

Woodlawn School District Library

Policies and Procedures Manual

2019-20



Robin Young, Library/Media Specialist

SECTION I

MISSION:

The mission of the Woodlawn School District Library Media Center is to ensure that students and staff are effective users of ideas and information. The school library media specialist empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information by

- Collaborating with educators and students to design and teach engaging learning experiences that meet individual needs
- Instructing students and assisting educators in using, evaluating, and producing information and ideas through active use of a broad range of appropriate tools, resources, and information technologies
- Providing access to materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading
- Providing students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education
- Providing leadership in the total education program and advocating for strong library programs as essential to meeting local, state, and national goals.

Statement of Censorship and Intellectual Freedom

The Woodlawn School District Library supports and abides by the American Library Association's Library Bill of Rights. {Appendix 1}

General Rules, Policies, and Procedures

Rules:

- Be polite and respectful at all times.
- Do not interrupt others who are focused on reading or learning.
- Clean up when activity/work is completed.
- Take care of all library furniture, equipment, and books.
- Enter and exit the library quietly.
- No running or jumping.
- Food and drinks are prohibited.

High School:

- Individual students may visit the library any time, as long as they *have a pass*. Students without a pass will be sent back to class.
- Classes coming to the library must be accompanied by their teachers.
- Teachers may schedule classes to come to the library or the lab by signing up on my Google calendar. (*Note: The computer lab and library calendar are separate.*)
- Classes should be scheduled at least two days in advance.
- Teachers/students may check out books for one week at a time.
- Teachers/students may renew books no more than twice.
- No fines are charged for overdue books, but you will be held accountable for lost or destroyed books.
- Patrons may check out up to two books at a time.

Elementary:

- Free-flow of students is allowed when elementary classes are not in the library.
 - ✓ Students must have a teacher pass when visiting the library.
 - ✓ Only two student at a time may visit from each class.
- Classes may be scheduled to use the library or computer lab by signing up on my Google calendar. (*The computer lab and library calendar are separate.*)
- The lab should be scheduled at least two days in advance.
- Books are checked out for one week at a time.
- Students/teachers may renew books no more than twice.

- Fines will not be charged for overdue books, but you will be held accountable for lost or destroyed books.

Computer Lab:

- Students must log in using their own user names and passwords.
- Students must follow the district rules for internet usage.
- Students may only print school-related documents. If the document is over five pages, approval from the media specialist is required.

Online Databases:

- Traveler database: This database is provided free of charge to all Arkansas districts. It can be accessed at school or at home:
<http://www.library.arkansas.gov/libraryDivisions/travelerAccess/Pages/DatabasesbyTitle.aspx>
- An Arkansas area code makes it possible to use the Traveler database at home.

INTELLECTUAL FREEDOM:

Students must be allowed the opportunity to participate in an intellectually free atmosphere so that they may learn to function fully in a democratic society.

COPYRIGHTED MATERIAL:

The WSDLMC expects all students and staff to follow the copyright laws set forth by the United States.

When writing papers or producing materials that require the use of others' work, students should be prepared to give credit to the authors or producers of the information through citation.

5.7—SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

Selection Criteria

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired

shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

Challenges:

The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. Complaints submitted by a student must be endorsed by the parent or guardian of the student. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the Request for Formal Reconsideration Form prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the Request for Formal Reconsideration Form and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) people, consisting of the principal as chair and at least one media specialist, two community representatives and a teacher. Any remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the Request for Formal Reconsideration Form submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. § 6-25-101 et seq.

Date Adopted: 08-14-2006

Last Revised:

5.7F—REQUEST FOR RECONSIDERATION OF LIBRARY/MEDIA CENTER MATERIALS

Name: _____

Date submitted: _____

Media Center material being contested:

Reasons for contesting the material. (Be specific about why you believe the material does not meet the selection criteria listed in policy 5.7—*Selection of Library/Media Center Materials*):

What is your proposed resolution?

Signature of receiving principal _____

Signature of Superintendent (if appealed) _____

Date adopted: February 10, 2014

Appendix I

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

