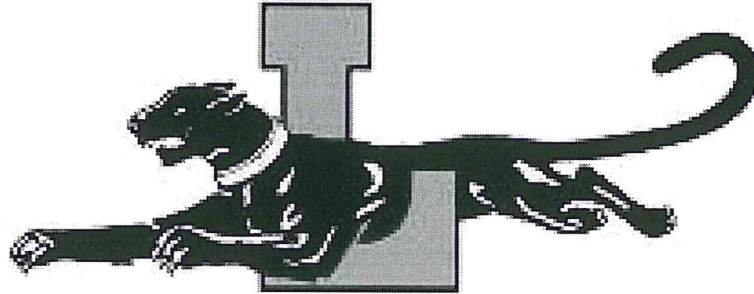


# Lanett City Schools



## Library Media Programs

### District Policies and Procedures

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## Purpose

The purpose of the Lanett City Schools library media centers is to support the curriculum and the school's mission through access to quality literature and other educational materials in both print and digital format, appropriate programming, and information literacy. The library media centers support the Alabama State Course of Study, as well as the Department of Education's publication *Alabama Library Media Handbook for the 21st Century Learner*. In addition the library media centers support *AASL Standards for the 21<sup>st</sup> Century Learner* published by the American Association of School Librarians and the American Library Association.

The American Association of School Librarians (AASL) Standards for the 21st Century Learner offer a vision for teaching and learning to guide our profession. The learning standards begin by defining nine foundational common beliefs:

- Reading is a window to the world.
- Inquiry provides a framework for learning.
- Ethical behavior in the use of information must be taught.
- Technology skills are crucial for future employment needs.
- Equitable access is a key component for education.
- The definition of information literacy has become more complex as resources and technologies have changed.
- The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
- Learning has a social context.
- School libraries are essential to the development of learning skills.

The Standards describe how learners use skills, resources, and tools to:

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth.

# Functions

*From Lanett City Schools Policies and Procedures Manual, Chapter 4.00 Curriculum and Instruction Section 22 Library Media Centers*

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Lanett City School System library media specialists and teachers should collaborate to insure that all students have adequate and equal access to the library media center and its collection.

## Objectives

*From Lanett City Schools Policies and Procedures Manual, Chapter 4.00 Curriculum and Instruction Section 22 Library Media Centers*

The Lanett City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited context of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Lanett City School System shall maintain a library media center under the direction of a state certified library media specialist in accordance with accreditation standards. The selection of materials should be a cooperative process involving principals, teachers, students and the library media specialist. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.



# Intellectual Freedom

*Lanett City Schools Library Media Centers support the American Library Association's Library Bill of Rights.*

*From Intellectual Freedom and Censorship written by American Library Association*

<http://www.ala.org/aasl/advocacy/if>

**“Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored.”**

Intellectual freedom is a core value of the library profession, and Article V of the Library Bill of Rights affirms special protections to minors using libraries: “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The school library center has the unique responsibility of introducing young citizens to the world of information. Nowhere else do children and young adults have unlimited daily access to books, magazines, newspapers, online resources, and the Internet. Students have the right to a relevant, balanced, and diverse school library collection that represents all points of view; school librarians assume a leadership role in protecting minors’ First Amendment right to read and receive information and ideas.

# Library Bill of Rights

*Lanett City Schools Library Media Centers support the American Library Association's Library Bill of Rights.*

***The Library Bill of Rights was adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.***

<http://www.ala.org/advocacy/intfreedom/librarybill>

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.

## Collection Development

*From Lanett City Schools Policies and Procedures Manual, Chapter 4.00 Curriculum and Instruction Section 23 Library Enhancement Materials Selection*

*References: Code of Alabama 16-11-9, 16-11-23, 16-21-1 to -3*

- I. The primary objective of the Lanett City School System library media centers is to implement, enrich and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.
- II. Criteria for Selection
  - A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
  - B. Educational media materials shall be evaluated and selected to implement, enrich and support the educational programs of the schools.
  - C. Media, e.g., films, videos, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.
- III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.
- IV. Media specialists shall be consulted in budgeting all library enhancement funds.

## Automation Software System

All library media centers utilize Atrium to catalog and circulate library media resources. The program is all web-based, which allows patrons access from any device with an Internet Connection. The web addresses for each school are as follows:

- W.O. Lance Elementary <http://lanettk12.booksys.net/opac/woles/index.html#menuHome>
- Lanett Junior High School <http://lanettk12.booksys.net/opac/ljhs/index.html#menuHome>
- Lanett High School <http://lanettk12.booksys.net/opac/lhs/index.html#menuHome>



## Physical Processing of Materials

- I. Books
  - A. Books are checked against the invoice and the order form.
  - B. Books are recorded in web-based Atrium program.
  - C. Date, purchase funds and FY visible inside the book in ink.
  - D. School name is stamped inside front cover, on title page and a page inside book.
  - E. The call label is placed on the spine of the book or on the book jacket.
- II. Media Materials
  - A. Materials are checked against the invoice and order form.
  - B. Materials are recorded in the web-based Atrium program.
  - C. School name is stamped on the outside of boxes and individual pieces of media.
  - D. The call number label is affixed onto the outside of the material.
- III. Magazines
  - A. The school name is visible on the front cover.

## Cataloging

- I. Complete processing for all books ordered is recommended whenever possible.
- II. Local cataloging is done when necessary using The Abridged Dewey Decimal Classification and Sears List of Subject Headings.
- III. Call numbers used for cataloging materials:
  - F- Fiction
  - B- Biography
  - R- Reference
  - 920- Collective Biography
  - SC- Story Collection
  - VCR- Video Cassette Recorder
  - DVD-Digital Video Disk
  - CDROM- Compact Disk
  - PRO- Professional
  - OVH- Overhead Projector
  - TV- Television

# Inventory

As necessary, an inventory will be conducted when items are missing from either the library or equipment collections.

- I. Procedure
  - A. Using either a shelf list printed from the computer or a scanner for bar codes, missing items (as well as items on the shelf but not in the records) are noted and searched for.
  - B. Items not in the records will be added. If no bar code has been assigned, one will be given at this time.
  - C. Notations of lost items not paid for will be kept. Fines transfer with students within the school system.
- II. Weeding of materials that are damaged and/or outdated will be done during the year as time permits. Library media specialists will determine if materials need to be removed by using the MUSTY acronym. Items will be removed if it is:
  - Misleading or obsolete
  - Ugly or worn out (physically unappealing)
  - Superseded by a newer version
  - Trivial
  - Your collection no longer needs the item

## Copyright

It is the intent of Lanett City Schools that all employees and students will adhere to all provisions of Public Law 94-553, the General Revision of the Copyright Law, which became effective on January 1, 1978. Illegal copies may not be made or used on school equipment.

Copyrighted materials may only be duplicated when such reproduction satisfies the “fair use” doctrine *or* when written permission for duplication has been obtained from the copyright holder. Factors relevant to determining whether the “fair use” doctrine applies include:

- A. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- B. the nature of the copyrighted work;
- C. the amount and substantiality of the portion used in relation to the work as a whole;
- D. the effect of the use upon the potential market for, or value of, the copyrighted work.

A lack of copyright notice on any work does not indicate public domain. **Employees and students of Lanett City Schools should assume all works are copyrighted unless specific permission to reproduce is given in the work.** The following statement will be posted on machines where photocopies are made:

**“Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement.”**

School principals are responsible for establishing practices that do not violate Public Law 94-553. Library media specialists will provide information and resources regarding copyright to employees and students as needed. Any employee or student with questions or concerns about copyright or fair use shall speak with their library media specialist.

## Acceptable Use Policy

The Children's Internet Protection Act (CIPA) requires schools who receive federal technology funds "are required to adopt and implement an Internet safety policy addressing:

- A. access by minors to inappropriate matter on the internet
- B. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- C. unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors measures restricting minors' access to materials harmful to them."

In compliance with CIPA requirements, Lanett City Schools has adopted a Technology and Internet Use Safety Policy. This policy is the rules and guidelines under which all Lanett City Schools students and employees will be held responsible. In regards to copyright, this policy states, "**It is unacceptable to use the network or Internet for any uses that violate the law or encourage others to violate the law.** Don't transmit offensive or harassing messages; offer for sale or use any substance of which is prohibited by the Lanett City School District's Student Code of Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. **Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.**

A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Lanett City School District may refuse to reinstate for the remainder of the student's enrollment/staff employment in the Lanett City School District. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Lanett City School District may also take other disciplinary action in such circumstances.



## Challenged Materials

*From Lanett City Schools Policies and Procedures Manual, Chapter 4.00 Curriculum and Instruction Section 30 Challenged Materials*

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
  - A. Author, compiler or editor
  - B. Publisher
  - C. Title
  - D. Reason for objection
  - E. Page number of each item challenged and
  - F. Signature, address and telephone number of person making criticism
- III. These procedures shall be followed for Lanett City School System school-level reviews:
  - A. A committee of teachers, educational media specialists, parents and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
  - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
  - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
  - D. The complainant shall be informed in writing concerning the committee's recommendations.

# **Request for Reconsideration of Materials**

**Lanett City Schools**  
**Request for Reconsideration of Materials**

Type of material \_\_\_\_\_

Author (if applicable) \_\_\_\_\_

Title \_\_\_\_\_

Publisher or producer \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents (check one)

\_\_\_\_\_ Self

\_\_\_\_\_ Organization Name \_\_\_\_\_

\_\_\_\_\_ Other group \_\_\_\_\_

1. To what in the material do you object? (Please be specific; cite pages or location)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is there anything good about this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. For what age groups would you recommend this material? \_\_\_\_\_

\_\_\_\_\_

4. What do you feel might be the result of exposing students to this material? \_\_\_\_\_

\_\_\_\_\_