Milan C-2 Schools Library Media Programs

Policy and Procedure Manual
Updated in 2023

District Mission Statement

This is us, learning today, leading tomorrow.

District Vision Statement

At MilanC2 we will be dedicated to the education of all students and empowering them to be leaders.

Library Media Program Mission Statement

Inspiring students to learn, discover, create, and connect.

Philosophy

The program is dedicated to providing a well-managed Library Media Center with staff to strengthen the district's educational programs.

The Library Media Center is the hub of 21st century learning that establishes a foundation of independent learning.

The program will provide materials and instruction for students and staff to support the district's educational programs.

Short Term Program Goals

1. Provide access to multiple literacy opportunities for students.
2. Provide a learning environment where students can enjoy reading, viewing and listening to literature.
3. Support literacy in the classroom through collaboration with teachers.

Long Term Program Goals

1. Update district-wide Library Media Curriculum.
2. Provide access to the Library Media Center for all students during school hours.
3. Weed and update Library Media Center's collection.

*Goals will be measured through a student survey and a staff survey.

Library Media Program Personnel

Brittney Pearson, Library Media Specialist

Advisory Committees

District Library Media Committee

Brittney Pearson, Library Media Specialist
Brooke Dodson, High School Principal
Ashley Hoerrmann, Elementary School Principal
Laci Holt, High School Counselor
Nate Dodson, Elementary Counselor
Zoie Pearson, High School ELA Instructor

Meetings are held by the Library Media Specialist and the committee to conduct district business and relay information concerning the Library Media Program.

Milan C-2 School District BOE Policies

The operation of the Library Media Center Program shall be guided by the board-adopted policies. The policies are as follows:

1. [P 6310 School Libraries/Intellectual Access/Confidentiality/Selection Procedures/Weeding Procedures/Objectionable Materials](#)
2. [P 6231 Textbook Usage - Students](#)
3. [P 6241 Challenged Materials](#)
4. [P 1425 School Volunteers/Screened Volunteers/Non-Screened Volunteers/Application for Volunteer Service](#)

Questions regarding policy should be addressed to the building administrator or the Library Media Specialist.

Guidelines for Instruction Leadership

Library Media Standards

The Library Media Center is an extension of the classroom. Facilitating learning is essential to the success of the program. The K-12 priority standards set by DESE and the Library Media Guidelines provide the framework for library curriculum and instruction.

[K-12 Priority Standards](#)

DESE Library Standards

[Librarian Standards](#)

ELA K-12 Standards

[English Language Arts Standards](#)

Text Analysis Form

[ELA Text Analyzation Form](#)

Library Standards Continuum

[Library Standards](#)

Guideline for Program Administration

Circulation, Overdue, Lost Books, Damaged Books Procedures

The following are guidelines to consider when establishing circulation standards. Flexibility to meet students and faculty needs is essential. Efforts are made to provide the least restrictive circulation guidelines.

1. Faculty and students may check out up to three books at a time.
2. Faculty and students will return or renew books before or on their due date.
3. Fines will not be collected on overdue books.
4. Overdue notices will be sent out during parent teacher conferences in the fall and spring.
5. Lists may not be posted for overdue items.
6. If a book is overdue from a previous year, the Library Media Specialist will send out an overdue book notice at the beginning of the year.
7. The overdue book will be left on the patrons account and the number of books will be limited at checkout.
8. Overdue books will be left on the account until the book has been paid for in the amount of replacement cost.
9. Overdue and damaged items will be left on the students accounts until graduation. The fines may be waived by administrations or payment plans may be implemented.
10. Books are to be returned in the condition that they were in when checked out. Failure to do so may result in a fine.

All fines are to be tracked in Destiny. Destiny is our authoritative database for all materials circulation. No refunds will be returned on lost or damaged books.

Confidentiality

Students and educators served by the school Library Media Program should have access to resources and services free of constraints resulting from personal, partisan, or doctrinal ideologies. School Library Media Professionals resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, or hear.

It is the intent of the district to ensure student access to a broad range of ideas. Learning/teaching styles and interests of all students and teachers will be reasonably accommodated.

The Board of Education recognizes the need to protect the confidentiality of school library records. No person (certified, uncertified, or volunteer) will release any part of any library record of any student, faculty, or other library user to any third party, other than the student or library user, the parent, guardian, or custodian of the student, or school officials, including teachers, who have a legitimate educational interest. The right to reader privacy, as defined by the AASL Position Statement: *Policy on Confidentiality of Library Records* ([Policy on Confidentiality of Library Records](#)), helped guide our procedure. Any request for student records should be directed to the Library Media Specialist.

Circulation

Systems for circulating materials encourage students to borrow materials to use throughout the school, at home, and in the Library Media Center. Circulation and reporting systems protect the privacy of users. Circulation and access procedures enable the intradistrict exchange of materials and encourage interlibrary loans.

Cataloging Materials

The Library Media Specialist uses Renaissance and Destiny to catalog materials. Listed are the step by step directions to enter materials into circulation.

Step 1: Print AR labels
1. Reading Reports
   a. Managing Reports
      i. Book Labels Reports
      ii. Select ATOS Scale
      iii. Click Apply Changes
      iv. Type Title of Book
      v. Add to List
      vi. Apply
      vii. Update Report
      viii. Chick PDF
      ix. Print
2. Library Login
   a. Login in to Destiny
   b. My Info
   c. Resource Lists
   d. My Info
      i. Add List
   e. Catalog
      i. Add Title
      ii. Entered ISBN
      iii. Checked Call Number
      iv. Put in Spine and Barcode Lists
      v. Add New Books AR Quiz
         1. Click Edit Quiz
      vi. Add Copies
      vii. Barcode
         1. Write barcode number and school year in book
      viii. Call Number
      ix. Price

x.   Sublocation
        xi.   Save Copies
3. Reports
    a. Library Reports Barcode
        i.   Barcode Label
        ii.   Pick Pearson Barcode
        iii. Run Report
        iv.   Refresh List
        v.   View Report
        vi.   Print from Right Click
    b. Library Reports Spin Labels
        i.   Spine and Pocket Labels
        ii.   Pick Pearson Spin List
        iii. Start a New Line Every Space
        iv.   Run Report
        v.   Refresh List
        vi.   View Report
        vii. Print from Right Click
    c. My Info
        i.   Resource List
        ii.   Delete List

Yearly Destiny Housekeeping for Library Media Center Staff

Mass Update Patrons

The Mass Update Patrons process is a process that the Library Media Specialist completes at the beginning of each school year. This process updates the patron lists in Destiny.

1. Request a CSV file from the Tyler SIS director (Mrs. Sawyer).
   a. File must include
      i. Site Shortname (105124)
      ii. Barcode (lunch number)
      iii. District ID (state ID)
      iv. Last Name
      v. First Name
      vi. Patron Type (site type)
      vii. Homeroom
      viii. Grade Level
      ix. Graduation Year (graduation date)
      x. Email Address
      xi. Primary Address
      xii. Primary Phone Number
2. Save CSV file
3. Login to Destiney using Patimport
4. Click Back Office
   a. Match by Barcode
   b. Match by District ID
   c. Merge the Record
5. Click Import Patrons
6. Chose CSV file
7. Click Upload Patrons

Managing Patrons

A process done throughout the school year so that the patron list is up to date with the current enrollment.

1. Back Office
   a. Manage Patrons
      i. New
         1. Name
         2. Username
         3. Password (Not K-6)
         4. Grade Level

5. Graduation Year
                    6. Barcode (lunch number)
                    7. Homeroom
                    8. Save
            ii. Unerolled
                    1. Find Person
                            a. Delete

Print Class Lists for Student Checkout

Creates a list of barcodes by homeroom.

1. Report
        a. Patrion
        b. Barcode Labels
                i.   Homeroom
                ii.   Chose Teacher
                iii. Teacher to Same Teacher
                iv.   Run Report
                v.   Refresh
                vi.   Print

End of the Year Circulation System

Delete the Seniors

1. Whole Class
        a. Back Office
        b. Export Patrons
        c. Enter Grade Level (12)

2. Individual
        a. Back Office
        b. Manage Patrons
        c. Enter Name
        d. Delete

Inventory

1. Back Office
        a. Inventory
                i.   Start New

        ii.   Name Inventory Title
        iii.   Click Update
        iv.   Check Regular and Reference
        v.   Click Okay
    b. Start Scanning Inventory
    c. Finalize
        i.   Mark as Lost
        ii.   List
        iii.   Show All
    d. Print

Printing Overdue Book Notices

1. Reports
    a. Library Reports
    b. Current Check Outs and Fine
        i.   Click All that are Current Check Out, Continue
        ii.   Check Status Active, Inactive, Restricted, Continue
        iii.   Click Price of Overdue Materials
    c. Sort by Grade Level 7-12 for High School
    d. Sort by Homeroom for Elementary
        i.   Click First Teacher and Last Teacher
        ii.   Then Run Report
    e. Refresh List
    f. Right Click View Report
    g. Print on One Side Only

Collection Development Guidelines

Selection Procedures

Curriculum needs are considered first and foremost in selection of library materials and equipment. The Library Media Specialist must have a thorough knowledge of the curriculum, the strengths and weaknesses of the current collection, and an understanding of the students' abilities and skills. The Library Media Specialist can then effectively select materials which will meet the instructional objectives, be educationally enriching to the student, and fully utilized by the teacher.

Knowledge of student interests and capabilities will enable the Library Media Specialist to select educational and enjoyable materials acceptable for student recreational reading. Faculty and students are encouraged to suggest materials to be considered for purchase. The final decision is left to the Library Media Specialist (based on the criteria listed below) and with the principals approving the requisition. Materials will be examined upon delivery and will be kept if they fill the need for which they were intended.

Selection Criteria to Consider

1. Importance and Need of Subject Matter
2. Intended Age Level and Comprehensibility
3. Potential User Appeal
4. Quality and Durability
5. Authoritativeness
6. Price

Gifting Procedures

Gifts of books, periodical subscriptions, works of art, media, and educational materials are accepted. Materials are accepted with the understanding that items meet the standard in the district's selection procedures. The Library Media Center will not accept donations of equipment.

Gifts are irrevocable; those not added to or deleted from the collection may be disposed of, as the Library Media Specialist deems appropriate.

The school district or Library Media Personnel reserves the right to determine appropriate use, housing and maintenance of gifts.

When adding gift items to the catalog, the replacement price of the material will be listed.

Under no circumstances, does the Library Media Specialist or any other district personnel appraise gifts or issue tax letters.

Inventory

1. Book inventory should be conducted every other year. The Library Media Specialist, library aide, volunteers or students can provide assistance with inventory.
2. Items, which have not been listed should be marked as lost.
3. After two consecutive inventories the item should be deleted from the library catalog.

Weeding and and Withdrawing Library Media Materials

Weeding is an ongoing process of evaluating and removing items from a collection that are no longer useful. Please see the Collection Maintenance and Weeding overview in ALA's *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries* (January 2018) at the following link: http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding.

Removing materials from the Library Media Center that are no longer useful is important in maintaining a collection which is timely, reliable, and inviting. The Library Media Specialist will examine materials while doing the end of year inventory and during routine day-to-day circulation of materials. Anything meeting the criteria for weeding will be withdrawn from library records and discarded. If it is an item for which there is still a need, a replacement will be purchased; if a purchase is not possible at that time, it shall be added to the Teacher/Student Request List for future consideration.

Criteria for Materials to be Weeded

1. Items which are soiled, damaged, or torn beyond repair.
2. Items which are so outdated that they are irrelevant.
3. Items found to contain unreliable information or information which is no longer true.

Discarding Library Media Materials

Deselected materials must be removed from the catalog and barcodes should be removed or marked through.

Credible materials may be donated to teachers for classroom use.

Challenging Materials

On occasion, honest differences of opinion may arise about books or materials used in public schools. In order to handle questions that might arise in an impartial and orderly manner, procedures outlined in Board Policy 6241 shall be followed:

[P 6241 Challenged Materials](#)

Book Fairs

Book fairs are hosted regularly at Milan C-2 Schools Library Media Center. The current Scholastic support contact information is:

Ranee Wohldmann

Rwohldmann@scholasticbookfairs.com

800.635.7323 x9503

Volunteers

The Library Media Center encourages participation of parents and citizens of the community to volunteer.

Volunteers in the Library Media Center will be non-screened volunteers and will not be left alone with students.

All volunteers must complete an application for volunteer services. The Library Media Specialist reserves the right to approve or deny Library Media Center volunteers.