NKC Schools Library Media Policies & Procedures Manual

NORTH
KANSAS CITY
SCHOOLS
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Preface

This manual serves as a guide for the efficient and effective organization and administration of the Library Media Program in the North Kansas City School District. It includes policies and district and state procedures.

Each school is encouraged to establish practices that relate specifically to planning for a secure, student-centered environment, library media program management and information skills instruction that is in tandem with the school's curricular focus for student achievement.

This document has been designed with the following major areas of emphasis:

- AASL/ALA Philosophy
- ISTE Standards
- Future-Ready Librarian Framework
- NKCSD Board of Education Policies
- Personnel
- Instructional Programs
- Collection Development
- Program and Procedures
- Forms
- Missouri DESE Links

This manual is intended to be a practical, relevant, living document and will be updated regularly throughout the year.

Guidance Documents

- **American Association of School Librarians**
  - Appropriate Staffing for School Libraries
  - Definition of an Effective School Library
  - Diversity in the Organization
  - Policy of Confidentiality of Library Records
  - Preparation of School Libraries
  - Role of the School Library
  - School Library Scheduling

    - Strategic Leadership Role of School Librarians

- **American Library Association**
    - Core Values of Librarianship: Access, Confidentiality, Democracy, Education and Lifelong Learning, Intellectual Freedom, The Public Good, Preservation, Professionalism, Service, Social Responsibility, Sustainability
    - Freedom to Read Statement
    - Code of Ethics
    - Library Bill of Rights

- **ISTE**
    - Standards for students and educators

- **American Library Association Future-Ready Librarians**
    - Future-Ready Framework

District Library Personnel Extensions

- Librarians and paraprofessionals with their schools, extensions, and schedules

Evaluations

- **NKC Schools Library Media Specialist Evaluation Report**
    - Click here for the link to the Performance-Based School Librarian Evaluation Handbook.

- **DESE Library Recognition Program**
    - Click here for the link to the Missouri Library Recognition Program adopted in July, 2019.

- End of Year Report - directions and rubric

Program Mission, Goals and Objectives

The mission of the North Kansas City School District library media curriculum is to empower students to become engaged readers, informed thinkers, life-long learners,

and productive members of an ever-changing society. The current district strategic plan combined with the district library goals produced the **NKC Libraries Program 5-year plan.**

Library Curriculum

The library media program will help students learn to locate, evaluate, and synthesize information. Literature appreciation is also a component of the program. The library media program is not a separate entity. Rather, the goal is to support learning and research in a variety of subject areas. The print and non-print materials of the library media center are there to support and enhance all areas of the classroom curriculum.

The collection will also support the district's literacy plan**: PreK-12 Literacy Plan.**

To support our mission and the district's literacy plan, we will focus on the goals within our five-year plan: Instruction, Culture of Literacy, Facilities, Resources, and Collaborative Leadership, as well as the pacing guides and curriculum that accompany it.

- **Links to new curriculum and pacing guides - located in Canvas.**
- **Librarians will emphasize Portrait of a Graduate themes within lessons and displays. Those themes are located HERE**

Guidelines for Reconsideration of Materials

Reconsideration Policy

- ## Statement of Policy

  Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or **formal request for reconsideration** of a library resource. While not required, we encourage concerns to be addressed informally before seeking a formal resolution.

The North Kansas City School District follows the ALA Recommendations for Selection and Reconsideration:

- ## Guiding Principles
  - Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.

- All library users have a **First Amendment** right to read, view, and listen to library resources.
- The **Library Bill of Rights** and the **Freedom to Read Statement** of the American Library Association can be used as guiding documents.
- Any parent/guardian or community member has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.
- The reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the library open to legal challenge.
- Community Talking Points: Use this to help you in speaking with community members who are concerned about library materials.
- Library Staff Talking Points: Use this to help you in speaking with concerned parents who want to discuss concerns or challenge library materials.

Informal Complaints

- Persons with a complaint about library print or digital resources should state their concerns to the school librarian or principal. The librarian or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the **library's selection** procedure**,** diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.
  - **Cultural Diversity Collection Analysis**
  - **Collection Maintenance** Procedure
  - **Current Textbook Selection** Administrative Procedure
  - **District Circulation/Intellectual Access/Confidentiality Policy**
  - **New rewritten policy and Criteria** Administrative Procedure
  - Parents can add suggestions to your suggestion form - located either on your library Destiny site or school homepage.

        - Parents can request that their students be restricted from a title by filling out the restriction form located HERE. They MUST list a specific title, not genre or 'type'.

    - If the complaint is not resolved informally, the librarian who must also inform the principal, or the principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library **selection policy with reconsideration procedures** and a request for **reconsideration of library resources form.** If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal immediately, whether received by phone, letter, personal conversation, or e-mail. No library resources should be removed or restricted from use as a result of the informal complaint.
        - If the completed and signed **formal request for reconsideration form** has not been received by the principal within two weeks, the matter shall be considered closed.

- **Request for Formal Reconsideration**
    - The following procedures should be followed if, after discussing the questioned resource, no resolution is made.
        - The complainant should be referred to the principal.
        - A parent/guardian/community member who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the **library's mission statement**, **selection policy, request for reconsideration of instructional resources form**, and the **Library Bill of Rights.**
        - The complainant is required to complete and submit the reconsideration form to the principal within ten business days.
        - If a completed **reconsideration form** is not submitted within ten business days, the matter is considered closed.
        - Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form to the following individuals:
            - School librarian
            - School library coordinator
            - The teacher named to the review committee
            - Community member named to the review committee
        - The work in question will remain on library shelves and in circulation until a formal decision is made.
        - The Reconsideration Committee will be appointed by the library coordinator and will consist of a teacher, a building level administrator, a school librarian, the library coordinator , and a

member of the community. The review committee will be in place at the start of each year.
- The school librarian will secure copies of the resource for the committee to review.
- The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training video that explains a packet of materials, which includes the **library's mission statement**, **selection policy**, **the Library Bill of Rights**, the completed **reconsideration form**, reviews of the resource being reconsidered, and a list of awards or honors, if any..
- The Reconsideration Committee (which should include the school librarian) will schedule a formal reconsideration meeting within 10 school days after the principal receives the **formal request for reconsideration**. The principal will notify the superintendent and the school library coordinator as to this schedule.

- **The Reconsideration Review Committee should follow the procedures listed below:**
  - At the initial meeting, the principal and committee will review **reconsideration committee guidelines** and procedures. A school administrator will fully participate in the reconsideration process.
  - A member of the committee will keep minutes.
  - All committee members should fully review the resource (read or view the entire work) before voting.
  - The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
  - The principal will share the complainant's **written request for reconsideration form**. The complainant may not participate in or observe the committee's deliberations. During the initial or subsequent meetings, the committee will make its **decision** determined by the simple majority to retain without restrictions, retain with restrictions, or remove the resource/work. This will be a secret ballot vote.
  - The committee's **written decision** (including a minority report if needed) shall be presented to the principal, and the superintendent of schools, within five school days after the decision is made.
  - The complainant will be notified of the decision of the review committee by the principal via e-mail or letter using this **template**.
  - If the complainant is not satisfied with the decision at the school level, a written appeal can be made within five school days to the Board of Education.

- **The procedures for an appeal to the Board of Education:**

- **Board Policy KL**

Selection, Collection Maintenance, and Weeding

- **Selection**
  - Library media collections should provide a variety of resources in all formats, which support gender equity and racial/ethnic diversity and the district's Strategic Plan: Strategy I: We will ensure diversified learning experiences that celebrate personal growth and promote lifelong learning for all.
  - To support this strategy, librarians will use
    - the **Collection Development PLAN**
    - reviews from journals, such as School Library Journal, Booklist, and Kirkus Review
    - local, state, and national award-winner lists
    - requests from students and staff

- **Collection Maintenance and Weeding:**
  - In order to ensure that school library media center collections continue to reflect the intent of the selection policies, an annual inventory and an ongoing systematic process of collection analysis and evaluation should be instituted at each school. The same thought and care given to selection of resources should be exercised in weeding the collection so that the collection remains current and useful to the borrowers it is meant to serve. The American Library Association recommends that 3%-5% of the collection (print and non-print) be weeded annually.
    - **Collection Maintenance and Weeding Cycle Information**
    - **Weeding and Inventory Rotation**

Collection Evaluation

Library Media Center collection development evaluation should be based on yearly collection development plans. Please consider the following:

- **Cultural Diversity Collection Analysis**
- LMC collections
  - Dewey sensitive areas, quality and quantity relative to funding annually–August
    - Collection Inventory: Print, Non-Print, Audio-Visual Equipment
  - Inventory of lost, disposed, added, current count annually - prior to inventory

- Collection Review: Cultural, Ethnicity and Gender Equity

Budget Overview

The budget represents one of the most important documents used by a school district in achieving its overall educational objectives. In the development of the Library Media Center (LMC) budget, the library media specialist uses the following documents as resources:

- District budget manual and **financial procedures handbook**
- Previous LMC budgets
- LMC collection analysis
- LMC and district curriculum
- Missouri School Improvement Program Standards and Guidelines

In addition, the library media specialist seeks input from administrators, faculty, students, and parents regarding new resources for the LMC. The LMC budget should reflect the objectives and needs of its particular students and community, and all areas should be justified.

- **Developing the LMC Budget--Determine needs based on**:
  - Knowledge of the school strategic plan
  - Knowledge of the LMC collection development plan
  - New programs and initiatives
  - Consideration file
  - Communication with school administrators, faculty, students, and parents
  - Knowledge of classroom curriculum
  - Knowledge of LMC curriculum

- **Develop a Consideration File which includes:**
  - Requests from teachers and administrators (specific titles or subject areas)
  - Requests from students (check also in review journals)
  - Requests from parents (check also in review journals)
  - Recommendations from professional journals
  - Recommendations in selection tools

*It is most important to have an active and current Consideration File at all times in case there is a monetary windfall from your administrator.

- **Specific items to be provided for in the budget:**

- Library books
- Subscriptions to magazines and newspapers
- Instructional kits/models
- Professional Journals*
- Supplies should not be purchased with these funds!

NOTE: library furniture should be funded by the building budget and can be requested through your building or the LMC coordinator; *professional journal funding for teachers throughout the building is a discretionary LMC funding option.

- **Preparing the budget**
  - Each LMC has a yearly LMC budget (program 12) which closes in March every school year. . This budget amount is determined by Finance @ $16 per student and is administered to the librarian by the building. It is the librarian's responsibility to make sure funding is correct based on projected enrollment numbers in the spring.
  - Depending on the building, an LMC may have a Library Activity Fund account (program 70) which is a roll-over account.
    - Activity Funds vary by building. Check with your building principal or administrative assistant to determine how this account is funded, maintained, and dispersed. In many cases, the Library Activity Fund contains revenues from book fairs, lost books, birthday book purchases, etc.
  - The yearly LMC budget (program 12) contains district-provided funds from local tax revenue and is to be used for books, journals, and magazines for the library media center.

  - The Library Activity Fund is to be used for items and activities that directly benefit and impact students. These funds are not to be used for professional development opportunities for the library media specialist or for hosting staff events. Always ensure that you have the necessary available balance in this fund before you enter a requisition.

  - Both budget lines are under the control of the building principal. Both accounts are accessed through Business Plus by the library **media** specialist or paraprofessional. It is recommended that both accounts be balanced on a monthly basis.

- Each library media center has a **library media budget spreadsheet** to record all financial transactions. It is important that this document be kept current.

- **Business Plus (contact Brittney Hickman in Purchasing with questions)**
  - To review budgets in Business Plus, login and click on “media” then “accounting”.
  - **To add an attachment to BPlus**

- **Monies Received**
  - Monies received from payment for lost materials will be deposited in the library media center activity fund (Program 70) to be used to buy replacements for missing items. Refunds for returned “lost” materials will be issued from this account.
  - The library media specialist has the responsibilities for daily deposits of any monies received.
  - Start-up cash ($50.00) is available from Maria Paez or Kera Campbell. The request must be made two weeks in advance prior to your book fair. The library media specialist is responsible for all financial records for money activity in the library media center.
  - HERE is a link to sponsor training - please be familiar with these procedures.

Budget Spreadsheet Procedures

The Library Media Program budget spreadsheet is linked to the collection development spreadsheet. As you spend your budget, the totals from each category (fiction, nonfiction, etc.) automatically update the “actual cost” cells on the collection development sheet.

It’s very important that you update the spreadsheet every time a purchase requisition is created and that you balance it monthly with the account record in **Business Plus.**

- **Using the Budget Spreadsheet**
  - Use the Tab function, or your mouse pad, to move between cells.
  - Some cells are locked for formatting. Please do not change the spreadsheet.
  - Each time you create a purchase requisition in **Business Plus,** record it on the budget spreadsheet. Be sure to put your total purchase **amount in** the expenditure column and allocate the correct amounts to each resource category.

- A copy of each requisition should be kept in a folder. When the PO comes in, staple it to the paper requisition and file them in a binder.
- When you receive the invoice to pay and the order is complete do the following:
- 1. All invoices must be approved physically - either electronically or handwritten AND attached to the PO in B+ (POUPPER) first. If the order is complete write - ok to pay, if it is partial - then write partial.
- 2. Next send an email to Kelly Pilgrim and Melissa Kean using the format guidelines below:
    - Accounts Payable Invoice Approval
    - Vendor Name
    - PO number
    - Invoice number
    - Dollar amount
    - Invoice date
    - Complete/Partial
- Multiple invoices may be approved on one email using the same format for each individual invoice.
- Accounts payable only needs email approvals on invoices for POs - not check requests or employee reimbursements.
- Please make sure than when you are attaching invoices to the PO in B+ they are physically approved or they will be rejected.
- Emails not in the format above will be rejected.
- In Business Plus, please use the invoice number in the description field
- When approving multiple invoices for one PO please approve each individual invoice and invoice total - not a lump sum total.
- 3. Write “complete, ok to pay” on the bottom of the PO from the vendor, sign and date it.
- Do the same if it is a partial order only right “partial” and okay to pay.
- As each invoice is paid, attach a copy to the PO, and file them in the binder.
- When the final invoice on a PO is paid, record the updated total for that PO on the electronic budget spreadsheet and print a new copy for the binder.

● Balancing with Business Plus--Yearly Library Budget and Library Activity Fund

- Yearly Library Budget: once a month (payday is easy to remember), balance the yearly library budget spreadsheet with the **Business Plus** “Budget to Actual Short Form” Report.
    - Login to Business Plus.
    - Click on the Meda tab, then Accounting tab.
    - Click on “GL2002: Budget to Actual Short Form” link under General Ledger Reports.

- In the Cost Center field, delete the asterisk and fill in your school code. You may skip this step if you are only in one building.
- Click Submit.
    - When the report opens, you will see a column titled “Account Balance.” This number should match the amount you show as still available on your library budget spreadsheet.
    - You may click on “Encumbered” total to drill down to the report details. You will be able to review all POs that are still open. Click on the PR number to drill down to the individual PR. You may also run the report “Open Encumbrances by Acct” to see a list of POs that are still open.
    - You may click on the “Actual” total to review all invoices paid and to review closed POs. Click on the PO number to drill down to the individual PO.
- Update the budget spreadsheet to reflect **Business Plus** totals. If there are items that appear incorrect, review your payment records, then contact Accounts Payable.
- Make a note on the spreadsheet indicating the date you balanced with Business Plus.

- Library Activity Fund: once a month (payday is easy to remember), balance the Library Activity Fund budget spreadsheet with the **Business Plus** “Activity Accts Detail” Report.
    - Login to **Business Plus**.
    - Click on the Media tab, then Accounting tab.
    - Click on “GL2026: Activity Accts Detail” link under Student Activities.
    - In the Cost Center Field, delete the asterisk and fill in your school code. You may skip this step if you are only in one building.
    - Click Submit.
    - Use this report to reconcile with your Library Activity Fund budget spreadsheet. Update the budget spreadsheet to reflect **Business Plus** totals. If there are items that appear incorrect, review your payment records, then contact Accounts Payable. If you have questions about deposits, review with your school Admin Asst.
    - Make a note on the spreadsheet indicating the date you balanced with **Business Plus**.

*Periodically, run the “Open Encumbrances by Acct” report listed under General Ledger Reports to see what Library POs are still open. All open encumbrances must be taken care of before you leave for summer break.

Importing Fees in MPP (Contact Kera Pepperdinel - Finance - with questions for MPP)

Procedure for Refunds and Payments

- **Refunds**
  - **For all refunds, you must fill out the refund form regardless if parent/guardian paid cash or online with credit card. This form and all backup should be attached either in the Requisition or when you email it to Kera Pepperdine for the refund. Kera always has to have the form so that she can reflect it in MPP. Send Kera the documents as well when they pay cash/check.**
  - **Refunds for prior year payments will not be allowed. Exceptions for prior year refunds are in July-Sept. (We will refund up to 3 months in the current year for prior year payments)**
  - Parent name/address is verified in school records and emailed to Accounts Payable requesting a temporary vendor number.
  - Accounts Payable returns a vendor number by email.
  - Requisition is entered, requesting a refund from the Library Activity Account.
  - Copy of receipt, with notation of “OK to refund” and the signature of the media specialist is sent to Purchasing as a backup documentation. Indicate requisition number of receipt copy.
  - Purchase order copy is received from Purchasing and filed in budget records.

- **Monies Received**
  - Monies received from payment for lost materials will be deposited in the Library Activity Fund by the building Admin Assistant to be used to buy replacements for missing items. Refunds for returned lost materials will be issued from this account as well.
  - The library media specialist has the responsibility for all deposits of any monies received. Deposits should be made daily. These monies, along with a **tote sheet**, showing the amount will be given to the building Admin Assistant for deposit.
  - If needed, start up money for a book fair is available from the district financial office by emailing Kera Campbell or Maria Paez - this request must be made 2 weeks prior to the event. The library media specialist is responsible for all financial records for money activity in the library media center.

- **Lost Book Payments**

- Student pays for lost book in the main office.
- Two copies of the receipt are printed from Destiny. One copy is given to student; the other copy is filed in the LMC to be used for reference or refunds.
- Payment is recorded in the budget spreadsheet.
- Money with an accompanying tote sheet is sent to the office for deposit into the library activity account. Record of deposits is kept with the budget.

Additional Accounting Procedures for Library Media Centers

This document is not intended to take the place of the district's accounting procedures handbook. Rather, it is meant to clarify some procedures that are specific to the library media center. Please refer to the district account procedures handbook for a complete view of district accounting procedures.

- **Book Fair**
  - Starting cash-If needed the district can provide starting cash for your book fair. Email Maria Paez in the Finance Department to secure these funds. This process takes some time, so contact her at least two weeks in advance. These funds are a short-term loan from the Accounting Department and must be deposited back into the Accounting Department budget line shortly after the event. Return the funds to your school Admin Assistant for deposit. The amount must match the starting cash. The Accounting Department will send instructions when start up cash is requested.

  - Receipt for payment-You do not need to write a separate receipt to each customer collected as payment during the book fair. The receipt that prints from Scholastic's EasyScan machine will suffice. Please be sure to keep a copy of all Scholastic financial reports that you fill out when your book fair is complete.

- **Birthday books**
  - Receipt for payment: You should give an original/pre-numbered receipt to each person from whom you collect money for birthday books. Duplicate pre-numbered receipt books are available through Stores Inventory.
  - When accepting a check as payment for birthday books, please write the name of the student in the memo line of the check and write your library activity account code at the top of the check.

*It is a building decision on whether or not to accept checks. Check with your building Admin Assistant.

- **Lost Book Payments**
    - Receipt for payment-You do not need to write a separate receipt for each patron who pays for a lost or damaged book. A printed copy of the receipt from Destiny will suffice.
        - When accepting a check as payment for a lost or damaged book, please write the name of the student with the lost or damaged book in the memo line of the check. Also write your library activity account code at the top of the check.

- **Deposits**- Regardless of the source of funds to be deposited the following procedures should be followed:
    - For each deposit you make, you should fill out the electronic tote sheet and a hand printed copy of it, along with the cash and checks, to your Admin Assistant to be recounted and deposited into the library activity account.
    - Write your activity account number and the name of the student for which payment is being made on each check. The exception to this would be when the check is being written for something other than payment of lost books (i.e. book fair payment)
    - Make two photocopies of all checks. Attach one copy to the tote sheet, and place the other copy in your budget notebook for your **records. You** will receive a receipt from the Admin Assistant verifying the amount of the deposit.

Destiny

- **Destiny Reports**
    - Seeing items by genre (sublocation)
    - Fine reports
    - Creating custom reports
- LMC Destiny and Site Numbers
- Numerology
- Cataloging Specifications
- Title and Series Format
- Checking out Magazines
- Destiny Staff Changes
- Importing Records
- Merging Records
- Resource Lists/Copy Categories
- Emailing out obligation notices from Destiny

- **Searching**
  - Searching by title
  - Searching by Lexile
  - Searching by F & P Level

- Deleting Graduated Seniors

- Destiny Automation and Cataloging Specifications- Due to Merge Issues we have experienced, the Catalog Committee updated this information and provided examples. Please click on the link above to review these specs. Screenshots of specific examples are included below.
  - Correct Manga Series Cataloging (Manga with no book title)
  - Correct Manga Series Cataloging (Manga with book title)
  - Incorrect Manga Series Cataloging
  - Series Cataloging
  - Merging Records
  - Importing Records

Student Obligations

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished (in part) by providing intellectual and physical access to materials in all formats. Recognizing that our student population is increasingly mobile, the following philosophy and procedure will be adopted to ensure students have physical access to materials that stimulate interest in reading and using information and ideas.

- **There will be no fine obligations for students;** however, students should receive overdue notices informing them of any overdue books. For information on running notices, see below.
  - Running an overdue notice
  - Setting up regular lists to be emailed to homeroom teachers
  - Setting up emails to send reminders to students (used on a secondary level

- **Material obligations will be maintained for students using the following process:**
  - Remind students of material obligations. This can be done via email or verbal/printed reminders. Students will not be singled out in front of their peers.
  - If students have an obligation or late material, librarians will continue to allow students to check out from the collection.

- At the end of 60/90 days, the item needs to be assessed as lost if not returned. Please set this time limit in Destiny as it will be automatic.
- Materials that are lost will be uploaded to My Payments Plus, daily. Librarians can make any needed changes to obligations before the 60/90 day assessment turns the book from late to lost, ending in an obligation.
- Book obligations, regardless of format, will be charged $10.
- Librarians have autonomy to delete obligations from Destiny before the obligations are uploaded to MPP. Librarians will consider hardship cases.
- Librarians, in collaboration with principals, have autonomy for students to pay down lost book fees including bringing in a similar or like replacement book. Arrangements to pay down these fees will not be punitive in accordance with district expectations. This includes taking away recess time, field day time, asking students to do labor intensive activities including dusting shelves, or barring a student from participating in an extracurricular activity.
- Obligations will roll over in MPP from one year to the next and from one level to the next. Librarians and/or principals have autonomy to delete library obligations from MPP.

Circulation Procedures

To assure consistency and standardization of procedures throughout the District, the following guidelines should be followed with respect to fines and lost or damaged materials.

- **Fines for Overdue Resources-** No fines will be charged for overdue books
- **Lost Materials-** Lost materials will be handled in the same manner for all grade levels. Any item overdue 60 days is considered lost. A receipt will be issued for payment of all lost materials. A file of duplicate receipts will be maintained in the library media center. Obligation Policy can be found **HERE**
- **Damaged Materials-** In order to discourage vandalism and the defacing of library media center materials, the following procedures will govern damaged resources:
  - Damaged covers on books
  - Books with pages obviously torn or cut out with pictures missing or books which have been defaced
  - Patrons who return damaged materials (wrinkled pages from moisture, animal chewing, discoloration of pages, etc.) that can no longer be circulated will be charged current replacement cost.
  - Students will be charged $10 per damaged book.

- Once payment is made for damaged materials, the resource may be given to the person making payment. Standard disposal of deselected resources will be followed.

- **Inter-library loans (ILL)** "Interlibrary loan programs facilitate and support teaching, learning, and scholarship by extending access to information and materials available to students, faculty, and staff. Resource sharing is in the patrons' best interest and should be encouraged. An ILL procedure strives to provide accurate, timely, and consistent service in a courteous and informed manner in order to provide the best service to our users."
  - Procedure-At the librarian's discretion, materials that are needed for upcoming units, are extremely popular, or are current award nominees may be determined as unavailable for ILL. Otherwise, our goal is to fulfill the ILL request within 48 hours from the time the ILL was placed--not counting pony time.
    - **District Procedure for ILLs**
    - **How to place an ILL**
    - **Managing ILL requests**
      - When materials are requested by another school: The lending library will:
        - Place an alert message on the item copy of the materials being loaned. (ex. "Please return to WTHS")
        - Check out and pony the item to the requesting patron. This could be a teacher or the LMS at another site.
        - Upon the item's return, check in and clear the alert message.
      - The borrowing library will:
        - Check out the item to the teacher or student who made the original request.
        - CAUTION: DO NOT CLEAR THE ALERT MESSAGE—JUST "CANCEL"
        - Upon the item's return, reissue the lending library and return in the Pony.

- **FAQs**
  - How do I (lending library) track items on ILL?-Automated reports are not available to "track" ILL issued items. (Please don't ask Kay to create one for you.) A procedure for manual tracking will be forthcoming, should you choose to use it or develop one of your own. It is not a requirement.
  - What procedures should be followed if a patron (student or staff) loses ILL material? The borrowing school should work with the lending school to

attempt to collect reimbursement. If and when money is collected, it should be forwarded to the site that owns the material. After a reasonable passage of time, the lending library should take the necessary steps to "write off" the loss.

Visual Resources

The use of visual resources vary by school, subject, and grade level. At the time of this update, June 2023, please contact the district library coordinator if Swank licensing is a consideration for your school - to make sure you are receiving the license from technology.

Swank Licensing is one of the vendors who provide licensing for showing full-length movies in schools. If you are receiving Swank licensing, please make sure that you make teachers aware of the movie houses covered under the license. Also, make sure that teachers understand that they MUST download the app on their iPad in order for streaming services to work.

Library Media Advisory Boards

The responsibility of the media advisory boards it:

- To be an advocacy group to support library media needs in serving the school community.
- To provide user input concerning library media procedures, policies, services, collection and facilities.
- Library media advisory boards should shape the direction of the library media program without making professional decisions that are the responsibility of the library media specialist.
- Setting up advisory boards are at the discretion of each library media specialist.

- **Membership** Each site may select one of the following models to establish their library media advisory board. Participation from students, parents, and technology representatives is strongly encouraged.
  - Term: One year, meeting at least twice a year
  - Model 1: Members of the site based council become members of the library advisory board
  - Model 2: Members include representatives from the following areas:
    - Elementary: one K-2, one 3-5, one encore, one parent, one administrator
    - Middle School: one per grade level, one encore (explo), one reading, one administrative, one parent

        - High School: one per grade level divided among subjects, one administrator, one parent, one elective teacher

Library Media Programs and PLT

- **District Library PLT**
- **Social Committee Responsibilities**
    - Hosts two gatherings - Fall/Spring:
        - Plans the end-of-year retirement/celebration dinner and purchases the gift for all retirees.
        - Plans the “back-to-school” welcome reception or December get together.
    - Announces birthdays.
    - Welcomes new people.
    - Sends celebrations each month to the director to add to our monthly memo.
    - Collects annual dues from library media specialists and prepares an annual financial report to present the membership in August.
    - Composed of at least 2 members.
    - Term is two years.
    - They send cards/flowers in case of illness, birth, death, and/or wedding of a library media specialist and/or immediate family of the LMS.
- **Literacy Committee Responsibilities**
    - Advocates for authors district-wide.
    - Plans and participates in district-wide literacy events.
    - Communicates literacy events to librarians across the district.
    - Presents to CO staff on the need for national authors and more literacy events.
    - Facilitates and schedules an author visit for interested library media specialists.
    - Makes arrangements for transportation, lodging, and presentations.
    - Term is two years.

- **Curriculum Committee Responsibilities (K-12)**
    - Works with curriculum
    - Suggests changes as needed.
    - Term will be two years.

- **Destiny Committee Responsibilities**
    - This committee cleans up our OPAC

- Watches for issues like multiple records of the same title
- Trains our librarians and paras on the ins and outs of cataloging
- Experiments with new features within our OPAC and reports back to the larger group.
- Makes suggestions for streamlining and consistency district wide.
- Term is 2 years.

- **Library Innovation Team Responsibilities**
  - Reviews old policies and transforms them to what we want to see in a strong NKCSD Library Program.
  - Updates the Policies and Procedures Handbook.
  - Brings issues to the table that are seen at each level and solves those issues in a timely manner.
  - Evaluates utilization of online resources and makes recommendations to the director concerning budget appropriations for these resources.
  - Trains other media specialists in the utilization of online resources.
  - Evaluates materials that have been requested for reconsideration according to the Board approved policy.
  - Term is two years.

- **Programming Committee**
  - This committee creates a master list of programming ideas K-12 for librarians across the district to use.
  - This committee helps other librarians struggling with programming by working with them one on one and helps with bigger programming projects district wide.
  - This committee also helps with the implementation of makerspace, advocating for makerspace, helping librarians across the district implement makerspace, and communication with goals of makerspace and programming in general.

- **Advocacy Committee Responsibilities**
  - Comes up with ideas to promote librarians.
  - Nominates librarians for awards.
  - Works with new-to-the-district and beginning library media specialist(s) to monitor professional growth, helps mentees with acclimation to the district and the library media program.
  - Promotes libraries via social media and asks others to do the same.
  - Collects information to submit for inclusion on the district's library media web page
  - Works on increasing membership in regional and state organizations.
  - Works on finding funding and assisting others with grant writing.

    - Term is two years.
    - At least one person on this committee will be the GKC representative.
        - Attends the general membership meetings.
        - Reports to library media specialists about regional meeting proceedings.
        - Collects and promptly distributes all materials and information to GKCASL members in the district.
        - Writes and submits the NKCSD's report for the GKCASL newsletter.
        - Keeps organized and complete files of association work.

- **SALT Responsibilities**
- **Gold Stamp Awards:** Every year the library department recognizes one librarian and one library paraprofessional for their exemplary work throughout the year. Department colleagues nominate each other and the Advocacy committee votes on the nominees. This is a department award meant to be a celebration of the hard work of our librarians and paraprofessionals.

Gift Procedure

We will follow the district procedures on gifts located **HERE**.

Resources for Beginning/End of School Year

- Checklist: Although **this is not an exhaustive checklist**, this will guide you through the beginning and end of the school year.
- **MCPL Login information**
- **Helpful Videos (add yours)**
- **Master List**
    - **Database**
    - **Google Account**
- **Programming Ideas**
- **Readers Awards**
    - **GKC Read Award**
    - **Building Block Award**
    - **Show-Me Award**
    - **Mark Twain Award**
    - **Truman Award**
    - **Gateway Award**
    - **Project Lit**

    - ALA Awards
    - Dogwood Titles
- QR Codes and ipads
- Bulletin Boards
    - Elementary
    - Secondary

General Library Information

- Destiny-Trained Sub List

Makerspace Information

- Makerspace Resource List
- Makerspace Websites
- Makerspace Activity Ideas
- Makerspace Baseline Materials
- Innovation Checklist
- Makerspace Design Guidelines
- Design and Facilitation Guidelines
- Makerspace Logic Model

Curriculum and E-Learning

- Curriculum can be found in Canvas within our library course and modules as well as within District Curriculum.
- E-Learning Programming ideas can be found HERE.