

AISD Administrative Regulation

Library Media Center

Standards

In developing, implementing, or expanding library services, the District shall consider the standards adopted by the Texas State Library and Archives Commission, in consultation with the State Board of Education.

Joint Facilities

The District may enter into contracts with a county or municipality in which the District is located to provide joint library facilities. The Board and the commissioner's court of the county or governing body of the municipality must conduct public hearings before entering into such a contract. The hearings may be held jointly.

Education Code 33.021, 33.022

INSTRUCTIONAL RESOURCES EFB

LIBRARY MEDIA PROGRAMS (LEGAL)

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EFB(LEGAL)-P

Procedural Policies

The following are procedures and policies related to the operation of the AISD Library Media Program.

Technology

All technology questions related to library applications, either hardware or software should be directed to the district librarian to ensure the integrity of the on-line catalog network. The district librarian will research any unanswered questions and respond in a timely manner.

Instruction Program

Library use and activities are to be integrated into the curriculum of the campus. The district librarian and assistants will work with the classroom teachers to provide instruction based on content, technology and information literacy skills. The district librarian and assistants will also promote literature enrichment activities and reading at the appropriate grade levels.

All students are to have access to the library resources for curriculum-based activities and instruction. The district librarian/assistants and teacher will schedule library visits based on the information needs of each group of students. To prepare our students to be active and independent learners, the district librarian/assistants will integrate grade-level curriculum content with information literacy skills.

Additionally, flexible scheduling, when possible, effectively addresses students' information needs and their access to information. The objectives, which reflect the TEKS from the appropriate curriculum guide, should always be used to guide information at all grade levels.

Teachers will remain with their classes while in the library, assisting with activities when needed, and giving their students reading material selection recommendations.

Circulation of Library Materials

Students

Grades 1-3 may check out 3 (three) books per week.

Grades 4-5 may check out 4 (four) books per week.

Grades 6-8 may check out 5 (five) books per week.

Each high school student may check out a maximum of 6 (six) books for 15 days .

All materials, except those designated as reference or teacher-only, may be checked out for the above stated duration with renewal privileges.

Students are not barred from use of the library and its resources. However, in case of abuse of library resources, borrowing privileges may be curtailed. This decision should be reached only after an administration/library staff conference dealing with specific cases.

Teachers/Staff

Teachers and staff may borrow materials for an extended period, but with the understanding that the item may be recalled if necessary.

Reference books may be borrowed from the library. The length of time for the loan is to be determined based on the need of the teacher and the resources of the library.

The teacher or staff member is responsible for all materials checked out in his/her name whether materials are personal or for classroom use.

Interlibrary Loan, the loan of resources between libraries, is encouraged among the schools in the Anthony Independent School District. They are processed through the campus librarians.

Circulation of Library Materials-District Employees/Community members/Parents

District employees, community members and parents may borrow materials with renewal privileges and may become library patrons by furnishing current contact information.

Community members must present a current utility bill and valid Texas ID or Texas drivers license that shows the current address in the community to check out materials from the high school library. Upon satisfaction of these requirements, privileges will include check out of a maximum of five books for 15 days with renewal privileges.

Fines

Overdue or late fines will be set at five cents per day per material upon the approval of District administration.

Printer

Each student may print 5 instructionally related pages per day in the library without charge. Additional printing will be charged at .05 per page.

Teachers may print up to 10 pages per day on a needs basis. Class sets and other multiple copies may not be printed in library.

Copier

A coin-operated copier will be available in the high school library or all district libraries for student, parent and community use.

Lost Materials

Payment for lost materials is based on purchase price. A receipt for the lost item is given when the material is paid for. When a material is found, the full price of the book will be refunded as long as the receipt accompanies the item and the material is in library quality condition. Fines collected will be placed in a Library activity account.

Damaged Materials

If damage to the material does not prevent it from being read; the student will pay according to the damage assessed by the librarian. If the material is unreadable, the purchase price of the item will be charged. Monies collected will be placed in a Library activity account.

Acquisition of Materials/Library Budget

The District allocates budgets related to the proven need of that department. Budget requests for the following school year should be received during the spring semester for review by district administration. Needs-based, 2 to 3 year plans for growth and large acquisitions are encouraged. Orders may be placed throughout the year as long as they are approved before the cut-off date for library purchase requisitions.

Library Materials Selection

The District possesses significant discretion to determine the content of its school libraries. The District must, however, exercise its discretion in a manner consistent with the First Amendment.

Students' First Amendment rights are implicated by the removal of books from the shelves of a school library.

The District shall not remove materials from a library for the purpose of denying students access to ideas with which the District disagrees. The District may remove materials because they are pervasively vulgar or based solely upon the educational suitability of the books in question.

Bd. of Educ. v. Pico, 457 U.S. 853 (1982)

INSTRUCTIONAL RESOURCES EFA

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION (LEGAL)

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UPDATE 68

EFA (LEGAL)-P

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

The purpose of the school library media centers is to supplement and enrich the curriculum and instruction offered by the District as well as to promote a lifelong interest in reading. Therefore it is critical that the library collections represent varied points of view on current and historical issues, include materials which cover a wide variety of topics and interests to our library users. In the selection of the material and resources to be available in each library media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning, styles, and reading levels of the school's students and that will help them attain the district's educational goals.

Selection Criteria

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

1. Support and enhance the curricular and educational goals of the district
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students or parents in the case of parenting literature
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society
4. Help develop critical thinking skills
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose
6. Have literary merit as perceived by the educational community
7. Are technically well-produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value
8. Teacher and student recommendations as well as positively reviewed materials will receive strong consideration. Standard reviewing sources may include, School Library Journal, Booklist, special subject list by recognized authorities and the Wilson series of recommended school library collections.

Retention, Evaluation and discard of books and periodicals

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Library materials should be weeded on a regular basis. The CREW method for weeding materials will be utilized to determine if materials no longer meet the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired. That item will then be withdrawn from the collection. Books which are withdrawn from the library collection will not be sold. Discarded books will be displayed continuously for students, staff, parents

and/or community members. Discarded periodicals will be offered first to students once per semester. Periodicals not taken by students will be displayed with discarded books.

Gifts/Donations

Gifts to the media centers shall be evaluated to determine their appropriateness. District Board approval is required before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media center. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the superintendent.

Cataloging

Classification is based on the most recent abridged addition of the Dewey decimal classification and Relative Index. Cataloging and subject headings will be based on the Library of Congress subject headings and Marc records. Commercial, machine readable (MARC) records may be purchased if desired.

Inventory

All materials in the library will be inventoried once per year.

Challenged Materials

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

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

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

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

The principal shall convene a meeting, after a reasonable time, consisting of members that are personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

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

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

Reports

The district librarian will generate reports as requested by the superintendent and any other supervisory/administrative personnel.

Evaluation

The district librarian will be evaluated by the superintendent with input from the campus principals using the appropriate district form. Library assistants will be evaluated by their campus principal with input from the district librarian.

Request for Reconsideration of Library Resources

(Attach additional pages if needed.)

Name _____

Date _____

City _____ State _____ Zip Code _____

Phone _____

Do you represent yourself? _____

Do you represent an organization? _____ Name of organization _____

1. Resource on which you are commenting:

Title:

Author/Producer:

Book _____ V i d e o _ _ _ _ Magazine _____ Library Program _____

Audio Recording _____ Electronic information/network (please specify): _____

Newspaper _____ Display _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? Please be specific:

5. What of value is there in this work?

6. Are you aware of the reviews of this work by critics?

7. What do you believe is the theme or purpose of this work?

8. What do you feel might be the result of reading, viewing, or listening to this work?

9. Are there other resources you suggest which might provide additional information and/or other viewpoints on this topic?

10. What action do you request the Library to take?

Signature of Complainant _____ Date _____