

# **Lamar County School Library Media Centers Policies and Procedures**

Compiled 2005-06 by

Carolyn Egger  
Brenda Gordon  
Denise Junkin  
Elaine Rushing  
Jenny Spence  
Ronda Tidwell

## **Mission Statement**

The mission of Lamar County School Library Media Programs is to enable students and staff to become life-long learners and effective users of ideas and information. This mission is accomplished by:

- providing intellectual and physical access to informational materials in a variety of formats and media
- stimulating interest in reading and in finding and using information and ideas
- promoting the use of the library media center by students and faculty
- working with teachers to develop educational strategies to meet the information needs of students and to augment teaching
- supporting the school's curriculum and reading initiatives

## **School Library Bill of Rights**

School libraries are concerned with generating understanding of freedom and with the preservation of this freedom through the development of informed and responsible citizens. The responsibility of the school library media center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.

Approved by the American Association of School Librarians  
Board of Directors, Atlantic City, 1969

Revised August 2000

## STANDARDS

The Standards used by Lamar County School Media Centers are taken from the following agencies:

- Information Literacy Standards for Student Learning from: Information Power: Building Partnerships for Learning. American Library Association, Chicago and London.1998.
- Southern Association of Colleges and Schools Standards (SACS): Elementary, Middle, Secondary, Unit, Nonpublic
- Alabama Department of Education: Literacy Partners, Partners For An Effective Library Media Program

## CONTENTS

➤ Budget Process	Page 5
➤ Scheduling	Page 6
➤ Selection Policy	Page 7
➤ Challenge or Reconsideration of Materials	Page 10
➤ Acceptable Use Policy	Page 12
➤ Copyright	Page 13
➤ Alabama Virtual Library	Page 16

## **Budget Process**

The library media professional will submit recommendations to the budget committee in accordance with proper spending procedures for school library funds as directed by state guidelines. Based on these recommendations, the committee will draft a budget proposal for state library funds and submit it to the faculty for a vote. The budget approval procedure set forth by the state will be followed.

# Scheduling

## Fixed and Flexible Scheduling Policy

The library media program is an integral part of the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, students, teachers, and library media specialists become partners in learning. The library media program is an extension of the classroom. Information skills are taught and learned within the context of the classroom curriculum. The wide range of resources, technologies, and services needed to meet students' learning and information needs are readily available.

Elementary grades require two weeks at the beginning of the school year to schedule classes, consult with teachers, and to get books, computers, and class information ready for library use. The last two weeks of school are necessary to provide time for the return of books, inventorying the collection, and testing of students.

Both fixed and flexible scheduling are utilized in the elementary library media centers. Classes are scheduled once weekly as well as flexible scheduling for additional check-outs. High school library media centers use flexible scheduling to provide time for individual students or entire classes the opportunity to use information sources for reading, studying, and research in both structured and unstructured settings.

Planning between the library media specialist and the classroom teacher, which encourages both schedules and informal visits, is the catalyst that makes the integrated library program work. The teacher brings to the planning process a knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills.

Cooperative planning by teacher and library media specialist results in the development of assignments that encourage open inquiry and appropriate use of available materials.

## Selection Policy

The main objective of a library media center is to provide access to a wide selection of materials which will implement and enrich the educational program of the school. Materials should consist of varying levels of difficulty with an emphasis on diversity and a variety of points of view.

The term "library materials" refers to all resources (print or non-print) that have educational content or function and are housed by the library media center.

The person responsible for selection of library materials is the professionally trained school library media specialist or personnel. Appropriate administrators should first approve all materials selected for purchase.

Each library acquisition should be considered according to certain standards (but need not meet all criteria to be selected).

- Educational significance
- Favorable reviews from reputable sources (see selection guides below)
- Contribution of an item to the curriculum
- Validity, currency, and appropriateness
- Reputation or significance of author
- Durability
- Cost
- High artistic value
- Historical quality
- Reflections of problems, aspirations, attitudes, and ideals of society
- Reading enjoyment
- Differing viewpoints on controversial subjects
- Level of intended user
- Literary style
- Ease of operation

Gifts should be considered based on the same criteria used for purchasing materials.

## Selection Guides

### A. Current Reviewing Media

- **Booklist** – published by ALA, bi-monthly, K-12, print and non-print materials
- **Book Report** – print and non-print for secondary schools
- **Bulletin of the Center for Children's Books** – one of nation's leading children book review journals
- **Horn Book** – only recommended reviews, reviews non-print, lists Braille books
- **Library Journal**- current news about libraries and librarians, etc.
- **School Library Journal** – published by R. R Bowker, reviews by librarians, non-print included
- Other current standard reviewing periodicals

### B. Standard Bibliographies

- **Children's Catalog** - Selection tool for literature, curricular books, and magazines
- **Elementary School Library Collection** – by Brodart, print and non-print, reading levels are included
- **Fiction Catalog** – works of fiction for the adult level

An updated, balanced collection should be maintained with regular evaluation of materials, discarding outdated and obsolete materials and replacement of worn-out but basic titles.

There are three basic material selection formats:

- Print--books, newspapers, government documents etc.
- Non-print—videos, cassettes, CDs, art, educational games, etc.
- Electronic—CD ROM's, databases, On-line services, Internet, computer software

### Steps in Selecting Materials

1. Evaluate existing collection
2. Assess curricular needs
3. Solicit requests and recommendations
4. Check reviews (see selection guides above)
5. Preview materials if possible

## Faculty Recommendations for Library Media Center Materials

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

Subject Area: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Reading Level: \_\_\_\_\_

Curriculum Unit \_\_\_\_\_

Special Needs:

Type of media requested (book, video, software, etc.):

Please list specific recommendations. Provide review source, if known:


## **Challenge or Reconsideration of Materials**

### **Procedures for Reconsideration of Materials**

Library Media Centers in Lamar County Schools encourage and support informational and recreational reading, taking into consideration the diversity in age, reading level, and maturity level of students. Selection of individual reading material is a personal choice and is the responsibility of the individual. Occasional objections to materials may be voiced by the public despite the care taken in the selection process. If a complaint is made, the following procedures should be observed.

1. The building principal, in conjunction with the library media specialist will inform the complainant of the selection procedures.
2. If the complainant wants to proceed with a formal complaint, the building principal will supply a copy of the reconsideration form (Request for Reconsideration of School Library Media Material) which must be completed and returned to the office of the Superintendent.
3. The Superintendent will appoint a Materials Review Committee composed of one central office administrator, one building principal, two teachers and two parents who will:
  - re-examine the challenged material;
  - survey appraisals of the material in professional reviewing sources;
  - weigh merits against alleged faults to form opinions based on the material as a whole and not on passages isolated from context; and
  - discuss the material and prepare a written recommendation within 30 days to the Superintendent.
4. Based on the recommendation of the Committee, the Superintendent will make a final decision regarding the material and deliver the decision in writing to the complainant and appropriate staff members.
5. In the event the request is denied, the complainant may appeal the decision to the Board for a public hearing. The request for a hearing must be in writing, signed and delivered to the Superintendent within two weeks following issuance of the original decision. The Superintendent will arrange a timely Board hearing. The Board's decision on an appeal is final.

**REQUEST FOR RECONSIDERATION OF SCHOOL LIBRARY MATERIAL**

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

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

Title and Author of Material:

\_\_\_\_\_

Have you read the material in its entirety? \_\_\_\_\_

Are you aware of critical reviews and other comment concerning the material?

\_\_\_\_\_

What do you find objectionable about the material?

Please cite specific passages and their relationship to the work as a whole.

\_\_\_\_\_

\_\_\_\_\_  
(Feel free to add pages to fully answer this question.)

What harm do you feel this material will do to readers?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action are you requesting concerning this material?

\_\_\_\_\_ Reclassification to another part of the library collection.

\_\_\_\_\_ Removal from the collection.

Signature: \_\_\_\_\_

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

## **Acceptable Use Policy**

## Copyright Policy

It is illegal to duplicate any material, whether it is music, art or literary in nature, without the authorization of the copyright holder. However, the government has recognized the need for what is called fair use of materials. Under this set of laws it is possible to legally copy materials if it is not for profit. It is important that all regulations are followed. Each individual teacher is responsible for their own conduct and compliance to the fair use laws. If a teacher has any questions, they need to ask their individual school's authority on the subject or their superintendent about the policies.

Under the "fair use" guidelines, copies can be made for the purpose of news reporting, criticism, comment, and teaching. These factors before copying must be taken into account:

- 1) purpose and character of use (cannot be for profit)
- 2) the nature of the copyrighted work
- 3) amount being copied ( cannot be a whole book)
- 4) effect of the copying on the market value of the object

### Practical Application

- A teacher can make a single copy of
  - 1)chapter from a book
  - 2)an article- 2,500 words
  - 3)a short story- 1000 words or 10% of work or whatever is smaller
    - a)essay-2,500 words
    - b)poem- not more than 250 words and/or 2 pages
  - 4)one chart, graph, drawing, cartoon, or picture from a source
- If a teacher plans the assignment ahead of time and knows that he/she is using copyrighted material, an effort should be made to gain permission to use the copyrighted work.
- Teachers are limited to
  1. one course in school in which copies are made
  2. during the term only one short poem, article, essay, or two excerpts from the same author can be used and only three works from a collective work
  3. only nine instances of multiple copying during the term
  4. these numbers do not apply to current news, periodicals, and newspapers
- All theatrical performances except those preformed in the classroom are required to have copyright holder's permission.

- Copyrighted materials can be used in overhead or opaque projectors.
- Teachers cannot use the same-copied materials from year to year without gaining permission.
- The notice of copyright needs to be on the copy.
- A librarian can make a **single** copy (with notice of copyright attached) if
  - 1) unpublished work is in the collection and its purpose is for preservation or it is to be sent to another facility
  - 2) to replace a damaged, stolen, or lost work that cannot be replaced at a fair price
- Neither school library media specialist nor teacher can charge more than the cost of copying the material.
- Music can be copied but no more than a single copy of an entire section of printed material. Material that is out of print or excerpts from a larger work that is not available can be copied when preparing lessons for the students. Lyrics can be altered.
- Television program recordings are allowed if
  - 1) The copy is destroyed after **45 calendar days** (not school days) after the show has aired
  - 2) Teachers cannot make recordings on anticipation of a request
  - 3) The copyright notice must be included
  - 4) The program can not be altered or combined to make a collective work
- REMEMBER TO INCLUDE ON ALL COPIES:

**NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW**

## Copyright Information

- <http://www.copyright.gov/>  
home for copyright
- <http://www.copyright.gov/circs/circ1.html>  
table of contents U.S. copyright office for frequently asked questions
- <http://www.copyright.gov/title17/>  
list of individual chapters of the copyright law of the U.S. and related laws contained in Title 17
- <http://fairuse.stanford.edu/>  
links, articles and overview of fair use practices

## Protected by Copyright

- literary works
- musical works and the words in the songs
- dramatic works and the music written for the work
- pantomimes and choreographic works
- original works of art including pictorial, graphic, sculptural etc.
- motion pictures and other audiovisual works and sound recordings
- architectural works

## Not Protected by Copyright

- works which have not been written or recorded before hand such as improvisational speeches or performances
- titles, names, short phrases, and slogans, familiar symbols or designs, lettering, coloring, and listings of ingredients or contents
- works consisting entirely of information that is common property and containing no original authorship such as calendars, tape measures, rulers

## ISSUING ALABAMA VIRTUAL LIBRARY CARDS

Alabama Virtual Library Cards will be issued to students by the Library Media Specialist. Cards will be issued beginning in 3<sup>rd</sup> grade. Cards will be issued to new students as they transfer into the school.

### TO ISSUE A CARD USE THE FOLLOWING STEPS:

1. Connect to the internet.  
<https://www.avl.lib.al.us/cgi-bin/students/student.cgi>
2. Enter the network Username and Password.
3. The Alabama Virtual Library Remote Users Information window will appear. On the left of the screen, choose "Add New Users", then select your school from the drop down box. Enter student information and "submit".
4. AVL Remote Users Information has information that will be displayed after a new user is added and should be placed on the back of the AVL card.
5. Username and password must be printed on the card exactly as it appears.
6. AVL cards may be updated or user information changed.
  - Choose "Update or Renew User", choose your school, then choose "Search".
  - To make changes, select the name in the UserID box, make corrections, then click "submit" or "submit & renew".