

Tupelo High School Media Center Library Policies and Procedures Table of Contents

| | |
|---|----|
| Mission..... | 1 |
| Objectives..... | 1 |
| Library Procedures..... | 2 |
| Hours..... | 2 |
| Checkout Policies..... | 2 |
| Scheduling Policies..... | 2 |
| Rules..... | 3 |
| Equipment Policies..... | 4 |
| Budget..... | 4 |
| Collection Development..... | 5 |
| Statement of Purpose and Goals..... | 5 |
| Responsibility for Collection Management..... | 6 |
| Materials Selection Policy..... | 6 |
| Responsibility for Selection..... | 7 |
| Criteria for Selection of Materials..... | 7 |
| Donations/Gifts..... | 8 |
| Collection Maintenance & Evaluation..... | 8 |
| Procedure for Review of Library Material..... | 9 |
| Five-Year Plan..... | 12 |
| Appendices..... | 13 |

Resources: Tupelo Public School District Board Policy, Itawamba Community College Policy and Procedures Manual, Mississippi School Library Guide.

Tupelo High School Media Center Library Policies and Procedures

THS Media Center Mission Statement

The mission of the Media Center is to serve as an integral support component of the total teaching-learning experience for the students of Tupelo High School. By providing appropriate resources for our students, faculty, staff, and administration, we promote the philosophy of lifelong learning for all and encourage all to achieve to the maximum of their potential as learners, citizens and as human beings. We seek educational excellence for all members of the high school community.

Objectives:

To accomplish this mission, the specific objectives of the Media Center are:

1. To provide leadership for the high school community in identifying and selecting appropriate learning materials.
2. To acquire, organize, and make available for use the sources of information needed to support the instructional programs of the high school and the institutional and individual needs of the students, faculty, and community.
3. To provide orientation and instruction in the use of materials and services.
4. To provide alternative methods of learning for students and faculty through individual and group use of non-print media.
5. To provide technical assistance in the production of learning materials and in the use and operation of audio-visual and computer-assisted instruction equipment.
6. To provide attractive, functional physical facilities that are adequate to serve students and faculty in an atmosphere conducive to learning.
7. To cooperate with other institutions, libraries, and agencies to meet the information needs of the community.

Library Procedures

Hours of Service

The THS Media Center is opened Monday - Thursday from 7:30 - 4:00 and Friday, 7:30 - 3:30. The media center is available to students before school, during student lunches and after school. Students must sign in at the desk during their lunch. Students must have a 2 part signed Media Center pass from the designated block teacher throughout the school day. The Media Center staff will not write late passes to class; therefore, it is the student's responsibility to manage their time while using the Media Center.

Checkout Policies

Students, faculty and staff of Tupelo High School, as well as patrons within the TPSD, are allowed to check out materials from the Media Center. Library materials not available in the Media center may often be obtained from other libraries through Interlibrary Loan. Patrons should consult a member of the library staff for more information.

- All books except those especially designated may be checked out for a three week period.
- Students may check out up to five books at any time.
- A fine of five cents per day is charged for overdue books.
- A limited checkout period may be assigned for some books during a time of heavy demand.
- Students with fines and/or overdue books will not be permitted to checkout books. Students should pay 25% of the cost of the fine to checkout additional material.
- Students graduating with library fines must clear them before receiving their diploma.
- Students and faculty are expected to pay the replacement cost of lost material.

The Mississippi Library Security Act of 1978 states, "It shall be unlawful for any persons to remove library materials, without authorization from the premises wherein such materials are maintained or to retain possession of

library materials without authorization. It shall be unlawful for any person to willfully mutilate library materials." This means that it is a violation of state law to remove books or other library materials without checking them out or to damage them by cutting out sections, writing in them or otherwise defacing them.

Scheduling Policies

The Media Center serves as an information resource to students, faculty, staff and to the community served by Tupelo High School.

Class Scheduling

The Media Center can accommodate up to two classes per day using either the classroom areas and/or the computers. Teachers should request to use the media center by either emailing a staff member or requesting a date on the media center's online calendar (Google). Teachers should refer to the online calendar for available dates.

Community/Club Scheduling

The classroom area and/or main library area may be scheduled for the use of the faculty and staff of the high school and by other educational, business, or civic groups. Because of the high demand, reservations should be made a minimum of two weeks in advance. A media center staff member should be contacted for reservations.

Rules

The media center subscribes to the rules set forth by the THS School Improvement Committee, as well as rules found throughout the manual.

1. Be Respectful of classmates, teachers, the library facility, and all materials and equipment.
2. Be Accountable for your actions.
3. Be Productive by using media center time wisely for research, reading, homework or class work.
4. Students must have a Media Center pass from a classroom teacher, except during their lunch.

5. Food and drinks are allowed in limited areas of the library. Students may be asked to dispose of items before use technology equipment.

Equipment Policies

For the convenience of media center patrons, computer printers and copy machines are house in the library. Black and white copies may be obtained at a cost of 10 cents per page. Often times if teachers require printed projects or reports they will provide paper. Color copies are seventy five cents per page. Computers are equipped with several integrated office software packages for student use. By accessing the Media Center computers all users agree to abide by the TPSD Acceptable Use Policy which can be found on the TPSD website. Internet access will be denied to anyone observed on inappropriate websites.

None of the equipment in the Media Center, including computers, scanners, copy machines, printers, etc. can be used on a regular basis or on a large scale in support of another organization such as a church or business or for any individual user's profit-making activities.

The United States Copyright Act of 1976 states that is a crime to photocopy any and all copyrighted materials. Certain portions of copyrighted articles may be photocopied for study and other educational purposes. Media Center staff will not violate copyright.

Budget

The THS Media Center's annual budget allocates funds for the purchase of print and online materials supporting the TPSD curriculum, equipment for student, faculty, and staff use, as well as maintenance and support of current resources. Funds are designated yearly by the Tupelo High School administrator and are allocated in August of each school year. Financial records are maintained and appropriate reports compiled to assess current budget status and request budget adjustments as necessary.

Collection Development

Statement of Purpose and Goals

Through collections, instructions, facilities, and services, the Media Center provides leadership and support for the curricular and intellectual information needs of the high school community.

Collection development is the means by which the library of Tupelo High School provides organized collections of print and non-print resources that will meet the requirements, as well as the cultural and recreational needs of the high school community. Collection development is achieved by librarians, faculty, administrators, staff and students working together to select library materials which best fulfill these needs.

The policy is intended to guide the building and enrichment of the collection in accordance with the missions of the Tupelo Public School District, Tupelo High School and the Media Center by stating the guidelines and principles with which the process of selecting and acquiring materials and equipment will proceed. It has been developed so that available resources can be focused on those policies, practices, and procedures that best enable the library to support the mission of the high school. To accommodate internal changes in curriculum and external changes in society the policy will be reviewed regularly.

This policy will:

- Ensure that the library develops a collection that is responsive to the curriculum, is balanced intellectually and is responsive to the needs and use patterns of students, faculty, and staff.
- Provide objective criteria for selection and development
- Provide a means of interpreting the collection to potential users
- Ensure that available resources can be focused on those policies, practices, and procedures that best enable the library to support the high school mission
- Ensure that the library supports the Library Bill of Rights of the American Library Association and other principles and ideals of intellectual freedom

Responsibility for Collection Management

Responsibility for collection management for the media center rests with the Media Specialist. The media specialist may delegate to the professional staff the authority to select materials in accordance with the TPSD board guidelines and objectives contained in this document. The media specialist is informed of curriculum development and the course needs of faculty by serving on the Department Chair team. The media specialist is also responsible for forming a Library Advisory Committee (please see appendix for current members) which will include faculty that will recommending instructional materials which will support their areas of specialization. In addition, students and other patrons are encouraged to suggest other materials which would keep the collection current and up-to-date, and are invited to preview and evaluate new materials.

Generals Policies for Materials Selection

The media center will follow the TPSD Board policy IJLB updated on July 22, 2014 on the selection of library materials.

The primary objective of the District library material selection procedure is to provide students and teachers with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

To this end, the Board, in keeping with the ideas expressed in the School Library Bill of Rights, asserts that the responsibility of District media specialist is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

5. To provide materials representative of many religious, ethnic, and cultural groups and their contribution to our American heritage, thereby enabling students to develop an intellectual integrity in forming judgments.

6. 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 selection appropriate for the users of the library.

Responsibility for Selection of Materials:

The identification, selection and recommendation of library materials is primarily the function of the professional staff of the District. Selection of library materials will be guided by the instructional needs of the individual schools, the adequacy of recommended materials in meeting adopted curriculum goals, and the strengths and weaknesses within the existing collection of materials. While professional staff will be encouraged and supported in applying the listed guides to select and recommend library materials, the Board retains sole authority for approving the library materials utilized in the District.

Criteria for Selection of Materials:

The major criterion for the selection of resources is the educational suitability of the resource for its intended use. Media specialists will use educational criteria and professional judgment rather than personal opinions, values, or beliefs in the selection of resources. All materials purchased or accepted as gifts will be evaluated according to the following criteria:

Relevance to the curriculum

Relevance to students' informational and recreational needs

Suitability of subject

Format and level for intended audience

Quality and variety of format

Importance of subject matter to the collection

Scarcity of materials on the subject

Published and/or broadcast reviews or inclusion in special bibliographies and indices

Authority and significance of the author, composer, filmmaker, etc.

Reputation of the publisher or producer

Timeliness and/or permanence

Student interests
Provision of alternate viewpoints
Quality of writing, design, illustrations, or production
Relevance to school community standards
Potential and/or known demand
Cost

Donations/Gifts

Gifts of books or other materials may be accepted, but incorporation into the school library media center's collection is based on collection needs and the judgment of the media specialists. All gifts are subject to evaluation by the criteria for selection of materials. Commercially prepared materials are accepted if they meet the selection standards, are intended to inform and not to promote sales, and are free from excessive advertising.

Collection Maintenance and Evaluation

Materials which no longer meet the stated objectives of the library will be discarded according to accepted professional practices. Disposition of library materials so weeded will be at the discretion of the media specialist, subject to all relevant policies of the Tupelo Public School District.

Weeding is a process essential to collection development and maintenance and should be done on a continuing basis. Removal of obsolete material is a necessary part of the organizational plan leading to an effective collection which is relevant and up-to-date. The process of weeding includes the following factors:

1. Predetermined criteria (itemized below)
2. General knowledge of the collection and the needs of the patrons
3. Subjective judgment
4. Circulation of the material. (Non-circulation is not an absolute factor. For example, classics are kept in the collection and some items are used in the library and are not checked out.)

The following criteria are used as general guidelines for the initial removal of an item. Items are then reviewed by the media specialist and/or the library advisory committee to help determine the value to the collection of any particular item.

Criteria for weeding books

1. Physical Condition
 - a. Books in poor physical condition, including damaged, yellowed or brittle pages, mutilated or missing pages, broken backs, destroyed or frayed bindings, and badly marked items.
 - b. Books with very fine print, narrow margins
2. Excess materials
 - a. Excess duplicate copies of seldom used titles
 - b. Old editions which been superseded by revised editions
3. Content
 - a. Outdated information
 - b. Incorrect Materials
4. Age of material (use a guide, consider the worth/use of each item)
 - a. Items to be considered for weeding after five years: technology, business, science, social science, almanacs
 - b. Items that need to be checked annually include reference that have significant yearly changes
 - c. Encyclopedias need to be weeded when replaced by updated editions

Procedure for Review of Library Material

Since free access to information is essential not only to education but to our democracy, the library upholds the principles of the American Library Association's "Freedom to Read" statement (See Appendix) and makes every effort to provide materials representing all points of view.

Should a library patron encounter material he or she feels is objectionable, the user has to follow the steps outlined for complaints or concerns about instructional resources found in TPSD Board Policy KNBA. No materials will be withdrawn, removed, or undergo a change in location or status until the entire review process is completed. According to Board Policy the review process is as follows:

Administrative Procedure

Resolution of complaints and concerns, consistent with the Policy KNBA, shall be attempted at the level most directly involved; however, opportunities for appeal to higher administrative levels shall be afforded. Complaints and concerns about curriculum, print and nonprint

Instructional materials, instructional strategies, and educational activities, shall proceed through the following levels of review:

Level 1 Review by building or departmental level personnel

a. Teacher or other instructional personnel

b. Principal or other appropriate supervisor

Level 2 Review by TPSD Curriculum and Instruction Team

Level 3 Review by the superintendent or designee

Level 4 Review by Board of Trustees or designated hearing officer

To initiate a complaint or express a concern, parents or other patrons should contact the person at the building or departmental level who is responsible for the curriculum issue, instructional material, instructional strategy, or educational activity in question. Generally, this will be the teacher, however, issues of broader application in the school should be brought directly to the principal.

Level 1 review is informal and may follow a discussion format. If the parent or other patron is dissatisfied with the response of the employee or feels he/she needs additional information, the parent/patron may bring the matter before the principal or other appropriate supervisor. The principal or supervisor will review all information relative to the complaint or concern and provide the parent or patron with a written response within five working Days.

If the parent or patron is dissatisfied with the principal's response, a Level 2 review by the TPSD Curriculum and Instruction Team can be initiated by contacting the superintendent or his designee. At this time the dissatisfied parent or patron will be asked to complete a "Request for Review of Learning Material or Issue" and the principal or other supervisor will be asked to submit a written report of his/her response provided during the Level 1 review. Request for the Level 2 review must be made within ten working days after receipt of the principal's written response.

A Curriculum and Instruction Team will be appointed by the superintendent or designee. The superintendent or designee will appoint a Team

Chairperson from the members of the team. The team shall consist of the following membership:

3 classroom teachers

1 principal

1 TPSD Curriculum and Instruction administrator

1 media specialist

2 parents

Upon receipt of the "Request for Review of Learning Material or Issue", the chairperson shall notify the involved employee and supervisor. The chairperson will schedule a review with the patron, employee, and principal within fifteen (15) working days after receiving the request for review, unless mutually delayed. At the

review the patron, employee, and/or principal may appear, make statements, or produce evidence related to the material or issue in question. The patron may be accompanied by an attorney or other advisor at his/her own expense, provided the chairperson is notified at least five working days prior to the review. The chairperson may also establish time requirements/parameters or other procedures including but not limited to presentations by the principal and parties involved, hearing expert witnesses in the area, or receiving statements from interested parties.

Following the review, the team shall make findings and submit a written decision to the parties involved. Unless additional time is needed, the team's decision will be made within ten (10) working days of the review. The team's decision shall include one of the following findings:

1. The learning material or issue is compatible with the criteria and guidelines of policy and should not be restricted.
2. The learning material or issue is not compatible with the criteria and guidelines of policy and should be discontinued.
3. The learning material or issue should be limited to the conditions specified by the team.

Level 3 review is initiated when any one of the parties involved in the complaint is dissatisfied with the team's decision and wants to appeal to the Superintendent or his/her designee. The dissatisfied party must file the request for Level 3 review in writing. Contents of the request shall include a statement of the original complaint, the decision of the supervisor, the decision of the team, and a statement of the reasons for the Level 3 review request. The written request for a Level 3 review must be submitted within ten working days after receipt of the team's decision from the Level 2 Review.

Within fifteen (15) working days of receiving the Level 3 review request, the superintendent or designee shall review the prior decisions, any records from prior reviews, and in his/her discretion request further evidence or statements as deemed necessary. Following completion of the Level 3 review and within ten (10) working days, the superintendent shall render a written decision and provide a copy of the decision to all parties. The decision of the superintendent is final unless the Board of Trustees accepts the matter for a Level 4 review.

A Level 4 review may be requested if any one of the parties is dissatisfied with the decision of the superintendent. The request for a Level 4 review shall be in writing and directed to the superintendent or designee. Content of the request shall include all prior decisions, a statement of the complaint, and the reasons for requesting a Level 4 review. The written request for a Level 4 review must be made within ten (10) working days of receipt of the Level 2 or Level 3 review decision. The Board shall have the discretion to accept or reject the request for a Level 4 review. If the Board rejects the complaint or concern for a Level 4 review, the decision of the Superintendent shall be final. If the complaint or concern is accepted for a Level 4 review, the Board shall schedule a meeting to complete the Level 4 review within 30 calendar days after receiving the written request for the Level 4 review. The Board may conduct the Level 4 review or appoint a hearing officer to conduct the review and make recommendations to the Board.

During the Level 4 review meeting, the Board or the appointed hearing officer may hear argument from the involved parties, review records of the prior review decisions and

other evidence, and make such inquiry as deemed necessary. Unless additional time is needed, the Board will render a decision within ten (10) working days. The Board's decision will be final.