

LIBRARY MEDIA PLAN



EVERGREEN
ELEMENTARY SCHOOL
EVERGREEN, ALABAMA

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Evergreen Elementary School Library Plan

OUR MISSION:

The mission of the Evergreen Elementary School Library Media Center is to provide students with a friendly, instructional environment that enhances knowledge; to provide students with the opportunity to improve reading skills, computer skills, and research skills; to ensure that students have access to the Internet and Alabama Virtual Library; to provide students with activities that enhance classroom instruction; to motivate students to become lifelong learners.

GOAL:

To provide all students and teachers with necessary tools to enrich their lives and enhance their learning and teaching experiences through various technologies, research efforts, resource materials, and media facilities at all times.

OBJECTIVES:

1. Provide all students with activities to enhance all aspects of the curriculum
2. Provide students with opportunities to select, retrieve, and analyze reference materials
3. Provide students with a wide range of materials and genres to improve reading skills and to influence lifelong learning
4. Provide students with opportunities to improve their use of technology and provide activities using the Internet and Alabama Virtual Library
5. The library media staff will work collaboratively with teachers to provide a library media center that is functional and centered on the student to ensure that the media center is an essential part of the educational process.

FUNDING:

The funds for the Library Media Center Program come from Library Enhancement Funding, book fairs, donations and grants.

COLLECTION DEVELOPMENT POLICY:

A. Criteria for Selection

Library resources will be chosen to support the existing curriculum as well as the personal needs and interests of the library users. They will meet high standards of quality in factual content and presentation. The resources will be appropriate for the subject area and for the age, emotional development, ability level, learning style and social development of the students for whom the materials are selected. Library resources will be selected to help students gain an awareness of our pluralistic society. The selection of resources on controversial issues will be directed toward maintaining a diverse collection representing various views. Resources will be selected for their strengths rather than rejected for their weaknesses.

B. Procedures for Selection

In selecting library resources, the LMS will measure available materials against the above criteria and the emerging needs of the curriculum. The LMS will consult reputable, professionally prepared selection guides and other appropriate review sources. Such sources include, but are not limited to, Booklist, Children's Library Catalog, Junior High School Library Catalog, School Library Journal, etc. Administrators, teachers, instructional assistants, students, parents and community members will be regularly encouraged to make recommendations for purchase. When feasible, the resource itself will be examined. Gift materials will be measured against the above criteria and will be accepted or rejected accordingly. Resource selection will include the routine removal of outdated and inaccurate materials, as well as the replacement of lost and worn items still of educational value.

C. Material Organization and Maintenance

1. Weeding

Library materials should be weeded if they:

- are in poor physical condition
- have not been circulated in the last five years
- are outdated in content, use or accuracy
- are mediocre or poor in quality
- are biased or portray stereotypes
- are inappropriate in reading level
- duplicate information which is no longer in heavy demand
- are superseded by new or revised information
- contain information which is inaccessible because they lack a table of contents, adequate indexing and searching capabilities
- are outdated and unattractive in format, design, graphics and illustrations
- are not selected in accordance with general selection criteria

2. Inventory

A complete and accurate inventory of all materials and equipment must be taken each school year and recorded. The library media specialist is responsible for conducting this inventory. It is NOT necessary to stop circulating materials during a computer inventory; if a shelf list inventory is performed, however, circulation of materials must cease during the inventory. A shelf list inventory should be performed once every three to five years, if at all. No classes should check out materials during the last two weeks of school prior to post planning so that all materials are returned and shelved prior to the last day or post planning.

ACQUISITION POLICY:

Gift Books

Items, whether print or non-print, which are presented as gifts to the LMC must meet the same standards as those materials purchased before the gift item will be added to the collection.

Book Fair and Other "Free" Books

Materials that are acquired through book fairs will be based on above criteria. Donations will be pre-screened for appropriateness before being placed on the shelves for circulation.

ALABAMA VIRTUAL LIBRARY & TECHNOLOGY:

The Library Media Specialist issues Alabama Virtual Library cards to all students and faculty on a yearly basis.

Internet Use:

Please see the following pages concerning these issues.

CHALLENGED MATERIALS:

A. Statement of Policy

- Any resident or employee of the school district may formally challenge media center learning resources used in the school's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the school and community who are not directly involved in the selection process.

B. Request for Informal Reconsideration

1. If a complaint is received regarding material from the media center, the school shall try to resolve the issue informally.
 - The principal or other professional staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
 - The principal or other professional staff shall explain the particular place the questioned media center material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
2. If an agreement cannot be reached, the questioner must complete a "Request for Reconsideration" form. All formal objections must be made on these forms.
 - A Material Review Committee will be selected to reexamine the material. All decisions will be delivered in writing.
 - If an agreement cannot be reached at the school level, the request for reconsideration shall be referred to the superintendent's office for reevaluation of the media center materials.

**Request for Reconsideration of Library
Resources**

Author: _____

Type of Instructional Material: _____

Title: _____

Publisher (if known): _____

Request initiated

by: _____ Telephone: _____

Street Address: _____

City: _____ Zip Code: _____

Curriculum area and grade of item _____

Complainant represents: _____

1. To what in the item do you object? (Please be specific)
2. What do you feel might be the result of using this item?
3. For what age group would you recommend this item?
4. Do you feel there is any value in this item?
5. Did you examine the entire item? What parts?
6. Have you had an opportunity to discuss the proposed use of this item with a staff member?

Signature of Complainant

Date

Please send this request to:

Evergreen elementary School

821 West Front Street

Evergreen, AL 36401

251-578-2576

PROCEDURES CONCERNING COPYRIGHT LAWS:

The reproduction and use of materials on Repton Junior High School equipment or by Conecuh County Board of Education employees or students of Board of Education business or instruction shall be in accordance with copyright law as set forth in Title 17, United States Code and the manufacturer's condition of sale.

1. No employee or student shall reproduce or allow the reproduction of material in violation of copyright law and or the conditions of sale.
2. No employee or students shall accept or use copyrighted materials or software which is not known to be provided in accordance with copyright law or condition of sale.
3. It is the individual responsibility of each user to determine that his/her use of the copyrighted material is in accordance with this policy.

CIRCULATION POLICY:

- Teachers may check out books or resource materials for 14 days. Reference materials may be checked out for one day by teachers only.
- Students may check out two books for a two-week period (one AR book and one non-AR book).
- Teachers and students may renew materials unless another patron has placed a reserve on the material.
- Students may only use reference materials in the Library Media Center.
- Teachers may check out magazines; students may look at magazines in the Library Media Center only.
- Teachers will be provided a list of videos in the library media center at the beginning of each year, and they will be notified as new videos arrive.
- Teachers may check out at least two videos at a time for a two week period.
- No fines will be charged for overdue books; students will not be allowed to check out or reserve additional material until current book is returned or replacement cost is paid.

Library Media Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:15-7:45	Hall Duty	Hall Duty	Hall Duty	Hall Duty	Hall Duty
7:45-8:15	McIntyre (k)	Tucker (k)	ADMINISTRATION	Hall Duty Pounce ADMINISTRATION	ADMINISTRATION
8:30-9:00	ADMINISTRATION	ADMINISTRATION	Pleasant (5th)	ADMINISTRATION	ADMINISTRATION
9:00-9:30	AR	AR	AR	AR	AR
9:30-10:00	Bodiford (4th)	Ivey (4th)	Boller (4th)	Wilkins (2nd)	ADMINISTRATION
10:00-10:30	DUKES (10:10-10:40)	JOHNSON (10:10-10:40)	Hancock (1st)	Lambert (1st)	ADMINISTRATION
10:30-11:00	ADMINISTRATION	ADMINISTRATION	ADMINISTRATION	ADMINISTRATION	ADMINISTRATION
11:00-11:20	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:20-12:10	planning	planning	planning	planning	planning
12:10-12:40	Conway ((1st)	Robinson (1st)	King (2nd)	Vanner (2nd)	Patterson (1st)
12:40-1:10	ADMINISTRATION	Gandy (3rd)	Hammonds (3rd)	Lowery (3rd)	Stewart (4th)
1:10-1:40	Black (2nd)	Snowden (3rd)	Williams (3rd)	Smith (2nd)	ADMINISTRATION
1:40-2:05	ADMINISTRATION	ADMINISTRATION	Andrews (5th)	Browder (5th)	ADMINISTRATION
2:05-2:25	AR	AR	AR	AR	AR
2:25-3:00	Car Duty	Car Duty	Car Duty	Car Duty	Car Duty

EVERGREEN ELEMENTARY SCHOOL
TEACHER WISH LIST

Teacher: _____

Grade: _____

Date Submitted: _____

Books:

Fiction

Author

Title

- 1.
- 2.
- 3.

Nonfiction

Author

Title

- 1.
- 2.
- 3.

CD's/Audio Tapes

Author

Title

- 1.
- 2.

Periodicals

Author

Title

- 1.
- 2.

Videos/DVD

Title

Producer

- 1.
- 2.

Software:

Title

Producer

- 1.
- 2.

Equipment/Supplies:

Other:

Information Literacy Standards For Student Learning

INFORMATION LITERACY STANDARDS

Standard 1 The student who is information literate accesses information efficiently and effectively.

Standard 2 The student who is information literate evaluates information critically and competently.

Standard 3 The student who is information literate uses information accurately and creatively.

INDEPENDENT LEARNING STANDARDS

Standard 4 The student who is an independent learner is information literate and pursues information related to personal interests.

Standard 5 The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.

Standard 6 The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

SOCIAL RESPONSIBILITY STANDARDS

Standard 7 The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.

Standard 8 The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.

Standard 9 The student who contributes positively to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.

School Library Bill of Rights For School Library Media Center Programs

The American Association of School Librarians reaffirms its beliefs in the Library Bill of Rights of the American Library Association. Media Personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians asserts that the responsibility of the school library media center is

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum backgrounds, and maturity levels of the students served.
- To provide materials that support the curriculum, taking into consideration the individual's needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literacy, cultural and aesthetic appreciation, and ethical standards.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To provide a written statement, approved by local boards of education of the procedures for meeting the challenge of censorship of materials in school library media centers.
- To provide qualified professional personnel to serve teachers and students.

CONECUH COUNTY SCHOOLS
ACCEPTABLE USE POLICY
TERMS AND CONDITIONS FOR TECHNOLOGY USE
(Employee)

The Conecuh County School System has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information. It allows users to find, synthesize and share information in a variety of ways.

The Internet has evolved because groups of individuals have chosen to network their computers in order to share information. A small minority has made objectionable materials available over the Internet. The Conecuh County School System will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. The Conecuh county School System believes that the valuable information and the interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment or on the premises.

As a condition for the use of the computers, networks, and Internet, the user must abide by the following Terms and conditions for Technology/Internet Use in the Conecuh County School System and by any future terms or conditions that may be developed.

- Passwords should not be written or shared.
- All network communication must be polite, kind, and free from inappropriate language.
- Personal work and electronic mail will be deleted regularly. File server space is limited.
- Electronic mail is not guaranteed to be private.
- Personal addresses, phone numbers, and financial information will not be included in network communication including Internet, is permitted.
- Tampering with technology equipment in any respect will not be tolerated.

The Conecuh County School System does not own copyright on any of its software and, except for a single copy for backup purposed or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it. Therefore, the System does not condone and specifically forbids the unauthorized duplication of software.

According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,00 per work copied, and imprisonment up to five years per title copied.

I understand that computer, network, and Internet use in Conecuh County School System is a responsibility and privilege and not a right. Additionally,

I understand that the Conecuh County school System will provide computer, network, and internet access for educational purposes only to qualified students, teachers, administrators, and staff through its individual schools.

I will supervise all student activities using technology in my classroom or in any school setting under my supervision.

I will set educationally relevant objectives for each technology activity that I supervise.

I will ensure that all students who use the computers, networks, and or Internet under my supervision abide by the Acceptable Use Policy.

I understand that the Conecuh County school System does not condone and specifically forbids the unauthorized duplication of software and that only properly licensed software may be used. A copy of the license should be filed with the purchase order.

I accept the terms of this Acceptable Use Policy, and I understand that violations of any conditions of use described herein may be cause for disciplinary action.

Employee Name (Print) _____

Employee Signature _____ Date _____

Conecuh County Board of Education Internet Ethics Code

01. All use of the Internet must be in support of education and research and consistent with the purpose of the Conecuh County Schools.
02. Use of the Internet which results in any copyright violation is prohibited.
03. Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
04. Hate mail, harassment, Discriminatory remarks, and other antisocial communications on the Internet is prohibited.
05. Personal information such as name, address, or telephone number should not be revealed on the Internet.
06. Use of the Internet for product advertisement or political lobbying is prohibited.
07. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
08. Use of the Internet for commercial or for-profit purposes is prohibited.
09. Down-loading or up-loading of unauthorized games, programs, files, or other electronic media is prohibited.
10. The Internet shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
11. Hacking is prohibited.
12. Use of the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords or data belonging to other users is prohibited.
13. Use of school technology or the Internet for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
14. Use of the Internet to facilitate illegal activity is prohibited.
15. Use of the Internet for non-school work or non-school related communications is prohibited.
16. Use of the Internet to misrepresent other users on the Internet is prohibited.
17. It is not permitted to create, send, or forward electronic chain letters.
18. All encountered or observed problems in system or network security, should be reported to an administrator in your building.
19. To buy, sell, trade, or barter goods and services is prohibited.

