

St. James R-1 School
District
Library Media Center
Policy & Procedure
Manual

Board Approved October 19, 2022

Library Media Center Mission Statement

St. James R-1 Library Media Centers

The St. James R-1 School District, through its Board of Education, believes that Library Media Centers are a fundamental part of the educational process.

It is the mission of the St. James Library Media Centers to provide circulating material and reference and information literacy skills to meet and supplement the needs of the students and teachers in the school system.

The availability of many materials, in a variety of formats, presents to students and teachers the possibility of selecting the media best suited for individual need, mode of learning, and district objectives.

The District shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

Objectives:

The St. James R-1 Library Media Centers, in compliance with library philosophy and the stated mission and goals, have set the following objectives:

1. Establish and follow written policies and procedures for the school Library Media Center (LMC) program.
2. Participate in the planning, arrangement, utilization, and development of Library Media Center facilities.
3. Follow approved policies for the selection, evaluation, and disposition of materials and equipment.
4. Follow standards for bibliographic control so that accepted methods of cataloging, classifying, and indexing are provided.
5. Provide for an effective circulation system for Library Media Center materials and equipment.

6. Ensure that Library Media Centers are open, staffed, and effectively scheduled throughout the school day and at other times as needed.
7. Actively promote the utilization of Library Media Center materials.
8. Provide library/information skills instruction.
9. Provide guidance to students and staff in selecting, evaluating, and utilizing resources to meet academic and individual needs.
10. Provide on-going evaluation of the Library Media Center program and make modifications as needed.
11. Engage in continued professional growth activities.

Goals:

The St. James R-1 School District Library Media Centers shall be committed to educational excellence in its fullest sense. The primary goal of the Library Media Centers is to support the mission statement of the St. James R-1 School District:

The Mission of the St. James R-1 School District is to empower students through caring relationships, academic excellence, and community partnerships.

Long and short-term goals for each building's Library Media Centers will be stated in the annual Library Media Center School Board report.

Evaluative Methods:

Library Media Center programs must be evaluated in order to review overall goals and objectives in relation to the user and instructional needs and to assess the efficiency and effectiveness of specific activities. Evaluation of the St. James R-1 School District Library Media Centers will include both formal and informal procedures including the collection of direct data, the gathering of opinions and suggestions from surveys and questionnaires, and observation of services.

The evaluation systems are an ongoing process that will include some or all of the following:

1. The Library Media Specialists will be evaluated on a regular basis by the appropriate building principals according to performance-based standards.
2. Surveys may be given to faculty members and/or students to determine opinions about strengths and weaknesses of the LMC's programs and services. Surveys may include, but not be limited to: strengths and weaknesses in the area of collections, equipment, programs, and services. The purpose of these surveys is to provide comments and suggestions from students and staff.
3. Circulation statistics will be gathered and monitored in order to identify interest trends and to identify collection needs and deficits.
4. Inventories of LMC materials and equipment will be maintained. Library Media Specialists will conduct routine inventory audits.

The following pages contain St. James R-1 School District Board of Education approved policies that pertain to the St. James R-1 Library Media Centers.

Copyright/Acceptable Use Policy

Board Policy Manual
St. James R-I

Policy EGAAA: REPRODUCTION OF COPYRIGHTED MATERIALS

Status: ADOPTED

Original Adopted Date: 08/16/2018 | Last Reviewed Date: 08/16/2018

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The superintendent or designee will create procedures to train employees on the law and monitor district compliance.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use district resources in violation of law may be prohibited from using district resources in the future and will assume liability for their actions. The district may also seek other legal remedies.

Copyright Infringement Using District Technology

All persons are prohibited from using district technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with district technology. Further, no person will use the district's technology to post, publicize or duplicate information in violation of copyright law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the use of district technology in violation of the law. All persons using district technology in violation of law may lose their user privileges in addition to other sanctions.

If a content owner reasonably believes that the district's technology has been used to infringe upon a copyright, the owner is encouraged to notify the following designated agent immediately:

Superintendent
122 E. Scioto, St. James, MO 65559
Phone: 573-265-2300 Fax: 573-265-6126
twebster@stjsschools.org

The district will notify the U.S. Copyright Office of the designated agent's identity. Further, the district's website will include information on how to contact the district's designated agent and a copy of the district's copyright policy. Upon notification, the district's designated agent will take all actions necessary to remedy any violation. The district will provide the designated agent appropriate training and resources necessary to protect the district.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Copyright/Acceptable Use Policy (con't)

Administrative Procedure EGAAA-AP(1): REPRODUCTION OF COPYRIGHTED MATERIALS - (Usage Guidelines)

Status: ADOPTED

Original Adopted Date: 08/16/2018

The superintendent or designee is responsible for the establishment of practices that will ensure compliance with the provisions of the U.S. copyright law as they affect the district and its employees.

General Responsibilities

1. The building principal or designee will be responsible for disseminating and interpreting copyright regulations at the building level. He or she will provide employee training as needed, distribute and review district policy and administrative procedures with employees, control the approval process and maintain written records regarding permission, responses to requests and license agreements as may be necessary.
2. The building principal or designee will ensure that budget recommendations include appropriate funds for the purchase of the appropriate number of materials or licenses for needed software.
3. The building principal or designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law. Warning notices must be posted:
 - ▶ On or near copiers.
 - ▶ On forms used to request copying services.
 - ▶ On video recorders.
 - ▶ On computers.
 - ▶ At the library and other places where interlibrary loan orders for copies of materials are accepted.
4. The building principal or designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
5. The building principal or designee will annually inspect any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
6. The district technology coordinator will maintain all computer software license agreements.

In the absence of clearly granted rights, employees must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Intellectual Freedom and Confidentiality Policy

Board Policy Manual
St. James R-I

Policy IIAC: INSTRUCTIONAL MEDIA CENTERS/SCHOOL LIBRARIES

Status: ADOPTED

Original Adopted Date: 08/16/2018

The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The district meets individual learning needs, provides flexible and innovative learning experiences and encourages independent learning by providing sufficient resource options to students and staff.

It is the goal of the Board of Education to provide circulating material, reference resources and electronic media to meet or supplement the needs of the students and teachers in the school system. The district shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

The district librarians, teachers and administrators have the responsibility of recommending and selecting materials for the district, in accordance with state and district guidelines, and reconsidering or reviewing the district's collection as needed. The same criteria used to select new materials for the district will be used to determine whether the district will accept any gift of materials or to determine the selection of materials purchased with a monetary gift from an individual or group.

District librarians will organize and maintain the district's collection and aid students and staff members in locating resources.

The superintendent or designee will create procedures as needed to enforce the district policies and administer the district's media centers and libraries.

Intellectual Access

The library media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library media program should have access to resources and services free of constraints resulting from artificial barriers. Students will have access to library media selected and available in accordance with district policy and library media guidelines.

Confidentiality

Individually identifiable library records will be confidential as required by law. Individually identifiable library records of a student will be considered an education record under federal law and will be released in accordance with Board policy.

Individually identifiable library records of persons other than students will not be released to any person other than the person identified in the record or to district employees who need to know the information to perform their duties for the district. However, these records may be released upon written request by the person identified in the record or in response to a court order upon a finding that the disclosure is necessary to protect the public safety or to prosecute a crime.

As used in this policy, a "library record" is any document, record or other method of storing information retained, received or generated by a library that identifies a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users. The term "library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Collection Development Policy

The district will obtain materials for the district's media centers and libraries that are current, address the curriculum needs of district instructors, and provide for the learning resources needed by district students. cal standards. The final responsibility for selection of library materials is delegated to the school Library Media Specialist (LMS) in accordance with the objectives listed in this policy. In selecting materials for purchase, the school LMS should consider suggestions from teachers and requests from students.

Objectives for the Selection of Library Materials

Library materials will be selected in accordance with the following objectives:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. Exhibit a high degree of potential user appeal and interest.
3. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethi
4. Provide background information that will enable students to make intelligent judgments in their daily lives.
5. Provide materials on opposing sides of controversial issues. Consider the importance of diverse literary representation. The collection should provide literature that serves as mirrors, windows, and sliding glass doors so students are exposed to books and characters that reflect their own experiences as well as experiences of others. That may include, but not be limited to religious, ethnic, and multicultural groups.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

7. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
8. Demonstrate physical format, appearance, and durability suitable to their intended use.
9. Balance cost with need.
10. Use existing special criteria for the selection of all types of materials: print, nonprint, and electronic resources for all subject areas.
 - a. Material should have permanent or timely values.
 - b. Information should be accurate.
 - c. Material should be presented in a clear manner.
 - d. Material should be authoritative.
 - e. Material should have significance.

The above-mentioned criteria will also apply to the acceptance of any gift of materials or to the selection of materials purchased with a monetary gift from an individual or group.

Reconsideration Policies

Weeding

Weeding, or deselection, is the removal of library materials that are no longer useful, no longer appropriate, or rarely used. Deselection of materials allows for a collection that is credible, useful, and timely, and aligns the collection with St. James School District users' needs and the district's current curriculum. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials.

The LMS will examine materials while doing 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 possible. Items will be discarded at the discretion of the library media specialist.

Effective weeding requires good, subjective judgment and should be carried out by the LMS responsible for the selection of new materials. Para-professionals or volunteers may pull worn or damaged books from the shelves to be evaluated for weeding. However, the final weeding decision must be left to the professional judgment of the LMS.

Weeding Criteria:

1. Materials of poor content, which may contain outdated and obsolete information, gender bias, stereotypes, trivial subject matter, mediocre writing style, inaccurate or false information.
2. Multiple copies of materials no longer in demand or superseded by new and revised editions.
3. Materials of poor or dated appearance or too badly worn or damaged to be mended.

4. Materials that are not age or developmentally appropriate.
5. A more thorough or more complete resource exists.
6. The material no longer supports the district's curriculum objectives.
7. The material is not used by staff or students.

Challenged Materials

[Challenge Materials Process Form](#)

[Challenged Materials Form](#)

[Challenged Materials Appeal Process Form](#)

[Challenged Materials Appeal Form](#)

It is necessary to have an orderly procedure that will assure a fair hearing to those who have objections and that will provide for a thorough investigation of disputed materials. Any resident, parent/guardian, employee, or student of the St. James School District may express an informal concern or formal request for reconsideration of library materials. Informal discussion with the challenger is encouraged before formal reconsideration procedures are initiated. Oftentimes, a discussion between the Library Media Specialist and the resident, parent/guardian, employee, or student may resolve the concern without the need for the formal reconsideration process. The process described below is intended to assure that carefully considered judgments are made in response to criticism or objections.

Challenged Material Process

On occasion, honest differences of opinion may arise about books or materials used in the public schools. Any resident, parent/guardian, employee, or student of the district may formally challenge learning resources used in the District's educational program on the basis of appropriateness.

The Board recognizes that parent(s)/guardian(s) have the right to determine that materials in the Library Media Center collection or of a supplementary nature may not be appropriate for their child. Parent(s)/guardian(s) requests that such material not be given to their children shall be honored to the extent possible. No parent(s)/guardian(s) have the right to determine reading, viewing or listening material for students other than their own children.

Access to challenged material shall not be restricted during the reconsideration process. The district will only consider one item challenge at a time.

In considering a challenge, the major criterion for the final decision is the appropriateness of the material for its intended educational use. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.

It is necessary to have an orderly procedure that will assure a fair hearing to those who have objections and that will provide for a thorough investigation of disputed materials.

1. Questioners should first attempt to reach out to the teacher or library media specialist to discuss their concerns with the use of the materials in the classroom or library.
2. If the questioner does not feel the issue has been resolved, the use of the materials may then be brought to the attention of the principal. The principal and other appropriate staff member(s) shall explain to the questioner the school's selection procedure, criteria and qualifications of those persons selecting the resource. The principal and other appropriate staff member(s) shall explain the particular place the questioned resource occupies in the educational program, its intended

educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.

3. If the questioner wishes to file a formal challenge, a copy of the district's Procedures for Challenging Materials and a "Challenged Materials" form shall be handed out or mailed to the concerned party from Central Office and must be returned within a 30-calendar day period.
4. The "Challenged Materials" form shall be signed by the questioner and filed with the Assistant Superintendent or his/her designees. The Assistant Superintendent or his/her designee shall inform the principal of the school upon receipt of the form.
5. The Challenged Materials request shall be referred to a Challenged Materials Committee for reevaluation of the resource. The Assistant Superintendent and his/her designee will arrange for a Challenged Materials Committee reevaluation meeting within thirty (30) calendar days.

The Challenged Materials Committee

Upon receipt of a request for a formal challenge of materials, the Assistant Superintendent or principal designee shall appoint a Challenged Materials Committee including the following membership as appropriate:

- Two members of the school teaching staff who are assigned to the grade level or subject area for which the challenged material was selected
- One student (for high school and middle school)
- One Library Media Specialist from the district
- One building principal
- A Board of Education member

- Two parents of students at that level
- Other committee members as deemed appropriate by the Assistant Superintendent

The Assistant Superintendent shall serve as the chairperson of the Challenged Materials Committee. The committee chairperson shall be the only member of the committee allowed to review the complaint form initially. All committee members will be allowed to review the complaint form after they have examined and/or read the challenged material. The challenger may offer a 3-minute statement prior to the committee discussion. The challenger will then be excused for the committee's discussion.

The Challenged Materials Committee shall examine and/or read the challenged materials and judge whether it conforms to the criteria outlined in the district's Selection of Library Materials.

Resolution

The Challenged Materials Committee shall:

- Examine and/or read the challenged resource
- Determine professional acceptance by reading critical reviews resource

Top Five Recommended School Library Reviewing Sources:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

- Weigh positives and negatives and form opinions based on the material as a whole rather than on passages or sections taken out of context
- Discuss the challenged resource in the context of the educational program
- Prepare a written report which states the decision, rationale for the decision, and the official vote (without identifying votes of individual members of the committee)
- Recommend that the questioned materials be retained without restriction, retained with restriction, or not retained

The written report, along with a letter outlining appeal processes, shall be mailed to the challenger within 10 days of the Challenged Materials Committee's conclusion.

The written report, prepared by the Challenged Materials Committee chairperson, shall be retained by all district Library Media Specialists. Any material, once upheld from a challenge, cannot be re-challenged for five years. A copy of the report will be available to the public upon request. The district reserves the right to charge for copies of the reconsideration.

The decision of the Challenged Materials Committee is binding for the individual school as well as other schools in the district where the title is deemed age and developmentally appropriate. All decisions of the Challenged Materials Committee shall be provided to the Board (at a regularly scheduled meeting) designated as an informational item.

Notwithstanding any procedure outlined in this policy, the challenger, or district staff involved in the challenge shall have the right to appeal any decision of the Challenged Materials Committee in writing to the Board as the final review panel. To appeal, the challenger or staff member has fourteen (14)

calendar days from the date of the written report to complete the Challenge Materials Appeal Form and submit to the Board appealing the decision of the Challenged Materials Committee. Upon appeal, the Board will review the Challenged Materials appeal request and render a decision.

Challenge Appeal Process

The purpose of the Board of Education Appeal process is to ensure that the process for Challenged Materials was undertaken within the policy and regulation. The appeal process is not designed to circumvent the Challenge Committee recommendation but to ensure that the process was undertaken in a fair and unbiased manner.

Appeal Process Committee

- Committee of the Board of Education not to exceed three Board of Education members and the Assistant Superintendent.
- Presented by the Assistant Superintendent and the Board of Education member who served on the Review Committee.

Appeal Process

- The BOE appeal committee may meet either in person or virtually within 30 days of the appeal being filed.
- The appeal will be heard by the group with an executive summary of the Challenge Committee findings will be presented by the Assistant Superintendent.
- The group will hear both the Challenge Committee's consensus findings and any dissenting opinions offered during the Challenge Committee's deliberation.

- The BOE appeal committee will come to consensus on its findings and will give a report to the Board of Education with a recommendation.
- Recommendations will be as follows:
 - Uphold the findings of the Challenge Committee process
 - Modify the recommendations from the Challenge Committee
 - Take no action
- The BOE appeal recommendation will be placed on the next BOE meeting agenda as a consent agenda item.
- The BOE decision will be final and the challenged materials cannot be brought back to the process for five years.
- A written report will be kept for the record and given to the challenger within 10 calendar days

Volunteers Policy

The Library Media Specialists appreciate volunteers to help support the Library Media Centers. Library Media Specialists encourage parents and community members to consider volunteering in the district's Library Media Centers.

Policy IICC: SCHOOL VOLUNTEERS

Status: ADOPTED

Original Adopted Date: 08/16/2018 | **Last Revised Date:** 02/20/2020

The Board of Education recognizes that volunteers make valuable contributions to the district's schools and are an essential component of high student achievement. The Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training volunteers. The district will conduct screening and criminal background checks on volunteers as required by law and policy GBEBEC before any volunteer is placed in a position where he or she will be left alone with a student or have access to student education records.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for district staff. Volunteers will work under the direction and supervision of district staff.

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Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Administrative Procedure ICC-AP(1): SCHOOL VOLUNTEERS

Status: ADOPTED

Original Adopted Date: 08/16/2018 | Last Revised Date: 02/20/2020

Definitions

Volunteer – Any person who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

Chaperone – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.

Screened Volunteer – A volunteer who may be periodically left alone with students or who may be granted access to some student education records. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.

All Volunteers

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. Building principals or designees are responsible for approval of the screened volunteers to be placed in their buildings. Teachers may select and organize chaperones unless directed otherwise by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for district staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

All volunteers will be given a copy of the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
5. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities. The district expects all adult volunteers to maintain the same professional boundaries with students that are expected of staff members, as detailed in policy GBH.
6. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication

Volunteers Policy (con't)

to students.

7. Volunteers will use universal precautions to avoid contact with body fluids.
8. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
9. In accordance with district policy, volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed.
10. Volunteers will not search students or student property.
11. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
12. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
13. Volunteers must report suspected cases of abuse or neglect to the building principal.
14. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

Screened Volunteers

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent's or designee's office for volunteer certification. Supervisors of activities that may require overnight volunteers are encouraged to recruit and certify volunteers at the beginning of the school year because the process may take several weeks or months to complete.
2. Screened volunteers must consent to and complete a criminal background check as required in policy GBEC prior to being left alone with a student and may be required to submit additional information at the superintendent's or designee's discretion. All information collected regarding screened volunteers will be considered confidential to the extent allowed by law and will be used only to protect the students or minimize disruption to the educational environment.
3. Only screened volunteers may have access to student education records. However, such access is limited to instances where access is necessary for the volunteer to assist the district, and such access must be supervised by staff members. Screened volunteers who are granted access to student records must keep all information confidential.

Volunteers Policy (con't)

4. The building principal or designee will provide appropriate training for all screened volunteers.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Donations Policy

Policy KH: PUBLIC GIFTS TO THE SCHOOLS

Status: ADOPTED

Original Adopted Date: 08/16/2018

Gifts, Donations and Bequests to the District Foundation

The Board of Education encourages the community to direct all gifts, donations or bequests ("gifts") to foundations created to support the district. Gifts, donations and bequests made to foundations are not considered public funds, which allows the district greater flexibility in using the funds. Further, a foundation is eligible for grants and gifts not otherwise available to governmental entities.

Gifts, Donations and Bequests to the District

All gifts accepted by the district will become the property of the district, to be expended or used at the discretion of the Board of Education and in accordance with Board policies and law for the benefit of the district as a whole. In general, the superintendent or designee is authorized to accept gifts to the school district, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, significant personnel time, initial or continuing financial commitments from the district or gifts of real property.

In deciding whether to accept a gift, the superintendent, the Board or its designee will minimally consider whether the contribution will further the goals of the district, whether it will be used, whether it is appropriate for the school environment and whether it will unequally distribute resources in the district. No gift will be accepted without verification that there are no encumbrances against the gift.

All gifts accepted will be reported to the Board of Education, publicly announced and appropriately acknowledged. The donor will be officially thanked in the district's name.

Memorials

Memorials are a special type of gift given in memory of a deceased individual. The district recognizes the following as appropriate forms of memorialization:

1. *Memorial scholarship* – Application and award guidelines should be finalized prior to the scholarship being announced. A typed copy of the application and award guidelines along with the timeline for the scholarship implementation is to be kept on file at the office of the building principal or designee. If desired, the St. James R-I School District Foundation may be used as a resource to establish and administer the scholarship.
2. *Purchase of library books, educational CD-ROMs, school supplies and equipment* – The district will maintain a "wish list" of these items from which a person establishing a memorial may choose. Books may include a book plate, and equipment/supplies (if applicable) may include an engraved plate. Wording on each plate must be limited to "donated in memory of" or "in memory of," along with the memorialized individual's name and dates of birth and death. All engraved plates may be removed at the end of ten years and offered to the nearest relative.
3. *Funds designated for a particular school activity or department* – The use of such funds must be approved in writing by the building principal and forwarded to the superintendent or designee for final approval.

Memorials such as plantings or benches are accepted in accordance with the district's policies on buildings and grounds.

As with all gifts, items received as memorials become the property of the St. James R-I School District.

Inventory Procedure:

Collection inventories are necessary in order to reconcile digital records with actual holdings. Inventories aid accountability in tracking lost materials and materials that were not correctly returned. Ideally, collection inventories should take place annually. The Library Media Specialist in each building is responsible for the inventory of their respective collections by using inventory capabilities of the Library Management System.

Fines/Damaged Materials Procedure:

Due to individual needs for library materials, it is recognized that rigid loan periods may prohibit accessibility and use of materials. While suggested loan periods of two weeks are in place, the Library Media Centers in the St. James R-1 School District do not collect fines for overdue materials.

It is, however, expected that restitution will be made for lost or damaged materials. It is the responsibility of the building Library Media Specialist to assess the financial obligation of the lost or damaged item(s) and request reimbursement.

Borrowing Procedure:

No barriers exist between students and access to and use of resources, including the imposition of age or grade-level restrictions, limitations on the use of an interlibrary loan, or access to electronic information.

Systems for circulating materials ensure optimal use and encourage students to borrow materials for use throughout the school, at home, and in the Library Media Center. Circulation and access procedures enable and encourage interlibrary loans. Library Media Centers have equipment readily available for student and teacher use to support all the formats of media that the school has acquired. Equipment is in good working condition and is available for checkout to classrooms and staff. Efforts are made to represent recent advances in media equipment technology. Equipment is checked on a regular basis through ongoing maintenance and repair services.

Although the number of items and loan periods are essentially dependent on the needs and circumstances of students and staff, the recommended number of materials for students is four (4) books for a two-week loan period. Staff is allowed an unlimited number of print materials for an unlimited loan period.

Equipment is checked out by staff and kept for one week with renewal options if the equipment is not being held for another staff member.

Weeding Procedure:

The Library Media Center collections are periodically reviewed and evaluated to ensure that materials meet staff, student, and curricular needs. The process of weeding, or deselection, refers to the removal of items from the library collections for one or more of the following reasons:

- Item contains misleading, factually inaccurate, or dated information
- Item is damaged or worn beyond the Library Media Specialist's ability to repair
- Item is superseded by a new edition or better book/resource
- Item does not have literary or scientific merit, or does not meet any curricular need
- Item is irrelevant to the needs and interests of the LMC community
- Duplicate copies
- Lack of circulation

Once an item has been removed from the library management system database and marked 'discarded,' the item will be disposed of at the Library Media Specialist's discretion.