

## **Minden High School Library Media Center Policy**

### ***School Mission Statement***

"Minden Public Schools, with the community, strives to develop productive and responsible citizens through an environment that empowers them to seek, understand, and appreciate learning," speaks to our goal of equipping our children with the academic and social skills that they need to be successful citizens now and in the future.

### ***Library Mission Statement***

The Minden High School Media Center aims to be an information resource for all students and faculty. It strives to provide access for all. It seeks to provide both print and digital resources that support the districts and teacher curriculum. The MHS Media Center is a space that fosters learning, collaboration, and reading for pleasure.

### ***ALA/AASL Standards for Initial Preparation of School Librarians (2010)***

#### **Standard 3: Information and Knowledge**

Candidates model and promote ethical, equitable access to and use of physical, digital, and virtual collections of resources. Candidates demonstrate knowledge of a variety of information sources and services that support the needs of the diverse learning community. Candidates demonstrate the use of a variety of research strategies to generate knowledge to improve practice.

#### **3.2 Access to Information**

Candidates support flexible, open access for library services. Candidates demonstrate their ability to develop solutions for addressing physical, social and intellectual barriers to equitable access to resources and services. Candidates facilitate access to information in print, non-print, and digital formats. Candidates model and communicate the legal and ethical codes of the profession.

### ***Operation Policy***

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

Students and staff are welcome to use the library during the following hours of operation:

- Monday-Thursday 7:50 a.m. to 4:00 p.m.
- Friday 7:50 a.m. to 2:10 p.m.

Using the library includes; but is not limited to, checking out materials, browsing materials, checking out equipment, using the space for collaboration, and seeking services from the media specialists.

#### **Staff/Student Checkout**

*Students-* may only checkout a maximum of five books at a time. Students will provide their name or barcode at the circulation counter. If the librarian is not present during checkout,

students may checkout their books through paper and pencil entry, but must ***always*** include the title and author of the book as well as the full name of the patron. *Teachers*-may checkout any number of resources at anytime. They are welcome to keep the resource as long as needed, but must checkout all materials through the circulation counter.

### ***Resource Management Policy***

#### Books

Checkout time is two weeks and may be renewed for an extra two weeks if there are no holds for the title. The number of renewals is unlimited. If a hold is placed on the book, it must be checked in upon due date. There are no fines for overdue books.

#### Reference Materials

Reference Materials stay in the library and can only be used during library hours. Teachers may check out for class use if needed.

#### Devices & Equipment

Devices and Equipment can be checked out for the day, but must be returned to the library by the end of the day. For everyday not returned a fine of \$0.05 will accrue. Librarian must be present when checkouts and returns happen.

#### Periodicals

Periodicals stay in the library and can only be used during library hours. Teachers may check them out for class use if needed.

#### Professional Collection

Professional collection materials should be checked out for two weeks and can be renewed. The number of renewals is unlimited. If a hold is placed on the book, it must be checked in upon due date.

#### Lost and Damaged Books

Patrons who lose their book or checked out item will be fined the cost of the material. The value of the materials are stored within the library catalog. Student will not be signed out at the end of the year for the media center if the fine is not paid. All money collected through fines will go directly to replacing the exact material that was lost or damaged.

#### Overdue Materials

There are no fines for overdue materials. However, if a book is two weeks past its due date or another student has placed a hold on the book, an overdue notice will be sent to the patron via email.

#### Requests for Media Center Materials

Requests for Media Center Materials can be made through the media center's wishlist. A wishlist will be posted at the circulation center.

### ***Student Conduct Policy***

#### **Rules**

Students are to respect all other students and property in the library. This includes but is not limited to books, periodicals, equipment, devices, furniture, displays, etc. The following are examples of respectful behavior and are expected of all patrons.

- Being quiet in the library
- Not damaging property of the library
- Returning materials to their appropriate places
- All students should behave in the library exactly how they are expected to behave in their classrooms and abide by district policies.

#### **Consequences**

1. First offense-student will be asked to stop (if it is a minor offense)
2. Second offense/Major offense-student will be escorted back to class and consequences will be dealt with given the appropriate punishment for each offense. It will be handled including the student's classroom teacher and any other administration if need be.

### ***Adoption of Policies***

All policies are to be adopted and effective immediately upon approval of administration and possibly board. I will propose the library policies to my building administration this next week and proceed from there. If it needs to be seen by the board, I will purpose placing it on the agenda for the board meeting in November. All policies will be carried out by the media specialist and administration.

Revision of the limitations put in place in the online library catalog will be reviewed and revised to match the current policies for checkout.

### ***Strategies for Communication of Policies***

The Minden High School Library Media Center Policy will be communicated to the staff and all other stakeholders in the following ways.

1. Policy Statements will be posted on the school library's website.-October 2018
2. Policy Statements will be shared through the next monthly newsletter in November.- November 1, 2018
3. Policy Statements will be handed out to staff through school mail. October 2018
4. Policy Statements will be introduced specifically to the English department who can help spread the word about adopted policies this year. October 2018
5. Policy statements will be handed out next year to all students and staff through handbooks. August 2019

### **References**

American Association of School Librarians. (2018). *AASL Standards Framework for Learners*  
Retrieved from <https://standards.aasl.org>

American Association of School Librarians. (2010). *ALA/AASL Standards for Initial Preparation of School Librarians*. Retrieved March 15, 2019 from <http://www.ala.org>

Turner, Richard. (January 2006). The School Library Policy: The Foundation for a Professional School Library Service Richard Turner. *School Libraries Worldwide*, Volume 12 (No. 1), 59-69.

(2016-2017) Clausell Elementary School Library Media Center Policies and Procedures Manual  
Retrieved from <https://www.jackson.k12.ms.us/cms/lib/MS01910533>