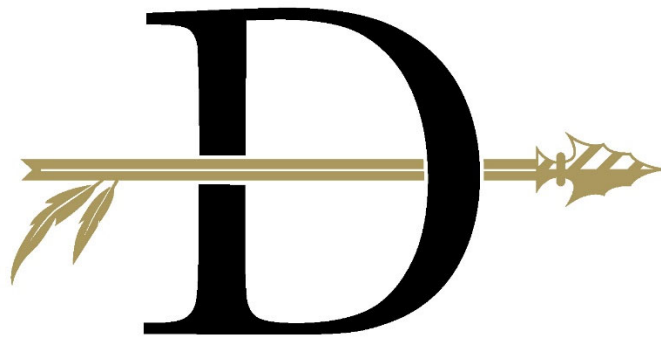


W.P. Davidson High School



W.P. DAVIDSON

H I G H S C H O O L

**Library Media
Handbook**

MISSION STATEMENTS

Library Media Program Mission Statement

The mission of Mobile County Public Schools is to produce a literate, lifelong learner who is visionary and productive, aware of self, accepting of cultural differences, sensitive to others, and who applies knowledge to make morally responsible decisions in an ever-changing global society. 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.

We will accomplish this by providing a challenging, relevant, multicultural, integrated curriculum taught by a caring, competent, motivated, accountable staff committed to the success of all students in a safe, orderly environment conducive to learning.

W.P. Davidson High School Mission Statement

Davidson High School graduates will be an adaptable lifetime- learners who are individual thinkers, self-motivated workers, and productive citizens possessing a healthy self-concept. This will be accomplished by providing a knowledgeable staff working interactively with the community to provide a non-threatening, nurturing environment.

W. P. Davidson Library Media Center Mission Statement

Davidson High School's primary function is to ensure that all students acquire both the knowledge and the skills necessary to become responsible, contributing, democratic American citizens. We offer a challenging, relevant curriculum, taught by a competent and caring staff. Our goals can best be accomplished in a positive school atmosphere characterized by high expectations, attractive and comfortable surroundings, and the support of the parents and the community.

GOALS OF THE LMC PROGRAM

The goals of the information center program focus on the development of a community of learners that is centered on the student and sustained by a creative, energetic program. The program and services are centered on information literacy and are designed around active, authentic student learning as described in the *Information Literacy Standards for Student Learning*.

Adequate facilities with appropriate resources and professional personnel are key components to success.

LIBRARY MEDIA PROGRAM OBJECTIVES

Information Access

Providing open, flexible, and equitable access to 21st Century materials and information is a primary function of the library media program.

The Learning Environment

The 21st-century library media program learning environment is designed to meet the needs of learners in both individual and collaborative settings, enhance learner success, and promote the use of library media resources and services.

Facilities

The 21st Century Library Media Center provides an atmosphere that is conducive to student learning and allows for safe, flexible, open access for all learners.

Personnel

Competent, skilled library media personnel support and enhance the curriculum and contribute to student achievement.

Assessment and Evaluation

Annual and systematic evaluation and assessment provide data for the management and decision-making policies regarding the complete library media program.

Resources

The 21st Century Library Media Center provides a variety of resources to support the diverse needs of all learners.

Technology

The Library Media Specialist is an education leader who promotes the success of all students by facilitating the use and integration of technology, telecommunications, and information systems to enrich the curriculum and enhance learning.

Budgets and Funding

The school Library Media Specialist collaborates with the local school district/system and administrators to ensure that funds are budgeted to maintain the library media program.

Policies and Procedures

Policies and procedures are needed to provide excellent resources, programs, and services for the educational community.

CHALLENGED MATERIALS

Reconsideration Procedures

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

Persons requesting reconsideration of any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see next page) in its entirety. Each school and the central office will keep on hand and make available this reconsideration form. All formal objections to materials must be made on this form. (Please see page 9 of the MCPSS Library Handbook.)

LMC ADVISORY COMMITTEE

This committee serves in an advisory capacity, according to guidelines in the *Library Media Handbook*, Mobile County Public Schools, 2014, p. 171. The committee consists of the Library Media Specialist, department chairpersons or designees, a community member, an administrative representative, a parent, and a student. The committee also serves as the information center budget committee.

Library Advisory Committee

Chairpersons:

Sara Smith and Michelle Cowan

Members:

Lydia Shantazio – Teacher
Charlotte Griffin – Teacher
Jessica Faris – Teacher
Brian Duke – Teacher
Ryan Moody – Teacher
Brooke Inman – Teacher
Ken Daigle – Teacher
John Williams – Teacher
Mitch Pouliot – Parent
Robin Stefurak – Parent
Crystal Couch – Community Stakeholder
Jason Richardson – Principal
Leila Long – Student
Jude Cowan – Student

COLLECTION DEVELOPMENT

Depending on the source of funding, materials will be ordered 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.

SELECTION POLICY

The Davidson High Media Center follows the district selection policies as listed in the *Library Media Handbook*, Mobile County Public Schools, 2014, pp. 24-34. Staff and students submit proposed purchases to the LMC Advisory Committee, which considers all proposals. The final decision on acquisition will rest with the LMS with the approval of the principal.

WEEDING POLICY

The Davidson High School LMC recognizes the need for an orderly procedure for the disposal of outdated, obsolete, and damaged learning resources.

To ensure balance, reliability, and comprehensiveness, the development of a vibrant collection of resources must be carefully planned. An underlying principle of planned collection development is evaluation. In the same way, both the materials and the existing collection are evaluated before selection takes place, evaluation of the materials and the existing collection must occur before materials are removed.

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

By providing materials that are appropriate to the total school program, the Media Center will be a more integral part of the educational process. **Systematic weeding is not an irresponsible disposal of school property; rather it is a needed service that will enhance the credibility and use of the school library.**

- Weeding is an activity that is premised upon informed professional judgment and a carefully articulated plan.
- Weeding ensures that the school library collection contains only those resource materials that are accurate, current, and relevant to the curricular and recreational programs of the school.

- Weeding facilitates access to quality resources.
- Weeding removes the outward illusion of a well-stocked resource collection.
- Weeding results in more effective utilization of available space and assures an aesthetically appealing collection of materials.

In general, consider discarding, for any or all of the following reasons, books that are:

- Unattractive in appearance because of yellowed paper, fine print, etc.
- In poor physical condition as to ragged binding, torn or dirty pages, etc.
- Seldom circulated
- With old copyright dates that make the books outmoded in content, use, or accuracy
- Mediocre or poor in quality
- Duplicated with several copies of titles no longer in heavy demand
- Of a subject matter or treatment not suitable for the clientele served by the library
- Sets of books (especially in the literature and history sections) that have gathered dust for years
- Replaced by new or revised editions
- Of passing interest at the time of publication, such as travel and biographies of persons who were known in their generation, but not likely to be of interest again

The **MUSTIE** system will serve as a guide in the weeding of library books.

Misleading: Factually inaccurate or out of date

Ugly: Worn out beyond mending or rebinding

Superseded: A new edition or better source available

Trivial: No discernible literary or scientific merit

Irrelevant: No longer pertinent to the needs and interests of your school or students

Elsewhere: Easily borrowed or researched from another source

The working collection of the LMC may include manuals, books, software, technology periodicals, and other materials. To maintain the quality of the collection, obsolete and unused materials are removed from the working collection continually. The advice of teachers and/or other uniquely qualified individuals is sought when appropriate. No materials will be withdrawn or discarded only because they contain controversial or unpopular opinions. The final decision rests with the technology and information specialist.

Infrequently used materials are retained if they contribute to the excellence of the collection as a whole and are cited in at least one standard subject bibliography. Multiple copies will be retained if circulation statistics validate the need to retain multiple copies for patron use. As a general guideline, last copies and out-of-print materials are retained if they are of value when viewed from the perspective of the total collection.

The process of weeding the collection involves time, skill in collection development, expertise in collection maintenance, and a thorough knowledge of materials and their potential reference or research value for patrons.

Books To Be Discarded – the process of withdrawing books:

- Stamp or write "Withdrawn" or "Discard" overall spots where the school name is stamped.
- Remove anything that identifies the school's ownership, including barcode labels.
 1. Remove circulation cards, etc. from the item.
 2. Remove call number.
 3. Label the item with "DISCARD" in bold lettering.
 4. Remove any media center identification.
 5. Delete the MARC record or copy the record, whichever is appropriate.
 6. Keep statistics of the number of discards by classification order.
 7. Box materials thoroughly as "DISCARDS".

CIRCULATION POLICY

Patrons with clear library accounts (no overdue books and no fines) may borrow books.

- Books are on loan for two weeks at a time
- A patron may have out three books at one time
- Books may be renewed as long as another patron has not requested the material
- Students must sign in and out when entering and exiting the LMC
- Overdue materials will be charged .05 per day per item excluding holidays and weekends

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 on 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. At the principal's discretion, end-of-year report cards may be held in the school office for parent pick up pending payment of fines.

- Lost material must be paid the replacement cost plus \$1.00 to cover processing
- Teachers are permitted to check out equipment for school or personal use. The teacher will be responsible for replacing any damaged or lost equipment.

COMPUTER, INTERNET AND ELECTRONIC COMMUNICATION ACCEPTABLE USE

MCPSS relies on its computer network to conduct its business. To ensure that MCPSS Computer Resources are used properly by its employees, students, independent contractors, agents, vendors, and other computer Users (the "Users"), the Board of School Commissioners for MCPSS has created and passed this Computer Use Policy (the "Policy"). The rules and obligations described in this Policy apply to all Users (the "Users") of MCPSS' computer network or Computer Resources, wherever they may be located.

MCPSS' policies against discrimination and harassment (sexual or otherwise) apply fully to MCPSS' Computer Resources and Resources, and any violation of those policies is grounds for discipline up to and including termination. Students who violate these policies are subject to disciplinary action consistent with Board policy and the Student Handbook. Vendors, consultants, and other third parties must adhere to these policies and are subject to losing their right to access MCPSS Computer Resources for violations of these policies.

The term *Computer Resources* as used herein refers to MCPSS' entire computer, electronic, and communications network. Specifically, the term *Computer Resources* includes, but is not limited to: computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as iPads, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly (including access by Students, vendors, consultants and other third parties using personally owned computer hardware as authorized by MCPSS) from our computer network or that are owned or have been purchased by MCPSS.

The Computer Resources are the property of MCPSS and may be used for only legitimate business and educational purposes. Users are permitted access to the Computer Resources to assist them in the performance of their jobs. Computer and internet access is provided for MCPSS business use, but *occasional* minimal personal use is allowed. Use of the Computer Resources is a privilege that may be revoked at any time. Users who violate this Policy may have their Computer/Internet use privileges revoked at any time and without prior notice AND are subject to discipline up to and including the possibility of termination.

GIFTS POLICY

The Davidson High School LMC encourages gifts of books, other printed materials, nonprint resources, and gifts of money to purchase resources, which will increase the usefulness of its collection.

The Davidson High School Information Center accepts gifts of materials with the understanding that only those materials meeting the standards set forth in our collection development/acquisition/selection policy or enhanced in some unique way the collections will be retained. Other materials will be disposed of in whatever manner the media center determines to be the most suitable, such as gifts to other media centers or nonprofit institutions, exchange for needed materials of equal value, or sales, with the money to be used for the purchase of materials.

Gifts of art, realia, or equipment are considered on an individual basis. The information center director, the donor, and other appropriate persons, if any, are involved in the discussions, negotiations, and decisions.

The information center tends to discourage gifts with extensive restrictions because restrictions can occasionally make it impossible to fulfill its function of serving appropriately the patrons of Davidson High School. If a gift is of sufficient value to the information center, its patrons, and its program, it will be accepted.

The LMC, because of function and space, cannot promise in all cases to maintain a collection or group of materials as a single entity segregated from the remaining collections. The LMC reserves the right to decide as to the most appropriate use and housing of a gift collection.

Appropriate bookplates or labels indicating donor and other specified information will identify individual items.

The LMS does not act as an appraiser. All gifts are acknowledged by the technology and information specialist. The acknowledgment includes a list of gift items.

In general, the LMC does not accept gifts for deposit without a written statement from the depositor detailing a plan whereby the gift will ultimately become the property of the library.

Authorization:

Date: _____

Signature: _

Title or

Position: _____

BUDGET

The LMC shares state library enhancement funds. The information center advisory committee votes on the state library enhancement allocation. The budget is prepared and administered according to district guidelines.

COPYRIGHT POLICY

The Davidson High School LMC recognizes that federal law makes it 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 or use of audio-visual or printed materials and computer software unless the copying or using conforms to the "fair use" doctrine. Please refer to the MCPSS Library Handbook pp.12-19.

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 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)

What is "Fair Use"?

"Fair Use" refers to permissible uses of copyrighted materials when certain conditions have been met. These four criteria of "Fair Use" must all be met:

1. The use of the work must be for nonprofit educational purposes.
2. The nature of the copyrighted work must be considered.
3. The portion of the copyrighted work used must meet the tests of brevity, spontaneity, and cumulative effect.
4. The effect of the use will not be a detriment to the potential market value of the copyrighted work.

In order to apply copyright laws, there are several rules of “Fair Use” that should be applied when asking if one is staying within copyright guidelines and law. These tests are for Brevity, Spontaneity, and Cumulative Effect.

Brevity – The test for brevity has to do with the amount of material you copy from a work. As a rule, it should not exceed 10% of the whole work. Other rules for this test include:

- A complete poem if less than 250 words; or an excerpt from a longer poem, but not to exceed 250 words.
- An essay or any such work of 2,500 words or less.
- Special works that combine prose, poetry and/or illustrations may be used but not more than 10% of the whole.
- An excerpt from a larger printed work not to exceed 10% of the whole or 1,000 words, whichever is less, per class term.
- One chart, graph, diagram, cartoon, or picture per work.

Spontaneity - The test for spontaneity has to do with time: seizing the moment.

Copying should be at the instance and inspiration of the teacher. This occurs when the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect – This test has to do with the amount of work that is copied over time:

The copying of the material is for only one course in the school in which the copies are made.

- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author during the same term.
- Not more than three authors from the same collective work may be copied during the same term.
- There shall not be more than nine instances of such multiple copying for one course during one class term.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Thank you to the following sources for their permission to use portions of their copyright policies:

Baldwin County Board of Education

Baldwin County, AL

Bannon, Susan H., Associate Professor and Director,

Learning Resources Center, Auburn University

Auburn, AL

Bellingham School District

Bellingham, WA

Okaloosa School District

Ft. Walton Beach, FL

CONFIDENTIALITY OF RECORDS

All records relating to information center patrons and their use of materials and services are strictly confidential. The information center takes seriously its obligation to protect the privacy of every patron, as outlined in the *Confidentiality of Library Records* statement of the American Library Association (Appendix F).

LIBRARY MEDIA CENTER GUIDELINES

LMC is open from 7:00 a.m. until 2:45 p.m. A calendar posted on the school's website will list daily activities and schedules.

Teachers may schedule classes or may send up to five students at a time. Teachers must accompany entire classes. Individual students must have a library pass signed by a teacher except during lunch waves. All students must sign in and out.

Unfortunately, the small number of computers available requires us to prioritize usage. Scheduled classes take precedence over individual use.

1. Students must sign in when coming to the LMC. They must have an official Library pass.
2. All equipment, software, and other materials are to be used only for school-related activities.
3. Computer configurations may not be changed.
4. Patrons are expected to open and close applications correctly, always returning to Windows Login when finished.
5. Patrons are encouraged to ask for help if needed, for example, when printing problems occur. Do not re-enter a printing command.
6. Patrons are expected to use equipment, software, and materials ethically.

Infringement of these rules will result in loss of Internet and/or computer privileges.