

# **Tri-Valley CUSD #3**



## **IMC Handbook**

**2023 - 2024**

**[www.tri-valley3library.weebly.com](http://www.tri-valley3library.weebly.com)**

## **VISION & MISSION**

**Vision:** The Tri-Valley IMC's vision is to encourage and lead students to become independent and enthusiastic readers, researchers and learners by providing access to current, relevant, and diverse materials.

**Mission:** Our mission is to promote reading as a foundation skill for learning, personal growth, and enjoyment by providing a wide variety of print and online resources in an environment that is safe and comfortable. The library media specialist, students and staff will collaborate to build information literacy skills and identify appropriate tools for collecting, finding, communicating and using information ethically.

## **GOALS & OBJECTIVES**

### **Goal 1: Facilities**

#### **Objectives:**

- Provide a welcoming and inviting space which will accommodate the number and size of library patrons.
- Provide comfortable, adequate, and updated furniture and equipment for patron use.

### **Goal 2: Budget**

#### **Objectives:**

- The library media specialists will use funds provided by the district to purchase print materials, online services and materials, and supplies to provide updated, current, and relevant resources to patrons.
- The library media specialist will seek alternate sources of funding and materials, including but not limited to, book fairs, grants, monetary donations, in-kind donations, and public library resources.

### **Goal 3: Curriculum & Instruction**

#### **Objectives:**

- Create a library curriculum promoting information literacy that incorporates the [AASL Standards Framework for Learners](#) and the [I-SAIL Standards](#) and enriches each grade level's curriculum.
- Provide information literacy and technology professional development opportunities to staff.
- Provide and promote programs to motivate students to read independently.

### **Goal 4: Access & Delivery of Information**

#### **Objectives:**

- Provide and maintain a current and varied collection of materials, including but not limited to, books, e-books, and online sources.
- Provide opportunities for students to use and evaluate online resources effectively, efficiently, and ethically.

## **CIRCULATION POLICY**

- Pre-K, Kindergarten & 1<sup>st</sup> grade may have 1 book checked out at a time for 1 week.
- 2<sup>nd</sup> - 8th grade students may have up to 2 books checked out at a time for 2 weeks.
- 9<sup>th</sup> – 12<sup>th</sup> grade students may have up to 5 books checked out at a time for 3 weeks.
- Overdue notices are sent home with students or emailed to students and/or parents as needed. Late fees are not charged. Library materials that are damaged or lost by students will need to be replaced or reimbursed at the cost provided by the librarian. Webstore, cash, or checks made payable to Tri-Valley are accepted. If the materials are later found and returned in good condition then a refund may be issued to the parents.
- Seniors must have all materials returned and any outstanding fees paid to receive their diploma.

## **BUDGET**

Library materials, resources, and programming are provided through funds from the following sources:

- District Budget
- Book Fairs
- Fundraisers approved by administration
- Grants
- Monetary and in-kind donations

## **DAMAGED & LOST MATERIALS**

Tri-Valley Community Unit #3, under the authority of the Board of Education, operates a rental system for books and supplies in all grades. In requesting rental privileges, parents agree to accept responsibility to the extent of the value of the books or other items which may be damaged or carelessly used by their children. If a student loses a rental book or a library book which has been purchased by the district less than two years before the loss, the student is charged the full school price for the book. For each year over two, a student is charged the school price, less 10%. Students will be held accountable for lost textbooks or library books. Before a student is permitted to receive credit for semester and/or final exams, all responsibilities for lost books must be met.

# **COLLECTION DEVELOPMENT POLICY**

## **Objective**

- The Tri-Valley Libraries' collection development objective is to maintain a balance by providing print and non-print materials which actively support school learning goals and standards, classroom curriculum, and student interests.

## **Responsibility for Selection**

- The Board of Education has delegated the selection of IMC materials to the library media specialist. This individual will make the decisions about what materials are included in the collections based on their training, budget considerations, knowledge of the curriculum, familiarity with students, and experience with selecting high quality resources.

## **Criteria for Selection**

- Learning resources should support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses.
- Learning resources should be appropriate for the age, emotional development, ability level, learning style, and social development of the students for whom the materials are selected.
- The selection of learning resources on controversial issues will be directed toward maintaining a diverse collection representing various views.

## **Kinds of Materials Collected**

- Materials supporting the classroom curriculum.
- Materials appropriate for the reading level and understanding of students in the school.
- Materials reflecting the interests and needs of the students and staff served by the IMC.
- Materials presenting current, relevant, and accurate information.
- Materials that are classic, award winning, and/or representative of various forms of literature.

## **Evaluation of Materials**

- Print and online resources provided by the library will be evaluated based on the following:
  - Educational significance
  - Alignment with the curriculum and interests of the students
  - Favorable reviews and recommendations found in by reputable publications and sources
  - Reputation of the author, producer, and/or publisher
  - Validity, currency, and appropriateness of materials

## **Weeding**

- Materials that no longer meet the stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to the accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries*. Disposal of withdrawn library materials will be at the discretion of the library media specialist, subject to all relevant provisions of Tri-Valley CUSD #3 and the statutes of the State of Illinois.

The American Library Association is a resource for our collection development policy. For more information visit <http://www.ala.org/hbooks/challengedmaterials/preparation/workbook-selection-policy-writing>

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/id/pubs/crew/crewmethod08.pdf>

## Library Bill of Rights

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

<http://www.ala.org/advocacy/intfreedom/librarybill>

## First Amendment to the United States Constitution (1791)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Courtesy of [http://www.senate.gov/civics/constitution\\_item/constitution.htm#amendments](http://www.senate.gov/civics/constitution_item/constitution.htm#amendments)

## **CONTROVERSIAL AND CHALLENGED MATERIALS**

The school board subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

### **Guiding Principles**

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- The Library Bill of Rights of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.
- *The reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the library open to legal challenge.*

## **School Library Reconsideration Policy**

- Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource.

### **School Library Procedure for Handling Informal Complaints**

- Persons with a complaint about library print or digital resources should state their concerns to the school librarian or principal. The librarian or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. The complainant will be asked to read and consider the resource in its entirety. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.
- If the complaint is not resolved informally, the librarian or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, email or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint.
- If the completed and signed formal request for reconsideration form has not been received by the principal within ten business days, the matter shall be considered closed.

### **School Library Procedures for Handling Formal Complaints**

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.

1. The complainant should be referred to the principal.
2. The complainant who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, request for reconsideration of instructional resources form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the reconsideration form to the principal within ten business days.

4. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
5. Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form with the following individuals:
  1. Superintendent
  2. Reconsideration Committee
  3. School librarian
  4. School library department director
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the principal and consist of five members including the principal, the school librarian, and three members of the building leadership team.
8. The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training that explains a packet of materials, which includes the library's mission statement, selection policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any.
9. The school librarian will obtain copies of the material in question for review by the Reconsideration Committee. The committee should read or view all materials referred to including the full text of the material in question, available reviews, and notices of awards, if applicable. Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
10. The Reconsideration Committee should schedule a formal reconsideration meeting within 10 school days after the principal receives the written request for reconsideration. The principal should notify the superintendent and the school library department director as to this schedule.
11. The school level Reconsideration Committee should follow the procedures listed below:
  1. At the initial meeting, the principal and committee will review reconsideration committee guidelines and procedures.
  2. A member of the committee should keep minutes.
  3. All committee members should fully review the resource (read or view the entire work) before voting.



4. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
5. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee.
6. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource.
7. The committee's written decision shall be presented by the school principal to the complainant and the superintendent of schools within five business days after the decision is made. If the committee decides to retain the work that caused the complaint, the complainant will be given an explanation. If the complaint is valid and the work is moved or removed, the school librarian will acknowledge it and make recommended changes.
8. If the complainant is still not satisfied with the decision at the school level, a written appeal can be made within ten business days to the superintendent. The superintendent can present the appeal to the Board of Education, which shall make a final determination of the issue.
9. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be accepted.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

### Request for Reconsideration of Materials Forms

The school board of Tri-Valley CUSD #3 in Downs, IL, has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the school librarian or principal.

Tri-Valley CUSD #3

410 E. Washington St.

Downs, IL 61736

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Database

\_\_\_ Audio Recording \_\_\_ Digital Resource \_\_\_ Textbook \_\_\_ App

\_\_\_ Newspaper \_\_\_ Game \_\_\_ Streaming Media \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Is the resource part of the curriculum, library collection, or other?

\_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_

## Letter to Person Requesting Reconsideration

Dear \_\_\_\_\_:

We appreciate your concern over the use of \_\_\_\_\_ in our school district. The district has a policy for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the district's:

1. Instructional goals and objectives
2. Materials Selection Policy statement
3. Procedure for Handling Formal Complaints
4. Request for Reconsideration of Material form

If you are still concerned after you review this material, please complete the enclosed Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within ten business days, we will assume you no longer wish to file a formal complaint.

Sincerely,

\_\_\_\_\_

Principal

Date

**Reconsideration Committee Report**

**Title** \_\_\_\_\_

**Author/Producer** \_\_\_\_\_

**Has every member of the committee read the material entirely? If not, why?**

\_\_\_\_\_

**Resources consulted: (include policies, articles, reviews etc.)**

\_\_\_\_\_

**Reconsideration committee recommends:**

\_\_\_\_\_

**Justification and comments: (include majority and minority positions)**

\_\_\_\_\_

**Signatures of Reconsideration Committee Members:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Note: This report is forwarded to:**

\_\_\_\_\_

# TVMS Young Adult Book Permission Slip



Dear Parents,

The Tri-Valley Middle School Library shelves are filled with books that reflect the interests, identities, ages, and reading levels of our learning community. It is our goal that this diverse collection will provide our students with appealing, high quality, age appropriate books that foster a lifelong love of reading.

Because we serve 4th-8th grade students, our library contains books that have been written for our middle grade and our young adult audience. The American Library Association defines Young Adult (YA) books appropriate for ages 12-18. Books may be classified as YA due to mature language, plots, or themes. These books are clearly labeled with a YA sticker in our library.

You know your child best and can determine what reading selections are appropriate for their interests and age level. Our library has a self check out option, so please discuss expectations for book choices with your child.

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Please indicate below whether your child has permission to check out ALL materials including YA (Young Adult) books from the Tri-Valley Middle School Library.

- Yes, my child has my permission to check out Young Adult books from the TVMS library.**
- No, my child does NOT have permission to check out Young Adult books from the TVMS library.**

If you have questions, please contact Kelsey McDowell at [kmcdowell@tri-valley3.org](mailto:kmcdowell@tri-valley3.org).