

# **Eminence Media Center Policy**

## **Purpose**

The purpose of this policy and procedures manual is to provide a guide for the operation of the Eminence Community Schools Elementary and Jr./Sr. High School Library Media Centers. The manual will be updated as changes are made in the library media centers.

## **Mission Statement of Eminence Community Schools**

The mission of the Eminence Community Schools is to provide all students with an appropriate education. It is the Board's mission to provide all students with opportunities to develop the fundamental skills and processes essential for living as productive members of a global and rapidly changing society. In partnership with students, staff, parents, and community, the Board of School Trustees of the Eminence Community Schools accepts the challenge to heighten student's awareness of themselves and their world, to stimulate curiosity, and to provide a framework through which students can experience success and satisfaction relative to their ability and achievement.

## **Mission Statement of the Eminence School Library Media Centers**

The mission of the Eminence School Library Media Centers is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

## **Objectives**

The goals of the media specialists are:

1. To teach students to access, evaluate, and use information
2. To maintain a well-balanced collection of media appropriate to the needs of the school
3. To provide assistance in locating and using instructional materials
4. To promote instruction in information literacy to students and faculty
5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation
6. To manage a planned program and create a welcoming environment

## **Library Media Center Hours of Operation**

The Eminence School Media Centers are open when the media specialists are in the building. Teachers have access and are allowed to use the Media Center at their convenience. It is recommended for teachers to use the Event Link to sign up for use of the Media Center so it doesn't become overcrowded.

## Student Conduct

Students must come with a purpose for learning. They must, unless they are present with an entire class, present a hall pass. The only exception to this is during passing periods. Students using the library during this time need not have a hall pass. However, they are responsible for getting to their next class on time and will not be given a pass to excuse being tardy for the next class.

All students must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

### Rules

1. Use a quiet voice so as not to disturb other students using the library.
2. Take responsible care of all library materials.
3. Keep hands, feet and objects to self.
4. Leave food and drink on the tables in the library and away from shelves and library equipment.
5. Listen and follow directions from all library staff or teachers in the library.

### Consequences

1. Verbal warning from a teacher or library staff member.
2. If the unacceptable behavior continues, the student will be written up in Harmony.
3. Any and all severe unacceptable behavior will result in the student being written up in Harmony and being sent to an appropriate place where other staff member(s) will reinforce what "acceptable behavior" should be.
4. After this intervention, and when they can assure us they will behave appropriately they are welcome to come back to the library.

## Scheduling

There is no fixed schedule for grades 7 – 12. Teachers are encouraged to sign up for library and/or computer time for their class as much as two weeks in advance. The sign-ups are on a first-come-first-serve basis. Sign-up sheets are online through Event Link. Students may visit the library individually to use their chromebooks, check out books, or if they need (according to IEP, a quiet place to be for a while). Teacher permission in the form of a hall pass is needed during class times. With teacher permission, students may use the library for study, make-up tests, or small-group meetings.

## Challenged Materials

Some people may find material in the library's collection objectionable. Anyone who requests that an item be removed from the collection must read or watch (book or DVD) the entire item. They must also fill out the "reconsideration form" completely and return it within 2 weeks time.

A volunteer committee of student, faculty, community members, and/or parents will be selected in the event of challenged materials. The committee will then meet to review the material(s) in question. After

the review, a recommendation will be made by the committee regarding the book. This process may take several weeks due to securing enough items for review, meeting when it is convenient for all to be present, etc.

## **Programs and Services**

Information Literacy Skills

Reader's Advisory

Read and/or Return Books Incentive

Rehoming Books Removed From The Collection

Students may use the library media center to make up a class assignment if his/her teacher allows it and provides a hall pass. Currently this is being done during Pathways on the Jr/Sr High side of the school.

Storytimes for the elementary and pre-k students

## **Management**

Library materials are circulated using the automation program, *Destiny*. A web-based catalog can be found online at:

<http://ecsfollett.eminence.k12.in.us>

## **Books/Reference Materials**

Students in grades 7 – 12 may check out two books for a period of two weeks. Renewals are granted on a case-by-case basis. Checkouts are limited to what is available in the library at any given time.

## **Audio Visual Materials/Equipment**

Students are not allowed to check out AV materials (DVDs) without special permission from a parent or teacher.

## **Faculty**

Faculty may checkout unlimited numbers of materials for as long as needed. All items must be signed out at the circulation desk if taken outside the library media center. An email with the item title and barcode number (ex. T12456) needs to be sent to the media specialist's email address. Items should be returned as soon as possible after use so that others may use them.

## **Overdues and Fines**

There are no late fees on library materials. However, before the end of the school year, students must either return or pay to replace any library materials still checked out to them if they cannot be found.

## **Lost and Damaged Books**

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book will not be reimbursed. Should a student find the book after paying for it, they may either donate it back to the library or keep it. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned or paid for upon withdrawal.

## **Selection Policy**

The Eminence Jr./Sr. High School Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in the collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

The needs of the Eminence School Media Centers are based on the knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance classroom curriculum.

### **Selection Criteria**

The following criteria are recommended as a guide to 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 educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of material
- Contribution to the diversity of the collection
- Appeal to media center patrons
- Suitability for intended use

## **Request for Media Center Purchases**

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

Adult and student volunteers may be asked to evaluate content of new titles before they are circulated.