

# Floyd County Schools

## Library Media Center Program



## Procedure Manual

Adopted December 2, 2022

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## **Mission Statements:**

### **Floyd County School District Mission Statement**

Fostering community success.

The mission of Floyd County Schools is to provide amazing opportunities for all students in a safe, supportive, learning environment. The district, in collaboration with the community, aims to foster inspiration and innovation, equipping students to be globally productive citizens.

### **Floyd County School District Library Mission Statement**

To provide quality media, technology, and information services in order to enhance learning and ensure access to ideas and information for all students.

### **Armuchee High School Mission Statement**

A vibrant, strong community.

Armuchee is a place that has been instrumental in building up a community of people who are positively changing the world. Armuchee schools are the top choice for education in Rome/Floyd because of the support given toward personal growth and pursuit of opportunities for each student.

### **Armuchee High Library Mission Statement**

The mission of Armuchee High library is to offer a welcoming and supportive environment, where we are committed to ensuring that students graduate as competent and ethical users of information technologies with strong intellectual curiosity and life-long love of reading, learning, and independent thinking.

## **Vision Statement**

### **Floyd County School District Library Vision Statement**

The Floyd County Schools library media program strives to empower students to become ethical users, critical thinkers, enthusiastic readers, and skillful researchers. FCS provides collections, programs, and services to foster the development of information literate citizens through open and equitable access to resources in all formats.

## Library Media Center Goals and Objectives

### GOAL NO. 1:

TO FOSTER A LOVE OF READING AND THE LIBRARY PROGRAM (SHORT-TERM)

#### Objectives:

- 1) Provide library orientation for student body.
- 2) Purchase high-interest reading materials on all reading levels (including books requested by students)
- 3) Maintain a nurturing, safe, and fun library environment where all visitors feel welcome

### GOAL NO. 2:

TO ENSURE STUDENTS AND STAFF CAN EFFECTIVELY ACCESS, EVALUATE, AND USE INFORMATION (SHORT-TERM)

#### Objectives:

- 1) Ensure all resources in library are correctly categorized in Destiny to provide easy access of information.
- 2) Teach students and staff how to use the Destiny Discover Online Card Catalog
- 3) Promote the use of the GALILEO online database to students and staff
- 4) Fulfill faculty and staff instructional resource needs based on requests
- 5) Develop collection so that average age of collection is within 10 years of current calendar date. (long-term)

### GOAL NO. 3:

TO PROVIDE EXPERTISE IN THE USE OF AND ACQUISITION OF INSTRUCTIONAL TECHNOLOGIES

#### Objectives:

- 1) Collect, distribute, and maintain student and faculty chromebooks
- 2) Assist students and staff with technology troubleshooting in the library as new technologies become available.

GOAL NO. 4: TO PARTICIPATE IN PARTNERSHIPS THAT SUPPORT READING AND ENHANCE ACCESS TO RESOURCES THROUGH THE SCHOOL OR AN OUTSIDE ENTITY (SHORT-TERM)

Objectives:

- 1) Communicate the mission, goals, and objectives of the library to all stakeholders
- 2) Locate and effectively utilize library volunteers
- 3) Host annual Scholastic Book Fairs
- 4) Organize and collaborate with other District Media Specialists and school Media Committee for planning and discussion of organizational and procedural issues.

## **Budgeting Procedures**

### **Budgeting**

The Library Media Specialist is responsible for the handling of funding for the Armushee High School Library Media Program. All media funds will be used for appropriate library media center purchases and will not be used for general textbooks, general school maintenance supplies or equipment, or other non-media center-related school projects or needs in accordance with Floyd County School's local board policy.

Each school year, an allocated amount of money is generated by the Floyd County School District for each library media center on a per-student (FTE) basis. This amount may vary from year to year based on available district funds and fluctuation in enrollment. The library media specialist, working with the local administration and financial secretary, shall stay abreast of media budgets and funding. All applicable local, district, state, and federal guidelines will be followed when receiving and distributing funds for library media and equipment.

Using the current year's budget, the school library media specialist will create orders. The selected items will be requisitioned. District procedures for handling requisitions, purchase orders, and payments will be followed in acceptance of applicable local, state, and federal guidelines. Once books/materials have been received and cataloged for circulation, a copy of the order and a printout of the Follett Destiny Purchasing Report showing the date of entry will be submitted to the Principal of the school.

### **Needs Assessment**

Each academic school year, the LMS issues surveys to students to assess the needs of the library. Data is collected, analyzed, and then used, along with professional tools and curriculum objectives, to help purchase resources for the library with the library's allotted amounts of money. Additionally, the local school library media committee meets to discuss library media center needs.

## **Operational Procedures**

### **Hours of Operation**

The Armuchee High School Library Media Center is open Monday-Friday at 8:00am to 3:00pm. A flexible schedule is followed throughout the school day.

### **Library Media Center Rules and Expectations**

In keeping with the Armuchee High School-wide expectations, students are to display appropriate behavior and respect for themselves, other students, faculty, and staff members. Students are asked to follow these rules to govern their behavior while visiting the library:

1. Show respect for everyone.
2. No eating or drinking in the library.
3. Take care of all library materials.
4. Follow directions.

### **Local School Library Media Committee**

A library media committee is established at Armuchee High School to provide input into various aspects of the media center operation, including:

- a. Making recommendations and decisions related to planning, operations, evaluation, and improvement of the library media center program.
- b. Annually evaluating media services, and
- c. Developing a multi-year media plan for budget and services priorities.

## **Circulation Policies**

### **Patron Book Checkout**

Students in grades 6th through 12th are allowed to check out two books every two weeks during their scheduled library time. Students must return borrowed books by the due date or a fee of 5 ¢ will accrue every day until the book(s) are returned. No late fees will accrue during weekends, holidays, snow days, etc. All books must be returned, and all fines must be paid to check out books again. Any student who withdraws from Armuchee High School must return his or her library book before the last day of attendance and pay any fines.

### **Book Renewals**

Books may be renewed twice unless another student or teacher has requested that particular book. The book must be brought back to the Library Media Center to be renewed each time.

### **Lost and Damaged Books**

Students learn about book care during library lessons throughout the school year. However, accidents happen. In these cases, we urge students to return the book to the library as soon as possible to be repaired by the LMS. We ask that repairs to books not be attempted by the student or parent at home.

If a book is lost or damaged beyond repair, the student will be required to pay to replace the book. Replacement books brought in by the student will not be accepted. The student must make a payment before additional books can be checked out. Any items checked out at the time a student withdraws from Armuchee High School must be returned or paid for upon withdrawal.

### **Overdue Materials**

Overdue notices will be given to students periodically to make students aware of books that need to be turned in. Students must return borrowed books by the due date or a fine of 5 ¢ will accrue every day until the book(s) are returned. Students may not check out another book until the overdue book has been returned and the fine has been paid.

### **Staff Book Checkout Policy**

Faculty may check out an unlimited number of materials as long as needed. Books, professional development resources, periodicals, audio-visual materials, and equipment must be checked out at the circulation desk.

## **Floyd County Computer and Internet Policy**

The Floyd County Board, by providing access to electronic services via the Internet, recognizes the potential of such services to support the curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. While the Internet offers students and teachers access to a variety of information, misuse and abuse are possible. It is the policy of the District to seek to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (including but not limited to, providing education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response to the same).

Despite the District's efforts and the installation of internet blockers and filters, the potential for abuse and misuse of the Internet may still exist. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The District makes no guarantee of any kind for the Internet service provided to its students. The District will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials that a parent otherwise would have a right of notice and/or consent to pursuant to state or federal law. Use of any information obtained via the Internet is at the student's and parents' own risk.

Each user should continuously guard against inappropriate and illegal interactions with electronic services. School District personnel shall take reasonable steps, in their professional judgment, to ensure that the Internet is used only for purposes consistent with the curriculum, including providing students with age-appropriate instruction regarding safe and appropriate behavior on approved sites. District personnel should be alert for behavior that may constitute cyberbullying and should take appropriate action in accordance with School District policy in response to any such suspected or reported conduct.

The Superintendent may also establish administrative regulations for the use of the District's technology and network system.

Failure to abide by the School District policy and administrative regulations governing the use of the School District's system may result in the suspension and/or revocation of the system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal. Fees, fines, and other charges may also be imposed.

## Copyright Policy

Most works of artists, authors, and musicians are copyrighted. They are protected by copyright laws, 17 U.S.C., section 107. This applies to but is not limited to sheet or other music, copyrighted textbooks and materials, music CDs and tapes, computer software, screenplays, dramas, musical productions, photographs, books, magazines, artwork, movies, videos, etc. People who violate copyright laws and are convicted of such face fines, imprisonment, or both. The term copyright is the life of the author plus fifty (50) years. Works published more than 75 years ago may be under the public domain. Public domain means that the works no longer fall under copyright laws. There are exceptions to this, so all works need to be verified before use. The intent of copyright is to advance the progress of knowledge by giving an author of a work an economic incentive to create new works. Simply put, "copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used." Stephen Fishman, Esq. The Copyright Handbook, 1996.

### A. Copyright Responsibilities of Floyd County Board Of Education Personnel

1. The Superintendent is responsible for appointing an individual to provide current copyright information to system staff and to help coordinate copyright issues with all system library media specialists and administrators. That person is currently the Director of Technology and Media Services.
2. The library media specialist at each school is responsible for presenting copyright information to their faculties. The school administration shall seek to enforce the copyright laws at their respective school. The School administration and media specialist should review copyright policies and issues with their faculties annually, or more frequently if needed.
3. A notice warning of copyright restrictions should be strategically placed on or near production equipment.
4. Please see Floyd County Schools' Board policy ECH-R for specific copyright information.

## **Collection Development**

### **Material Selection**

The selection of materials and equipment used in the media center and throughout the school shall be the responsibility of the library media specialist, local school administration, and the local school library media committee. The School District shall seek to provide materials that present all points of view concerning the problems and issues of our times, international, national, and local.

The materials selected for the Armuchee High School Library Media Center are defined as print and non-print resources, including audiovisual and electronic. These materials are reliable, authoritative, and selected in terms of their overall content and value.

Books or other reading matters of sound factual authority will not be removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval in accordance with local school board policies. No parent or group of parents has the right to determine the type or content of the reading material made available in the Library Media Center.

### **Selection Responsibility**

The library media specialist will oversee the selection and purchase of library materials, with the approval of the principal. Communication with teachers to understand curriculum needs and recommendations for purchase is an important part of the selection process. Teachers are welcome to make suggestions and leave them in the designated location in the library, as well as give suggestions each school year.

### **Cataloging and Processing**

The Library Media Specialist at Armuchee High School will follow these steps to process new books as soon as possible to ensure that materials are made available to students and teachers.

1. Packages will be opened, checked, and prepared for processing.
2. Packing slips will be checked against the purchase order & a copy given to the bookkeeper.
3. If materials are pre-labeled by the vendor, LMS will add the record into the circulation system. Items will be double-checked to ensure the book and the record match.
4. If materials do not have barcodes and spine labels, these items will be created and shall correctly indicate where the book will be located.
5. Additional information, such as reading program levels or fiction series, may be added at this time.
6. Materials will be stamped with the school library's stamp.
7. Items will be shelved in the correct location or on a special display that showcases new arrivals.

## **Collection Weeding**

In order to maintain a collection that meets the needs of the learning community, deselection (weeding) of materials is essential.

Decisions concerning the replacement of individual items are based on the following considerations:

- 1) demand for the specific item;
- 2) the number of copies held;
- 3) the existing coverage of the subject within the collection;
- 4) the validity of its contents;
- 5) the availability of the title for reorder; and
- 6) the cost of mending versus the cost of replacement. Any duplication of materials is governed by popular demand, the importance of the material, and budgetary limitations.

The library media specialist may determine the materials and equipment needed to be withdrawn from the library media center with input from the school administration and media committee. This is usually done at the end of the school year when inventory is taken. Media that are no longer needed at one school may be transferred to another with the common consent of the media personnel and the principal's approval. Any system-inventoried equipment moved will be made known to the district warehouse staff. Any materials or equipment to be disposed of will follow established warehouse guidelines.

## **Gifts and Donations**

Occasionally, gifts of library materials are offered to schools. For acceptance, these materials should meet the same standards for use as materials purchased by the school district. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

## **Challenged Materials Policy**

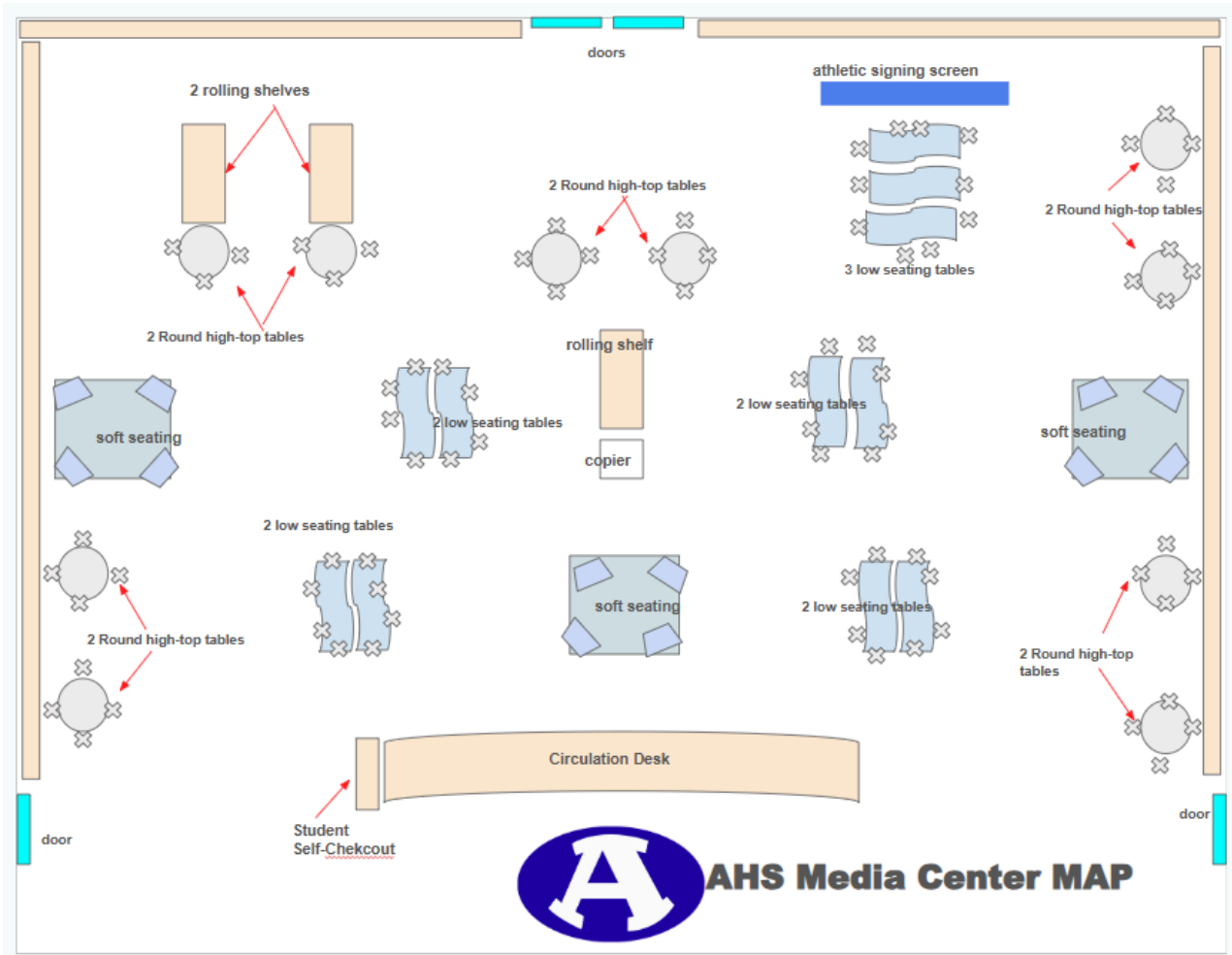
Challenged materials should be brought to the attention of school personnel and tried to be resolved informally. If the complainant wishes to file a formal challenge, a Reconsideration of Library Materials request should be made in writing and submitted to the local school principal. The building principal and local school library media committee will review the challenged material and judge whether it conforms to the principles of selection outlined in the district's Selection of Materials policy.

## **Patron Request Policy**

The library media center welcomes suggestions from the school community regarding purchases that will support the curriculum and the needs of the students. All requests will be considered by the local school library committee.

# Facilities Layout

Seats 92 patrons



## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

- 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 the 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.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.