and implementing a student-centered technology plan.

A local school's technology plan should follow the technology guidelines established by the Mobile County Public Schools. The system's *District Technology Plan* follows state and national

literate citizens. It provides valuable information that is useful to the library media specialist and teachers integrating technology within the school setting.

Computer Software

Neither teachers nor students should bring software to school to run on any computer. Software usually has one license and is breaking copyright law when used anywhere besides on the Home Computer.

Computer Passwords

Do not share your computer passwords with students.

Alabama Virtual Library (AVL) at school does not require a password.

The Alabama Virtual Library

The Alabama Virtual Library (AVL) provides Internet accessible resources to public schools, selected private schools, public libraries and colleges. AVL ensures that Alabamans have equal access to information regardless of local funding or geographic area. AVL selects reliable, up-to-date resources on a wide variety of subjects for all age groups. Cards will be issued to all students. What will I find in the AVL?

- Magazines & newspapers
- Professional journals
- Reference books
- Encyclopedias
- Dictionaries
- Pictures
- Photographs
- Maps & flags
- Video & audio
- Lesson plans
- Student activities
- Links to the best Web sites
- Government reports
- Primary sources
- Historic documents

The Media Center staff will be glad to provide your students with any assistance they need with AVL. This includes orientation, instruction and collaborative lessons with the classroom teacher.

Internet Acceptable Use

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened prior to use by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy IFAC requires that all such materials be consistent with district-adopted guidelines, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students.

Telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will make thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy IF and IFAC and will honor the goals for selection of instructional materials contained therein.

This policy is found in the student handbook given out to parents at the beginning of the school year. Parents sign and return a form stating that they have read the handbook and agree to the terms of use. Teachers send a written notification to the LMC if a parent has not returned this form. The LMS will send a form home through the student to obtain the parent's permission.

Internet Acceptable Use Administrative Procedures

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel must comply with Board Policy IFAC governing the selection of instructional materials. In this manner, school personnel will provide developmentally appropriate guidance to students as they make use of Internet resources to conduct research and other studies related to the district curriculum. All students will be informed by teachers of their rights and responsibilities as users of telecommunication networks prior to gaining access to any network service, either as an individual user or as a member of a class or group. As much as possible, access to Internet information resources will be designed in ways which point students to those resources that have been reviewed and evaluated by the teacher prior to use. Since students may be able to move beyond those resources to others, which have not been evaluated by teachers, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue research on the Internet independent of teacher supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared. With the complex networking and easy access to systems available worldwide through the Internet, users and the parents of users should understand that school district personnel cannot control the content of information residing on the Internet. Users and parents of users should be advised that some locations on the Internet may contain materials considered to be defamatory, inaccurate, abusive, obscene, sexually oriented, or illegal. The Mobile County Public School System does not condone the use of such materials and does not permit usage of such material in the school environment. Parents should be aware of the existence of such materials and monitor home usage of the Internet (if available). Students bringing such materials into the school environment will be dealt with according to the Code of Conduct along with the termination of access privileges.

Core Rules for Use of Internet

The use of Internet resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as punishment for such violations as prescribed in the Code of Conduct. Unacceptable uses of Internet include the following:

- Using profanity or obscenity.
- Copying and/or distributing commercial software in violation of copyright law.
- Ordering services or merchandise from other agencies that have Internet access. All matters concerning the merchandise and services ordered from a seller, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the seller and the user. The Mobile County Public School System makes no warranties or representations whatsoever regarding any goods or services provided by the seller and expressly forbids these transactions originating from the school system Internet access. The Mobile County Public School System and school system personnel shall not be a party to these transactions or be liable for any costs or damages arising out of the actions of sellers.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Altering and forwarding personal communication without the author's prior consent.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Lending your password to other students and/or adults.
- Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using copyrighted materials in reports without permission.
- Publicizing your home address or phone number.
- Creating a computer virus and placing it on the network.
- Using the network for sending and receiving a large number of personal messages.
- Using the network to send/receive inflammatory messages.
- All users should be aware that the inappropriate use of Internet information resources can be a violation of local, state, and federal laws.

**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 _____

DATE _____

SIGNATURE _____



Chastang-Fournier K-8 Technology Work Order Request

Name _____ Date _____
Room Number _____ Phone Extension _____

Which device has an issue?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Student Computer | <input type="checkbox"/> Teacher iPad |
| <input type="checkbox"/> Teacher Laptop | <input type="checkbox"/> MacBook Pro |
| <input type="checkbox"/> Teacher Desktop | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> ViewSonic ViewBoard | |
| <input type="checkbox"/> Document Camera | |
| <input type="checkbox"/> Wacom Tablet | |

I need help with the following:

- Using the device
- Technical issue with using the device
- Installing software on the device
- Downloading something on to the device
- Accessing a website
- Using Schoology
- Printing
- Downloading/Installing an app
- Other _____

This is the problem that I'm having (Please be VERY descriptive when describing the problem you are having.):
