McKenzie High School Library

 Policies & Procedures

Mrs. Carol Nanney, Librarian

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# Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of the McKenzie High School Library. The manual will be updated as changes are made in the library.

# Mission Statement of McKenzie Special School District

It is the purpose of the McKenzie Special School District to provide the highest quality of education possible for all students. A one hundred percent graduation rate will be the benchmark for the minimal accepted education.

# Mission Statement of McKenzie High School

McKenzie High School will provide a safe, quality environment where students can grow and develop skills necessary to become productive members in a changing society.

# Mission Statement of the McKenzie High School Library

The mission of the McKenzie High School Library is to ensure that students are effective users of ideas and information. The library strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a love of reading, and foster information literacy skills, all in preparing students to be lifelong learners and citizens of the global learning community.

# Objectives

The goals of the library media specialist are:

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of materials appropriate to the needs of the school.
3. To provide assistance to both students and teachers in locating and using instructional materials.
4. To promote the instruction of information literacy for students by collaboration with faculty.
5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
6. To manage a planned program, in addition to establishing and maintaining a welcoming environment conducive to learning.

# Library Hours of Operation

The MHS Library is open from 7:30 a.m. until 3:15 p.m. Monday-Friday for research, pleasure reading, and computer usage. Library passes are required unless students are visiting the library as a class. Passes are issued to students by their classroom teachers.

The library will be closed during all school assemblies, pep rallies, special meetings, as well as during mid-term and final examinations, unless requested by the principal.

# Patron Usage of the MHS Library

Priority for using the library, including library computers, is as follows:

1. Whole classes or small groups of students scheduled in advance by their teacher
2. Students working on a class project, with a pass from the supervising teacher
3. Students with passes from a teacher who need a place to study or complete an assignment

NOTE: Drivers’ Education students are to remain in their assigned classroom.

# Student Conduct

Student patrons of the library must follow the established rules of acceptable behavior listed below.

# General Rules for the MHS Library

* Students will enter and exit the library by the 100 wing doors, unless instructed otherwise
* Students will respect the right of others to work effectively in an environment conducive to study.
* No backpacks, purses, food, or drinks are allowed in the library
* Please sign in at the circulation desk as you enter the library

**Highlights of Acceptable/Unacceptable Library Computer Student Use**

* School computers are to be used for educational purposes and limited high quality, personal development and enrichment activities only, i.e. resumes, college applications, FAFSA, etc.

Examples of ***unacceptable*** uses are online and local computer games, forums about games, fantasy leagues, real time and recorded sports events, shopping (including ebay, craigslist, etc.), instant messaging, social networking sites, etc.

* Prohibited uses:
	+ Posting personal information: phone number, address, etc.
	+ Making purchases online
	+ Logging in on someone else’s account
	+ Accessing another person’s space on the server
	+ Changing system settings, file names or other settings; adding wallpaper, etc.
	+ Attempting to gain unauthorized access to the network or other system
	+ Plagiarism—presenting someone else’s work as your own

# Scheduling

The MHS Library operates on a flexible schedule. Teachers can schedule to use the various facilities and equipment managed by the library by signing up on the monthly calendars located at the librarian’s desk. Teachers are encouraged to plan class lessons that include research and reference materials and to schedule time for classes to meet in the Library, Writing Lab, or e4TN lab, as well as using the rolling cart of netbooks (COWs or Computers on Wheels).

Teacher/librarian collaboration beforehand assures the best use of resources and time. Students may visit the library individually to use computers, to check out books, to browse periodicals and newspapers between the hours of 7:30 a.m. and 3:00 p.m. Teacher permission and a pass are needed during class times. With librarian permission, students may use the library for study, make-up tests or small-group meetings.

# Programs and Services

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the librarian at any time.

Ellison Machine

Periodicals including newspapers and magazines Computers/Internet

* 1. Equipment

Professional Development

Information Literacy Skills

Equipment Troubleshooting

Technology Integration Digital Video Cameras

Presentation Equipment Projects

Computer Lab

Library Web Page

# Automated Card Catalog

Library materials are circulated using the automation program, *Follett Destiny.* A web-based component of the program provides access to the library catalog in the library and classrooms. Our website provides links to pertinent educational sites, and announcements, as well as library events.

* Only faculty, staff, and trained students may operate the automated card catalog
* All hardback books housed in the library must be circulated through the system before being removed from the library media center.
* If the automated card catalog is malfunctioning, manual circulation procedures are to be implemented.

**Cataloging**

The majority of cataloging is done through the automated program. MARC records are to be downloaded from the Library of Congress or from Follett Destiny. Disks that contain cataloging information that accompany book shipments may be purchased from book jobbers. If needed, the library media specialist is authorized to create a complete catalog entry manually.

# Books

All non-reference books may be checked out at the circulation desk for a two-week period with one renewal. Special permission for more materials may be granted by the librarian if needed for an assignment.

# Reference Materials

Reference books (those that have an “R” at the top of the call number on the spine) are to be used in the library during the school day. With special permission, they may be checked out overnight or over a weekend. This can be done only at the end of the school day. These books must be returned by school opening the next morning. Teachers may borrow reference materials for use in the classroom when necessary.

  **Processing**

All new materials will be processed as follows:

* Order arrives with packaging/delivery slip.
* Order slip is cross-referenced with original order receipt.
* Date due slip, accession number, and price are added to the book.
* Barcode identification is placed on the material
* Material is entered in the automated catalog system and into circulation system if applicable.
* Materials are stamped with school stamp or marked with permanent identification.
* Material is checked for genre and marked with the appropriate color code system.
* If the new material is a book, it is displayed for approximately two weeks so students and staff can view it.
* After approximately two weeks, the new material is housed in its assigned location.

# Audio Visual Materials/Equipment

Students are not allowed to checkout AV materials without special permission. Students may use audio visual materials in the library media center to make up a class assignment.

# Periodicals

Magazines and newspapers are not to be taken out of the library media center by students, but may be checked out by faculty members. Copies of an article can be made if needed outside the library media center. Only current issues are displayed. Back issues must be requested at the circulation desk.

# Faculty Checkouts

Faculty may checkout unlimited numbers of materials as long as needed. Periodicals and equipment must be signed out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them. If a teacher needs materials on a particular topic for classroom use, written notice to the library media specialist three days in advance is preferred. Materials in classroom use can be checked out for the duration of the unit unless another teacher needs the same materials. In this instance, the materials will be reserved in the library media center for in house use only. Teachers may check out reference materials and other traditionally non-circulating items overnight only, returning them at the beginning of the next school day.

**Student Checkout**

Students may check out an unlimited number of books for a two week circulation period. If students are not finished with materials at the end of two weeks, the should return them to the library in order to renew the items. Late materials do not incur fines; however students will not be allowed to check out any item once a previously checked out item is past due. The student may resume regular privileges when the said material has been returned or the material has been paid for at replacement cost. Once a lost material has been paid for and subsequently found, the student can return the book for a refund.

# Overdue Books and Fines

Overdue notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned. High school students will not incur fines for overdue books.

# Lost and Damaged Books

Students who lose or damage a book must pay the replacement cost of the book. In the case of a lost book, should it be found and returned undamaged, the money will be refunded.

# Selection Policy

The McKenzie High School Library strives to provide our student and teacher patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

The needs of the McKenzie High School Library are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum.

The McKenzie High School Library adheres to the **McKenzie Special Board of Education Policy 4.409** regarding selection of materials.

# *Objectives:*

# Materials will be selected that are accurate, balanced, and current.

# Materials will be selected that provide our school with a wide range of educational materials on all levels of difficulty, in a variety of formats, and presenting many different points of view.

# Materials will be selected that enrich and support the curriculum of McKenzie High School.

# Selection Criteria

Along with the guidelines outlined in the district’s policy, the following criteria are recommended as a guide to selecting the best resources for the library media center:

* + - Literary and artistic excellence
		- Lasting importance or significance to a field of knowledge
		- Support of the curriculum and educational goals of the school
		- Favorable reviews found in standard selection sources
		- Favorable recommendations by educational professionals
		- Reputation and significance of the author, illustrator, or publisher
		- Timeliness of the material
		- Contribution to the diversity of the collection
		- Appeal to media center patrons
		- Suitability for intended use

 **Consideration File**

The librarian should maintain a “Consideration File” for future purchases. This file

 should reflect school needs, staff recommendations, and reviews. The file should

 include the title, author, publisher, copyright, review source, and price.

 **Weeding**

The process of weeding helps keep the collection relevant, accurate, and useful and it facilitates more effective use of space in the library media center. The library media specialist will monitor the collection for outdated or unused items that can be discarded or for excessively used materials that need to be replaced. The collection will be continually reevaluated in relation to evolving curriculum, new formats or materials, new instructional methods, and the need of its users.

*Process of weeding:*

* *Materials no longer appropriate should be removed.*
* *Lost or worn materials of lasting value should be replaced if possible.*
* *Materials that have not ciruculated in the past five years should be eliminated.*
* *Materials should be evaluated to determine the accuracy of content in relation to current curriculum.*
* *Unnecessary duplicates of materials should be eliminated.*
* *Non-print materials/equipment should be evaluated to determine the usability and quality.*

*Guidelines for weeding:*

* *Although the final decision to weed materials from the library is one which is made by the librarian, grade level teachers and other faculty member may be invited to review the items marked for weeding.*
* *Memorial gifts should not be discarded, but relocated to a non-circulating area.*
* *Atlases, encyclopedias, career materials, and other time-sensitive materials have a 5-year shelf life.*
* *Professional materials should be subject to a yearly review.*
* *Geography materials should be subject to a yearly review.*
* *Technology/applied science materials have a 5-10 year shelf life.*

# Requests for Library Purchases

Because the library strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in library purchases. Requests for materials purchases are always welcome.

**Challenged Materials/Censorship**

The McKenzie Special School District Board of Education subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association’s *Library Bill of Rights*, a copy of which is made a part of this policy.

 Any resident, employee, or parent/guardian of a child enrolled in McKenzie

 Elementary School may formally or informally challenge materials for

 Appropriateness. The following procedures will be followed when a citizen

 Challenges the appropriateness of an item in the collection.

* 1. When a complaint is received which specifically relates to any materials in the library information center, an informal discussion should be held to determine the nature of the complaint.
	2. All complaints to staff members shall be reported to the building principal involved.
	3. The selection criteria and procedures should be explained to the complainant.
	4. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the McKenzie Special School District’s instructional goals and objectives, materials selection policy statement, and the procedure for handling complaints. A Request of Reconsideration of Materials form should be provided to the complainant to fill out and return to the building principal.
	5. The Request for Reconsideration will be forwarded to the Superintendent of Schools who will form a library review committee that will consist of the teacher-librarian, a reading teacher from the school, the building principal, and a parent member of the School Improvement Committee.
	6. A meeting of the library review committee must be scheduled within two weeks of receipt of the Request for Reconsideration. If the formal request for reconsideration has not been received by the principal within two weeks, it shall be considered closed.
	7. Material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy.
	8. The written decision of the committee will be forwarded to the superintendent of schools who will inform the Board of Education and the complainant of the committee’s decision.
	9. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent requesting the Board of Education review all the proceedings. The Board of Education will then render a final decision as to the appropriateness of the materials in question. The decision of the Board of Education is binding for the individual school.
	10. Challenged materials may remain in circulation until the process is completed.
	11. Written reports, once filed, are confidential and available for examination by appropriate school officials only.

*Procedures for the Reconsideration Committee*

1. Examine the challenged resource.
2. Determine the professional acceptance by reading critical reviews of the resource.
3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
4. Discuss the challenged resource in the context of the educational program.
5. Discuss the challenged item with the individual complainant if requested.
6. Prepare a written report.

**Inventory**

Each year, unless special circumstances deem otherwise necessary, the library media specialist will conduct a complete inventory of holdings. Scanners will be used to record information of materials on the library shelves and matched against a master catalog of all materials. At this time, a report of missing materials will be generated. The library media specialists will make a determination of how to reconcile missing items. A report of inventory should be submitted to the McKenzie Board of Education each year.

Updated 2019-2020

*McKenzie Special School District Request for Reconsideration of Questioned Materials*

***McKenzie High School***

***23292 Highway 22***

***McKenzie, TN 38201***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material format: (Check One) \_\_\_ book \_\_\_\_ textbook

\_\_\_\_ DVD \_\_\_\_ other

Initiator of the Challenge:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent yourself: Yes No

If no, whom or what group do you represent? \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please comment of each question:*

1. Have you been able to discuss this work with the teacher/library media specialist who ordered, used, or assigned it?

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

Please explain:

1. How did you learn of this work?
2. Did you read/view the entire work? \_\_ yes \_\_ no

Please explain:

1. What do you understand the general purpose to be for using this work in a classroom or school setting?
2. What do you consider to be the general purpose of the author/producer of this work?
3. To what do you object? Please be specific. Cite pages, illustrations, etc.