School Library Media Center Policies and Procedures

**Blue Creek Elementary School**

**Library Media Center**

**Policies and Procedures**

Megean Wantz, Media Specialist

2015-2016

**Purpose:**

The purpose of the policy and procedures manual is to provide a guide for the operation of the Blue Creek Elementary Library Media Center. The policies and procedures will be updated as changes are made in the library media center. A copy will be available on the school’s website.

**Mission Statement of the Library Media Program:**

The mission of our school library is to ensure that all students are effective users of technology and information. We strive to provide the school community with a wide range of materials on various levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, foster information literacy, and provide students with 21st Century learning to prepare them to be globally competitive.

**Objectives and Goals:**

The primary goal of the Media Specialist is to teach information seeking strategies and research skills within subject areas that support the curriculum, while collaborating with classroom teachers and providing resources to supplement their instructional practices. Additionally, the librarian should work alongside classroom teachers to ensure that students are effective users of ideas and information, are lifelong learners, and are encouraged to develop a deep love of reading.

Additionally, the Media Specialist strives to maintain an updated and diverse collection to meet the needs of the school community, as well as providing assistance in locating materials.

**Library Media Center Rules and Student Expectations:**

Students are expected to be on their best behavior while in the school media center, and always adhere to the three school rules:

* Be safe
* Be responsible
* Be respectful
1. Students should enter and exit the library quietly.
2. Students should listen and follow directions/rules at all times.
3. Students should keep hands, feet, objects to themselves.
4. Students should be respectful of library materials.
5. Students should return books on time.
6. Students should use shelf-markers to keep each book in its home.
7. Computers are to be used for catalogue searches or research unless you have special permission.

**Patron Information:**

Patrons of the Media Center include students, faculty, and staff. All patrons have a barcode number that they use for circulation.

**Library Media Center Hours of Operation:**

The media center is open from the hours of 7:00 am until 1:45 pm, with the library being closed from 11:30-12:00 for lunch.

Students coming into the library to exchange books must possess a classroom pass, as well as their library tag. Classroom teachers may send students in small groups of 2-4 for open checkout, reading, or research.

Faculty members are welcome to browse and pick up materials in person or notify the librarian of needs via email.

 **Circulation Policies for Students:**

* Students in Kindergarten may check out 1 book at a time.
* Students in First Grade may check out 1 book for the first half of the year. If student is proven to be responsible with library materials, the first grade student may check out 2 books for the latter part of the year.
* Students in Second-Fifth grades may check out two books at a time, and must follow teacher requirements in regards to reading levels and reading requirements.
* All books must be checked out through Destiny, the circulation software program.
* Books may be checked out for two weeks, and renewed once. Books may be returned any time prior to the two week due date.
* Students who have an overdue book, may not check out a book until the previous item has been returned or paid in full. Late fees will not be charged.
* If a student has materials checked out from other Onslow County Schools, he/she is responsible for clearing that account prior to checking out materials from this media center.
* Students are encouraged to examine their books upon check out and report any damages to the library staff to avoid charges.  Damaged books should be returned to the media center for repair.  The student will be charged a damage fee or a replacement fee depending on the extent of the damage.

**Circulation Policies for Teachers/Staff:**

* There is no limit on checkout for teachers. However, please return items when you are finished so that other classrooms may utilize resources.
* All bagged books from the resource room need to be counted and checked out through Destiny.
* All equipment should be checked out before it leaves the media center.
* Please be sure that all equipment is secured in locked classroom when the classroom is vacant.

**Library Media Program Schedule:**

The library operates on a fixed schedule. Students in grades K-5 will have a fixed 30 minute meeting during a 6 day rotation. Units are planned so that content area curriculum and information skills are fully integrated. Grade 3-5 teachers are encouraged to sign up for times in the library to complete lessons/activities/research/checkout to enhance what students are doing in the classroom and promote student learning.

All students may visit the library for book exchanges on an as needed basis through open circulation.

**Reference Materials:**

Reference materials are to be used by students in the library only. Teachers may borrow reference materials for use in the classroom when necessary.

**Selection of materials:**

Ultimately, the librarian is responsible for the selection of books and materials; however requests and suggestions may be made by staff, parents, and/or students.  After exploring possible materials and taking into account other considerations- including book availability, cost, and content, the media specialist will make the final purchase decision.  All purchases are contingent upon the approval of the school principal. The collection should contain a diverse selection of materials that promote cultural diversity, as well as materials that align with the North Carolina Common Core and Essential Standards.  Materials that meet the needs of all learners will be selected, including materials published in a variety of languages.

**Selection Criteria:**

The media coordinator will use professional resources as a selection tool when considering materials. The media coordinator will consider the following questions when selecting criteria:

* Do the materials selected enrich and support the curriculum?
* Are the materials appropriate for the school’s academic needs/areas of study?
* Is the material developmentally and age appropriate for K-5th students?
* Is the material aesthetically pleasing and easily readable?
* What is the cost of the material?
* Is the material represented by differing views?
* Is the collection heavy/lacking in the material’s subject area?
* Will the material be pleasing to all patrons and widely used?
* Is the material timely and accurate? Will the material be outdated in a short period of time?
* Does the material meet the needs of a diverse student body?
* Does the material contain user aids?

**Gifts:**

All gifts, monetary or material, are openly accepted.  The media specialist reserves the right to refuse gifts if the above selection criteria are not met.  Upon receiving the gift, the previous owner relinquishes all rights and the property becomes the sole property of the BCES library.

**Challenged Material:**

The school will follow Onslow County Public Schools’ policies for all questionable or challenged material.

**Professional/Faculty Collection:**

The library maintains a small collection of books and other materials for staff use.  These books are intended to assist the faculty in continuing education and professional development.  It also provides a plethora of resources to enhance/enrich lesson planning for integrating and differentiating instruction.

**Deselection and Collection Maintenance**:

The media specialist will use Destiny once every six months to run a circulation report.  Books will be selected for deselection based upon the following criteria. The following will be removed from the collection:

* Materials that have been damaged beyond repair.
* Materials that no longer supports the North Carolina Common Core and Essential Standards.
* Materials that contains inaccurate or outdated information.
* Materials that are older than five years.
* Materials that have not been checked out within five years.
* Materials that contain inappropriate content.

**Volunteers:**

Volunteers must be fingerprinted and approved by Onslow County Public Schools and follow the procedures outlined at <http://images.pcmac.org/SiSFiles/Schools/NC/OnslowCounty/SandRidgeElementary/Uploads/Forms/Fingerprinting%20Request%20Form.pdf>

**Review and Revision of Policy:**

These policy and procedures will be reviewed as needed and no less than once a school year.