



# **Booker T. Washington Middle School Library Media Center**



## **Library Media Policy and Procedures Handbook**

# **2024-2025**

Keisha Mack, Media Specialist

## **Mobile County Public Schools Mission Statement**

"The mission of Mobile County Public Schools is to graduate prepared and productive citizens."

## **Booker T. Washington Middle School Mission Statement**

The mission of Booker T. Washington Middle School library media center is to produce lifelong readers and information literate students using 21<sup>st</sup> century technology tools in a modern environment.

### **Motto:**

**R.A.M.S. – Raising Achievement Modeling Success**

## **Intellectual Freedom**

ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community.

## Library Bill of Rights

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

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

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

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

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

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

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

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

# CHALLENGED MATERIALS

## Reconsideration Procedures

Any member of the school community (administrators, faculty, staff, parents, or students) may raise 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.

**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 \_\_\_\_\_

## 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 refrain 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 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 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 curriculum.
    - 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;
  - Representative Library Media Specialist/s – including Library Media Specialist from school involved;
  - Representative/s of the superintendent's Student and Teacher Advisory Committees; and
  - Curriculum & Instruction Supervisor/s.
- B. The school Media Specialist and/or principal will provide information to each School Board member which will include:
- Decision of the school Library Advisory Committee
  - Library Bill of Rights
- C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.
- D. The Mobile County Board of School Commissioners is the final authority.
- E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be 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.

# Hours of Operation

The library media center’s hours of operation are Monday through Friday from 7:20 AM until 2:20 PM.

## Scheduling

The library media specialist provides flexible scheduled classes on information literacy and digital literacy and computer science as well in the library media center. The patrons have access to the physical collection. In addition, there is access to the virtual collection through the use of technology at the search stations. There is a collaboration lab inside the library media center in which teachers can use the collaboration lab calendar to schedule collaboration classes.

## Library Media Specialist Schedule

Booker T. Washington Middle School  
2024-2025 SY  
Library Media Specialist Schedule (Week A)

Schedule Periods & Times	Harris-6 Social Studies	Hicks-7 Social Studies & Sweeney	Carson-8 Social Studies	OPEN CIRCULATION/ TECHNOLOGY SUPPORT	OPEN CIRCULATION/ TECHNOLOGY SUPPORT
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
P1 7:20-8:15	PLANNING	7TH	8TH	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
P2 8:20-9:10	6TH	7TH	8TH	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
P3 9:15-10:05	6TH	PLANNING	8TH	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
P4 (7 & 8) 10:10 – 11:00	OPEN CIRCULATION	7TH	8TH	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
P4 (6) 10:35-11:25	6TH	6TH	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
11:30-12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
P6 12:25-1:15	6TH	7TH	8TH	OPEN CIRCULATION/ TECH SUPPORT	OPEN CIRCULATION/ TECH SUPPORT
P7 1:20-2:20	6TH	7TH	PLANNING	PLANNING	PLANNING

WEEK A-LIBRARY MEDIA CLASSES WILL MEET IN THE LIBRARY MEDIA CENTER WITH EACH GRADE LEVEL SOCIAL STUDIES TEACHER



Booker T. Washington Middle School  
2024-2025 SY  
Library Media Specialist Schedule (Week B)

Schedule Periods & Times	OPEN CIRCULATION/ COLLABORATION LAB-ELA Grade 6	OPEN CIRCULATION/ COLLABORATION LAB-ELA Grade 7	OPEN CIRCULATION/ COLLABORATION LAB-ELA Grade 8	OPEN CIRCULATION/ COLLABORATION LAB	OPEN CIRCULATION/ TECHNOLOGY SUPPORT
	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
P1 7:20-8:15	6th	7th	8th	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
P2 8:20-9:10	PLANNING	7th	8th	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
P3 9:15-10:05	6th	PLANNING	8th	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
P4 (7 & 8) 10:10 – 11:00	OPEN CIRCULATION	7th	8th	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
P4 (6) 10:35-11:25	6th	OPEN CIRCULATION	OPEN CIRCULATION	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
11:30 – 12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
P6 12:25-1:15	6TH	7TH	8TH	OPEN CIRCULATION	OPEN CIRCULATION/ TECH SUPPORT
P7 1:20-2:20	6TH	7TH	PLANNING	PLANNING	PLANNING

WEEK B-COLLABORATION LAB WILL BE USED FOR RESEARCH WITH EACH GRADE LEVEL ELA TEACHER

## Library Media Center Rules

### Media Center Rules and Expectations

1. Speak softly.
2. No eating/drinking/chewing gum.
3. Use appropriate language.
4. Treat technology and materials with respect.
5. Return all books and materials on time.
6. Listen and follow directions.
7. Use books and materials for learning purposes.

**Be Respectful**

**Be Responsible**

**Be a Learner**

# Circulation Policy

The faculty:

- can check-out Professional and library books
- can reserve the collaboration lab
- can borrow & sign-out non-barcoded items in the log
- can search the online catalog and google at the search stations

The students:

- can check-out library books
- can search the online catalog and google at the search stations

The faculty has unlimited checkout for printed materials.

The students can check-out two copies of printed and non-printed materials.

The faculty has no time limit on Professional books.

The faculty has a two-week loan period for library books.

The students have a two-week loan period for library books.

The students have to pay 5 cents fine for overdue library books.

The faculty and students have to pay the replacement cost for lost or damaged books and materials.

The faculty and students must pay the purchase price for equipment fines unless there is a different fee specified by the school district.

The faculty must return all borrowed items at the end of the current school year.

## SELECTION AND ACQUISITIONS

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

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

### Criteria for Selection of Resources

Selection of library media instructional, informational and recreational resources requires analyzing material content regarding how it relates to the curriculum, the existing collection, and the needs, values, and interests of the community. Items for purchase are evaluated on the basis of:

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

### Procedures for Selection

In selecting items for purchase, the Library Media Specialist:

- evaluates the existing collection
- consults professionally recognized selection resources
- consults with principal about school-wide needs

- consults with teachers about grade level curriculum needs
- analyzes course content and textbook coverage for each subject
- uses knowledge of student needs, interests, goals, abilities, and concerns

Multiple items are purchased according to demand. More than five copies of any title cannot be used to satisfy SACS requirements.

Worn, missing, or outdated items are to be replaced as needed.

If you have any questions, please contact:

Keisha Mack  
Media Specialist  
251-221-2361 Ext.89004  
kmack@mcpss.com

### Library Procedures

1. The library media center operates on an open/flexible schedule.
2. Students will come to the library with their Social Studies teacher for Digital Literacy and Library Curriculum lessons with the media specialist.
3. The ELA teachers will come to the collaboration lab on Week B assigned days.
4. The students will check out books every other week.
5. The library media center operates on an open/flexible schedule Monday through Friday from 7:20 AM until 2:20 PM every week.
6. The collaboration lab is available Thursday (Week B) from 7:20 A.M. until 2:20 PM.

# Library Advisory Committee

The library media advisory committee is an essential component of our library media specialist (LMS) in obtaining information concerning the needs of the library media center (LMC) and its functions. Committee members help to identify the importance of the LMC and its uses to students, teachers, and other Washington Middle School stakeholders during discussions before the purchase of materials for the LMC.

The committee will consist of the LMS, administrator, teachers, students, and parent. The library supervisor will serve as the central office liaison. The LMS will be the chairperson. The committee members will be selected by the LMS with the principal's approval. The committee will meet for planning as needed. All committee meetings will be announced. The committee will also be responsible for assisting the LMS on any reconsideration issues.

## Committee Members

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Craig Williams, Principal

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Leroy Jones, Assistant Principal

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Keisha Mack, Chairperson  
Media Specialist

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Nadis Chambers, Committee Member  
Math Department Chairperson

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Kesia Martin, Committee Member  
ELA Department Chairperson

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Crystal Harris, Committee Member  
Social Studies Dept. Chairperson

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Hope Thomas, Committee Member  
Science Department Chairperson

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Diane Murphy, Committee Member  
Parent

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6<sup>th</sup> Grade Student

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7<sup>th</sup> Grade Student

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8<sup>th</sup> Grade Student