



**Library
Media Center
Handbook**

Acknowledgement

The Lamar Library Media Center Handbook was created by a collaborative committee of Lamar School District library media specialists.

Lamar's Library Media Center Handbook collaborators:

- Vashti Buzard, Lamar Middle School
- Jennifer Shaw, Lamar West Elementary
- Kara Weber, Lamar East Elementary
- Marissa Buzzard, Lamar High School

Once the handbook was fully drafted, the document was sent to Piper Stewart and all Lamar School District principals for review and comment before being made available to the public.

Table of Contents

Lamar Mission Statement	pg 3
LSD Library Media Center Mission Statement	pg 3
Role of School Library Media Center and Library Media Curriculum	pg 3
Intellectual Freedom	pg 5
Confidentiality	pg 5
Acceptable Use	pg 6
Collection Development	pg 6
Acquisition Procedures	pg 7
Weeding	pg 8
Donations	pg 9
Challenged Books	pg 9
Borrowing / Circulation	pg 10
Overdue Materials, Fines and Lost/Damaged Materials	pg 10
Inventory	pg 12

Lamar Mission Statement

The mission of Lamar R-1 Schools is to provide a quality education for ALL students that will impact their lives with meaningful purpose and successful direction.

LSD Library Media Mission Statement

Guided by and consistent with the mission statement of the Lamar R-1 School District, the library media center's mission is to enhance and support the teaching/learning environment. To be effective the school library program must respond to individual differences and needs as well as the changing needs of society. The library media program must also ensure that each child acquires the skills necessary to become an independent, self-reliant learner and to appreciate literary and creative works in all formats. The library media center should serve as an extension of the classroom - a laboratory for applying those skills that will be used to find information throughout the student's life.

Considering the above principles the library media center is perceived as a service agency that:

- Is an integral part of the district's educational system assisting teachers and students in the learning process.
- Is responsible for the development of a comprehensive collection which is timely and based upon abilities, interests, and needs of students and teachers.
- stimulates and guides students in the use of all types of library materials.
- provides each student with the opportunity to develop a lifetime reading habit.
- shares responsibility with the classroom teacher for teaching information literacy and research skills to help students learn how to learn.

Role of the School Library Media Center and Library Media Curriculum

The role of the school library media centers in Lamar School District is to provide an inclusive, collaborative, dynamic learning environment that bridges the gap between access and opportunity for all learners. Our goal

as Library media specialists is to empower learners with diverse skills and to promote innovative practices. Each library media center is infused with the culture of the school, and the library media specialist focuses on providing opportunities for students to think crucially and relatively, to engage thoughtfully and respectfully, and to explore our world. We teach students the skills necessary to succeed in the digital age through the robust library media curriculum which includes objectives focused on becoming lifelong readers and learners, accessing and evaluating information, and using print and digital resources responsibly and ethically. We ensure quality resources are available through both physical and virtual means, allowing for the library media center to be a 24/7 hub of learning. The mission of the LSD school library media center is to foster an environment in which all students have the tools and skills necessary to prepare for an ever-changing future.

The library media curriculum was developed in 2016 around the American Association of School Librarians (AASL) Standards for the 21st Century Learner while also taking into consideration the Missouri State Learning Standards and the International Society for Technology Education (ISTE) Standards. In 2017, these standards were replaced by the AASL National School Standards that are developed around six shared foundations: Include, Inquire, Collaborate, Curate, Explore and Engage.

Lasting Understanding of the Library Media Curriculum Includes:

- Reading for either pleasure or information has life-long applications.
- Library Media Centers are organized to assist in the location and access to a multitude of materials.
- Library Media Center materials require proper care and use.
- Information is accessible through both physical and virtual means.
- All information needs to be critically evaluated.
- Information can be found in a variety of formats.
- Evaluation of content for relevancy, accuracy, and credibility is vital to its use.
- Being part of the digital world requires personal responsibility, as well as legal responsibility.
- All digital content leaves a digital footprint.
- There are laws that govern intellectual property, copyright, and digital use.

Intellectual Freedom

"Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored." (American Library Association)

In accordance with [Board Policy IIAC](#), the library media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library media program should have access to resources and services free of constraints resulting from artificial barriers. The school library media centers of Lamar School District also believe that that five basic principles from the ALA's Library Book of Rights should lead library services to the patrons and the community:

- 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.
- (American Library Association)

Confidentiality

In accordance with [Board Policy IIAC](#), all confidentiality procedures in Lamar R-1 are developed to create a supportive environment in the library media center which allows for the promotion of student privacy while also building positive relationships with parents and colleagues. Lamar R-1

library media specialists must strive to educate students and staff about the significance of confidentiality. LSD library media specialists strive to encourage, promote and protect student privacy, but are obligated to follow the regulations contained in the Family Educational Rights and Privacy Act (FERPA) which includes the release of records to parents or guardians that request them.

LSD librarians will strive to make every effort to protect the privacy of students by following the procedures outlined below:

- Student records should be cleared from computer monitors once a transaction is complete.
- Student borrowing history should not be shared with staff members. If requested, parents have a right to their child's borrowing history per FERPA.
- Library media staff should be trained in confidentiality policies, and faculty and staff should be aware of the policy and ethical responsibility of student privacy.
- If a requested material is checked out to another patron, neither students nor staff should be given the name of the patron who currently has the material checked out.
- Students' reference requests and questions should be kept private.

Acceptable Use

[Acceptable use form](#)

Before access to school internet and technology resources, each student will be educated from the district on how to appropriately use the network and devices, as well as appropriate internet etiquette when necessary. Students will lose access to the devices and/or internet if they show a pattern of inappropriate behaviors to be determined by appropriate school personnel.

Collection Development

The district will obtain materials for the district's media centers and libraries that are current, address the curriculum needs of district instructors and provide the learning resources needed by district students. District librarians, teachers and administrators are responsible

for the selection and reconsideration of materials for the district's media centers and school libraries in accordance with the objectives listed in this regulation. Suggestions for the selection and reconsideration of materials will be reviewed at least annually. The superintendent or designee will adopt procedures as needed to accomplish the goals of this regulation. Further selection and reconsideration criteria available [here](#).

Acquisition Procedures

Processing New Materials:

When an order is received, check the packing slip and original order to determine the accuracy of shipment.

- Note any discrepancies between the original order and items received
- Check condition of materials
- If there are discrepancies or damaged materials, notify the vendor for repair or replacement.
- Return the original invoice or packing slip to the building financial secretary (or follow building procedure)
- In the situation of an incomplete order (i.e. an order that arrives in multiple shipments), turn in the packing slips, then the final invoice when all shipments have been received.
- Authorize the financial secretary to pay the vendor if the order is correct and complete.

Cataloging New Materials:

Once an order is received and accuracy is verified, the materials in the order need to be cataloged using the following steps:

1. Download MARC records from the vendor. If MARC records are not available, manually enter information using the online catalog management system. If unsure of where something should be placed in the organizational system, check other school catalogs, the public library catalog, or use relevant professional materials.
2. All materials need a call number and barcode. Print if needed. Cataloging and organization of materials may vary based on libraries.
3. Ensure the following are included before materials are circulated:
 - stamp each item with the school library media center's name

- attach barcode label and label protector
 - attach spine label and label protector (optional)
 - affix additional labels as needed (i.e. genre sticker, series number identification)
4. Once materials have been cataloged and processed, they should be circulated through the library system or displayed to promote new materials.

Weeding

Weeding, or deselection, is the removal of library materials that are no longer useful, no longer appropriate, or rarely used. Deselection of materials allows for a collection that is credible, useful, and timely, and aligns the collection with Lamar School District users' needs and the district's current curriculum. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials.

Weeding will be completed throughout the year during routine day-to-day assessment by the librarian. An end-of-the-year inventory will also contribute to locating any item that meets the criteria to be withdrawn from the library records and discarded. If the item is deemed a necessity by the librarian, they will purchase a replacement at that time, or place the item on a list for future purchase. If a replacement isn't at all possible, the librarian will attempt to locate a suitable replacement.

Effective weeding requires using subjective judgment, and should only be carried out by the library media specialist that is responsible for the collection of materials. Teachers may submit books that appear to be worn or damaged to the library media specialist for review, but are not permitted to determine when a book or resource should be weeded.

Reasons for weeding a book from the library collection:

- Poor content: Outdated or obsolete information, gender bias, stereotyping, trivial subject matters, mediocre writing style, inaccurate or false information.
- Multiple copies of the same book or resource, or books that have been updated to newer or revised versions.
- Books that are too worn or damaged to be repaired.
- Books that feature small print, yellowed, torn or brittle pages, or spines breaking apart.

- Books that are beyond the comprehension of the average user of the library. This will be different at each library level, to be determined by the library media specialist in charge at each level.

Donations

LSD believes that donations and gifts from community members can and does benefit our library media center, students and staff. All gifts and materials donated to the library will be reviewed and processed following the same guidelines outlined above for acquisition of materials into the library. The library media specialist will determine how best to use the materials that are donated.

Challenged Books

Despite the careful selection of material made by the library media specialist and those involved in the selection process, objections to material and resources may occur. Any resident, employee, or student of the Lamar School District may express a concern or formal request for reconsideration using the form provided by the librarian, as stated in [Board Policy KLB](#). It is always encouraged that the complainant engage in a rational, professional informal discussion before submitting a formal request. Oftentimes, a discussion with the library media specialist and the complainant may resolve the concern without the need for a formal request.

Should a formal complaint about library material be submitted, the librarian will follow this procedure:

- Librarian will provide complainant with [Reconsideration Request Form](#)
- Upon receipt of a written request of reconsideration, the district librarians will meet to review the request and inform the school principal of the complaint.
- Once a decision has been made, the librarian will give written notice of the decision to the complainant.
- If the complainant appeals the decision within 2 weeks, a committee of district librarians, 2 teachers, 2 parents and an administrator will review the complaint.

Within 2 weeks of the appeal the committee will

- Examine the referred materials
- Check general acceptance of the materials by reading reviews
- Weigh values and faults against each other and form opinions based on the materials as a whole
- Meet to discuss the material and to prepare a report of decision
- File a copy of the report in the school and central administrative offices
- Send a copy of the report to the complainant

Please note that no material will be removed from the library until the decision for removal has been made.

Borrowing / Circulation

Teacher and student materials meet with a different set of requirements.

Teachers:

Teachers may check out materials and resources for as long as they are needed. They will not have a limit on how many materials they can have at any given time. Teachers will need to return any materials by the end of the school year, and are responsible for replacing any lost or damaged materials.

Students:

The number of materials that students will be allowed to borrow will be determined by the library media specialist at each level. Student materials will be given a due date, also to be determined by the library media specialist at each level. Students may renew materials to keep the item past the original due date through the library media specialist; there may be an exception should the item have a waiting list.

Overdue Materials, Fines and Lost/Damaged Materials

LSD library personnel strive to exhibit good fiscal stewardship while also encouraging student responsibility to do the same. Each library at the

different levels in the LSD may have different expectations and requirements of students. These are listed below.

East Primary

No overdue book fines will be issued to students in East Primary. Materials that are lost or damaged beyond repair will be removed from the library catalog and the cost associated with the item will be assessed and added to the students account if necessary.

West Elementary

No overdue book fines will be issued to students in West Elementary. Materials that are lost or damaged beyond repair will be removed from the library catalog and the cost associated with the item will be assessed and added to the students account if necessary.

Middle School

No overdue book fines will be issued to students in Middle School. Materials that are lost or damaged beyond repair will be removed from the library catalog and the cost associated with the item will be assessed and added to the students account if necessary.

High School

No overdue book fines will be issued to students in High School. Materials that are lost or damaged beyond repair will be removed from the library catalog and the cost associated with the item will be assessed and added to the students account if necessary.

Damages to materials considered beyond repair include but are not limited to:

- Water Damage
- Significant writing/markings
- Multiple torn or missing pages
- Any accidental or intentional damage that prevents the material from being circulated as normal.

When funds (cash or check) are received for a lost or overdue item, the library media specialist will follow LSD procedures for handling money. The patron record will be updated to show payment, and a receipt can be provided if requested.

Should a patron locate a lost item and return it in good condition after paying the fine, the student can be issued a refund, allowing for the following conditions. A refund will not be issued if:

1. The funds have been used to purchase a replacement for the lost item.
2. More than 1 semester has passed since the payment of the fee.

If a refund is unable to be issued, the student may either keep the material, or donate it back to the library.

Fines and fees may be waived or reduced at the discretion of the school's library media specialist if they feel there are extenuating circumstances.

Lost or Damaged Technology

Students at the Middle and High School levels will be assigned a chromebook for home use for classwork and homework purposes. Should the student lose or damage the chromebook in a way that requires more than standard repairs, the student will be responsible for paying a fee to cover the repair or lost item. Some of the common chromebook fees will be listed below, but should a circumstance arise that doesn't fall in these categories, the MS/HS Library Media Specialists will decide the appropriate fee.

Broken Screen:	\$50
Broken Frame:	\$25
Lost charger:	\$25
Missing pieces:	\$15-40
*Price may vary based on which parts are missing	
Total Replacement:	\$309

Inventory

An annual inventory of the library media center's collection is essential in ensuring that the catalog accurately reflects what items are available to users, helps to identify lost items, and is useful in finding areas in the collection that need improvement. Timing will depend on staffing availability and is at the discretion of the library media specialist.

Because every item is scanned during inventory, copies that were checked out or marked lost but on the shelf will be checked in. Copies circulating during the time that inventory is being completed will automatically be

counted as accounted for. Before inventory is finalized, items not found during the process should be marked lost after attempting to locate the item in case it was missed during scanning.

Items marked lost should be deleted within two years.

For step by step instructions for completing inventory using Destiny Library Manager, refer to the instructions provided by Follett.