

# **Lenoir City Schools Media Centers**

## **Philosophy of the Media Centers**

The Lenoir City School System (LCSS) Media Centers will continue to celebrate the love of reading and the belief that today's students will exceed only if this fundamental passion is nurtured. Our media programs support all areas of instruction, providing media resources and services to the staff and students. Resources are available in a variety of formats to meet various learning styles and interests. The LCSS Media Centers are the touchstone for instructional support and informational service for our schools. They are organized for maximum accessibility and optimum service to our students and staff. Our Media Staff is committed to creating inviting, welcoming and stimulating environments for students. Central to the success of our programs are regular planning with the teachers to provide effective educational experiences for students. Formal and informal instruction in the use of media resources and equipment focuses on the development of skills and attitudes necessary to promote life-long learning. The Media Staffs will plan and work with teachers to identify, select, and provide the best resources and activities to meet student needs.

## **Media Center Purpose**

The purpose of the LCSS media programs is to:

1. Provide media resources, facilities, services, and staff to support all areas of the instructional program.
2. Provide a variety of services for students which develop skills and encourage the pursuit of life-long learning.
3. Develop procedures which allow optimum accessibility and effective utilization of all resources and the flexibility necessary to individualize instruction for students.

## **Damaged and Lost Books**

If the book is lost or damaged beyond future use, students are expected to pay for the book or replace it with a new one in the same format (hardback/paperback). Failure to pay for the book will prevent the student from checking out additional materials from the LCSS Media Centers until restitution is made.

## **Selection Policy**

### **Objectives:**

It is the primary objective of the LCSS Media Centers to implement, enrich and support the curriculum goals of each school. In the area of materials selection, the Media Centers should provide a wide range of materials on all levels of difficulty, with consideration for diversity of appeal and different points of view. The Media Centers will provide materials for teachers and students that encourage development of literary, cultural and aesthetic appreciation and ethical standards.

**Objectives (Cont.):**

Therefore, the Media Centers should:

- Provide materials that will support the curriculum, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served.
- Provide materials for teachers and students that will encourage growth in knowledge, and that will help to develop literary, cultural and aesthetic appreciation and ethical standards.
- Provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the local, national and world heritages and cultures, thereby enabling students to develop intellectual integrity in forming judgments.
- Provide a variety of electronic formats, as well as print materials to support student learning needs. These electronic formats include resources found on the Internet and other online networks.
- Place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the media center.
- The issue of controversial materials is addressed by LCBOE Policy 4.801 and 4.403.

**Responsibility for the Selection of Materials:**

LCSS Media Specialists are responsible for material selection, acquisition, and collection development. Guidelines for material selection include:

- Ensuring that all subjects in the curriculum are supported and strengthened.
- Ensuring that adequate reading materials are available to meet demand.
- Reviewing requests of the library community.
- Ensuring that materials are appropriate for the level of their school community.

Materials selection is made by consideration of review media, announcements of new publications by publishers, user recommendations, media specialist personal review, study of bibliographies on specific subjects and examination of present collection.

**Policies regarding Selection of Materials:**

The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the library community. Because needs change, the materials must be evaluated initially and on a continuing basis. Materials are evaluated as a whole and not on the basis of a particular section or sections. A work will not be excluded from the media center's collection because it presents an aspect of life honestly, as long as it is age appropriate. Criteria for selection may be different for different items at different times. Sometimes the criteria include artistic merit, scholarship, award winners, or the value of the material to the informational needs of the community. Sometimes the criteria are substantial demand, i.e., current trends in teaching, series books, and interdisciplinary units

taught in themes. Recreational materials are collected to provide enjoyment, stretch the imagination, cultivate a love of learning and reading, stimulate creativity, supplement study, and provide an awareness of many different ideas. To build a collection that is vital and useful to the community, the media center strives for prompt acquisition of new materials and elimination of worn-out and dated materials.

- Purchase requests – student and staff requests are given top priority and carefully considered and weighed in relation to the total media center collection and budget. An active consideration file will insure selection rather than just choosing books in order to use allocated funds.
- Gifts of materials that have no conditions as to use, location, rebinding, or disposal are accepted by the Media Centers. The same standards of selection are applied to gifts.
- Duplication – Duplicate copies of materials are purchased to take care of permanent or temporary demands, i.e., dictionaries, thesauri, class sets of fiction titles, materials used in school wide units.
- Replacements - In considering replacement of media center materials withdrawn because of theft, damage or wear, each case is weighted with regard to several factors. If there are duplicate copies, other books that adequately cover the subject area, similar materials that are more recent, and demand for the title are all considered. In the book collection, superseded editions are weeded regularly and replaced with the latest editions. Every effort is made to replace important titles.

#### **Criteria used in the Selection Process:**

1. Suitability of physical form for media center use
2. Suitability of subject, style and format for the intended age level
3. Present and potential relevance to the community interests and needs
4. Number and nature of requests
5. Current or historical significance
6. Relationship to the existing library collection and to other materials on the subject which are available in those collections
7. Reputation and significance of the author, illustrator, publisher, or producer
8. Attention of critics, reviewers
9. Appropriateness and effectiveness of medium to content
10. Physical limitations of the building
11. Commercial availability of the material
12. Cost

#### **Selection Tools:**

The LCSS Media Specialists will use reputable, unbiased, professionally prepared selection aids.

**General Criteria for Selection of Supplementary Materials:**

- Materials shall support and be consistent with the LCSS mission, vision, goals and the Academic Knowledge and Skills (AKS) curriculum for specific courses.
- Materials shall meet high standards of quality in factual content and presentation.
- Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
- Materials shall have aesthetic, literary, and social value.
- Materials chosen shall be written/produced by competent and qualified authors and producers.
- Physical format, medium, and appearance of materials shall be suitable for their intended use.
- The materials selected shall be purchased and used in compliance with current copyright laws.

**Collection Maintenance:**

Collection maintenance is done in accordance with LCBOE Policies 2.702 and 3.300.

**Weeding Process:**

Weeding should be a continuous evaluative process to discard obsolete and worn out materials. The faculty should be included in the weeding process to avoid removing materials that may be useful.

**Weeding Guidelines:**

The collection of the school library media center should be designed to support the curriculum and meet the needs and interests of the students. The development of a quality collection requires selection principles which are applied to the acquisition of materials. In order to maintain the quality of the collection, it is also essential to apply weeding principles.

Carefully planned weeding will ensure that the collection in the school library media center contains accurate, current, and relevant materials to support the curriculum and meet the needs and interests of the students. The collection of materials which is appealing in content, as well as appearance, will result in greater utilization of resources.

**Materials Which Should be Removed:**

- Worn and damaged titles, damaged/missing pages, cover, binding, scratched/torn audiovisual materials, damaged/torn study prints
- Superseded titles, previous editions of almanacs, directors, yearbooks
- Encyclopedias should be considered for weeding at least every five years
- Duplicate titles, all unnecessary duplicates not circulating, retained copies, if not circulated in two years

- Other Criteria - Outdated and inaccurate materials, poorly written materials or improved editions, materials no longer appropriate for reading/interest level of student body, materials no longer in demand or which do not support the curriculum, materials that are condescending, stereotyping, patronizing or biased, materials which have not been circulated in three to five years.

#### **Materials Which Should Be Retained:**

- Classics, award winners, and titles in standard bibliographies
- Out of print materials which continue to have value to the curriculum or are of interest to students
- Local histories and materials of local interest
- Materials which are needed to balance a specific subject area
- Expensive items

#### **Media Specialist Code of Ethics (ALA June 30, 1981)**

1. Provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Resist all efforts by groups or individuals to censor library materials.
3. Protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Avoid situations in which personal interest might be served or financial benefit gains at the expense of library users, colleagues, or the employing institution.

#### **Library Bill of Rights\***

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.

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.

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

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

### **Library Bill of Rights (cont)**

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

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 18, 1948.

\*Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

### **Access to Resources and Services in the Media Program**

The media center program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a media program, the principles of the Library Bill of Rights (<http://www.ala.org/work/freedom/lbr.html>) apply equally to all libraries, including school library media programs. (Adapted from the American Association of School Librarians.)

## Copyright Issues

All faculty and staff members are reminded that they are expected to observe the copyright laws that deal with print and non-print material. The following chart should be very helpful, or for more in depth information, go to the government web site at <http://www.loc.gov/copyright/>. Additional materials can be obtained should you have questions concerning copyright or please feel free to ask for help.

<b>Fair Use Chart for Teachers Work or Materials to be used for Educational Purposes</b>	<b>Fair Use Restrictions for Face-to-Face Teaching</b>	<b>Illegal Use without Explicit Permission from Creator/Author</b>
Chapter in a book	Single copy for teacher for research, teaching, or class preparation. Multiple copies (one per student per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test. Copyright notice and attribution required.	Multiple copies used again and again without permission. Multiple copies to create anthology. Multiple copies to avoid purchase of textbook or consumable materials.
Newspaper/magazine article	Same as above. Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less. For works of 2,500-4,999 words, 500 words may be copied.	Same as above
Prose, short story, short essay, Web article	Same as above	
Poem	Same as for first item. Multiple copies allowed of complete poem up to 250 words -- no more than two printed pages. Multiple copies of up to 250 words from longer poems.	Same as above
Artwork or graphic image - chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image	Same as for first item. No more than 5 images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.	Same as first item Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.
Motion media - film and videotape productions	Single copy of up to 3 minutes or 10% of the whole, whichever is less. Spontaneity required.	Multiple copies prohibited. Incorporation or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.
Music -sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings	Single copy of up to 10% of a musical composition in print, sound, or multimedia form.	Same as immediately above
Broadcast Programs	Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date. Use only by individual teachers. Copyright notice required.	Same as immediately above. May not be done at direction of superior. May not be altered.

This chart was adapted from Washington State University Guidelines.