

HOPE Community Academy Library Media Center Policy and Procedures Manual

The purpose of the policy and procedures manual is to provide a guide for the operation of HOPE Community Academy's (HCA) school library media program. The manual will be updated yearly or as changes are made in the library media center.

■ Mission Statement ■

The mission of the HCA School Library Media Center Program is to enrich and support educational programs in the school. It is the duty of the library staff to provide the school community with a wide range of materials on all appropriate levels of difficulty. The library media center program will provide materials and services that will encourage growth in knowledge and a love of reading. These materials and services will also help to develop literary, cultural and aesthetic appreciation of the arts and sciences. The library strives to stimulate intellectual curiosity and to establish the habit of lifelong reading and learning.

■ Program Goals and Objectives ■

- Provide intellectual access to information through learning activities that encourage students to become discriminating consumers and skilled creators of information.
- Provide physical access to information through a carefully selected and systematically organized collection that helps all students achieve information literacy.
- Provide learning experiences that foster literacy competence and stimulate interest in accessing, evaluating and applying information and ideas.
- In addition to professional collection development resources, use the suggestions of peers, teachers and administrators to select materials that are appropriate to the curriculum of the school.
- Provide professional materials to help teachers plan lessons that are appropriate to the curriculum of the school.
- Introduce students and teachers to copyright, bibliographic formats, resource evaluation, etc. through integration of these skills into classroom assignments.
- Include programming that will make reading an enjoyable activity for students and teachers.

■ Library Media Center Hours and Schedule ■

Staff hours: 7:30 am to 3:30 pm.

Student hours: 8:30 am to 3:00 pm.

The HCA library operates on a fixed schedule. Teachers will be expected to bring students to the library and pick them up at their assigned time.

■ Student Behavior Policy ■

Students are expected to follow library media center behavior guidelines . . .

- Follow directions
- Be respectful of books and library property
- Be kind to others.

Student failure to consistently comply with the behavior policy will have the following consequences:

First infraction:	Verbal warning
Second infraction:	One recess or privilege taken away
Third infraction:	Letter to parents.
Fourth infraction:	Administrator notified for disciplinary action.

■ Circulation Policies ■

Grade Level Check-out Guidelines

Kindergarten through third grade may check out 1 "just right" book; grades four through eight may check out 2 books. Teachers and support staff have unlimited checkout.

Loan Period: Students

Books are due in 5 days (K-gr. 3) or 10 days (gr. 4 - middle school). If a student has an overdue book(s), they may not check out another book until the overdue item(s) is returned.

Loan Period: Teachers and Support Staff

Books and videos checked out by teachers and support staff are due in 30 days. If there is no request or hold on a checked-out item, staff may renew materials for an additional 14 days.

Reference Materials - Overnight Circulation

Middle school students (grades 6 to 8) may check out reference materials overnight to support a classroom project. Staff may borrow reference materials for up to one week.

Fines for Lost and Damaged Books

If an item is lost or damaged beyond repair, HCA will send home a bill for payment of the item in December and May, or upon request. Fines will be based on the current purchase price of the item. If a hardcover book is only slightly damaged, the charge will be \$1.00; paperback books will be assessed at \$2.00 each. Parents or students who pay for lost books must keep HCA's receipt for a refund to be issued if the missing item should be located and returned.

Settlement of Library Accounts

Report cards will be held at the end of the year until outstanding balances are paid or lost books returned.

■ Services and Programs ■

Library Program

The Library Program at HCA supports all curriculum areas and aims to help students become enthusiastic, competent, life-long library users. The following scope and sequence guidelines have been developed to indicate our expectations for students.

Kindergarten

- Locate basic areas of the library facility
- Locate materials appropriate to needs and abilities
- Develop and demonstrate listening and responding skills
- Develop a wider appreciation of children's literature
- Develop and demonstrate appropriate general library behavior
 - walking, talking quietly, lining up
 - appropriate care and handling of materials
 - understanding the concept of borrowing

First Grade

- Explore more of the library facility
- Locate materials appropriate to needs and abilities
 - beginning readers, fiction, non-fiction, periodicals
- Develop increased attention span and demonstrate maturing listening and responding skills
- Demonstrate clear understanding of appropriate library behavior
- Develop skill in care of library materials

Second Grade

- Explore more of the library facility
- Locate materials appropriate to needs and abilities
 - using knowledge of facility and computer catalog
 - utilizing a variety of material types
- Recognize and articulate information needs
- Develop increased attention span listening in longer read aloud sessions

Third Grade

- Locate all public areas of library facility
- Locate materials appropriate to needs and abilities
 - using knowledge of facility and computer catalog
 - utilizing a variety of material types
 - utilizing computer and web resources
 - developing ability to articulate preferences

Fourth Grade

- Develop understanding of Dewey classification system
- Develop understanding of the structure of information sources
- Explore basic reference tools
- Develop a familiarity with a variety of print and electronic reference materials
- Demonstrate the ability to locate print and electronic materials in the library with minimal adult assistance
- Demonstrate the ability to locate relevant information
- Learn the basics of note taking, paraphrasing, and citation

Fifth Grade

- Develop a deeper understanding of classification
- Demonstrate the ability to independently locate print and electronic materials in the library
- Recognize and articulate information and research needs
- Develop effective information seeking strategies
- Develop appropriate use, synthesis and evaluation of information
- Develop understanding of a broad range of literature genres, functions and techniques

Grades 6-8

In grades six, seven and eight middle school students work with information in a variety of formats. There are six essential questions that are used to help guide students through the ever-increasing complexity of an information dependent world:

- Why read?
- Why do I need information?
- What is the difference between information and knowledge?
- What are my rights and responsibilities as a consumer and producer of information?
- How does the world I live in affect the skills I need?
- Why and how do I use the library?

Print and non-print resources are used throughout the year to help students refine their note-taking skills.

■ Materials Selection Policy ■

Materials are selected to support of the curriculum and instructional program at HCA as well as the needs and interests of all patrons (i.e., students, teachers, administrators, and support staff). The library media center provides materials in a wide range of difficulty, in a variety of formats, representing multiculturalism and differing points of view.

The certified librarian is charged with the day-to-day operation of the library media center, including the coordination and selection of all purchases of materials for the resource collection. The librarian is encouraged to the extent possible to seek assistance and advice from administrators, teachers, curriculum specialists, support staff, parents, and others affiliated with the school when ordering materials for the library media center. However, the final decision rests with the librarian.

Criteria for Selection

The following criteria will be used when selecting the best resources for the library media center:

- literary and artistic excellence;
- lasting importance or significance to a field of knowledge;
- support of the curriculum and the educational goals of the school;
- favorable reviews found in standard professional selection sources;
- favorable recommendations by educational professionals based on preview and examination of materials;
- reputation and significance of the author, illustrator, or publisher;
- timeliness of the material;
- contribution to the diversity of the collection on controversial issues;
- contribution to multicultural awareness;
- appeal to the library patrons;
- suitability for intended use; and
- return on investment commensurate with need.

Selection Tools

Although the librarian is not limited to these tools in making the final determination, the following review journals will be consulted when materials are being selected for inclusion in the library media center collection:

- Horn Book Magazine (on-line edition at <http://www.hbook.com/guideindexes.shtml>);
- School Library Journal (on-line edition at <http://www.slj.com/index.asp>);
- Specialized bibliographies prepared by various educational groups for individual curricular areas.

Selection Process

The librarian will solicit requests and suggestions from members of the educational community. Reviews will be collected for titles under consideration. As far as possible, the librarian will request preview copies for examination prior to making a final decision on any particular title. Weeding of the collection to remove materials that are outdated or no longer appropriate is a part of the selection process to ensure that the collection is as current as possible and continues to meet the information and recreational reading needs of all patrons. All donated materials will be subject to the same selection criteria as purchased materials.

Budget and Budget Management

The library media center will be furnished an annual budget to purchase books, periodicals, supplemental online database subscriptions, non-print materials and supplies proportionate to the academic and curricular needs of HCA students and staff. The budget is based on a proposal prepared by the librarian and submitted to the HCA director for approval.

Requests for Library Purchases

Because our mission is to support the curriculum and information needs of students, it is important for all teachers and support staff to have an active voice in the purchasing of materials. A form to email the librarian will be furnished to all staff for this purpose.

■ Challenged Materials ■

The HOPE Community Academy Board of Trustees recognizes the principles of academic freedom based on the professional judgments of administrators and certified staff members about effective instructional materials and techniques. The board also recognizes its responsibility in assuring that such materials meet legal requirements and reflect widely held community values.

Occasionally the public will object to instructional materials used in classrooms and libraries, in spite of the care taken in their selection. In order to have a complaint about instructional material considered, an individual must complete the following form and submit it to the HOPE Community Academy director.

Should the director be unable to resolve the matter satisfactorily with the person filing the complaint, he/she will follow the procedures specified in this Policy and Procedures manual. Upon receipt of a written complaint, the director will comply with the request of a parent that his/her own child not be assigned materials considered personally offensive. However, these specific materials will not be confiscated or stored or removed from general use until a final decision has been made.

Procedures for handling complaints about instructional materials:

1. The complainant secures a Material Reconsideration Request Form from HOPE Community Academy. The complainant completes the form and returns it to the HCA director.
2. The director immediately refers the complaint form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and at least two certified staff members knowledgeable about the particular subject matter. This committee will judge the material as to its relative suitability for the students served by the school.
3. Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the director.
4. If the director agrees with the review committee's recommendations, he/she informs the complainant of the decision in writing. The complainant is also told about the appeal procedure.
5. If the director does not agree with the review committee's recommendations, he/she immediately forwards a copy of the original written complaint along with the review committee's recommendation and his/her dissenting opinion to all participating parties. The complainant is also told about the appeal procedure.
6. The complainant may appeal the director's decision in writing and request permission to appear officially before the board of trustees for a final decision.

Material Reconsideration Request Form

I. Place a check next to the type of material to which you object:

Textbook _____ Library book _____ Other (specify) _____

Author _____

Title _____

Publisher and year of copyright (if known)

II. Request initiated by (your name) _____

Telephone number _____

Address _____

City _____ Zip Code _____

III. Complainant represents:

Himself/herself _____

Organization (include name of organization)

Other (specify) _____

IV.

1. What is it about the material that you specifically object (please be as detailed as possible)? _____

2. Did you read the entire book?

3. What do you believe is the theme of this material?

4. What do you believe might be the result of students coming in contact with this material? _____

5. For what age group would you recommend this material?

6. Is there anything good about this material; if so, what?

7. Are you aware of the judgment of this material by literary critics?

8. What would you like your school to do about this material?

9. In its place, what material of equal literary quality would you recommend that would convey the information contained in the material?

Signature of complainant _____

Date _____