Excelsior Middle School
Library & Media Center
Linn-Mar Community School District
Program Plan & Policy Manual

Teacher Librarian: Beth Nelson

I. Introduction
- **Rationale for Developing the Long Range Plan for the Library**
  The rationale for developing a long range plan for the library is to assess the current condition of the library and to provide direction and a vision for the future. This process will allow us to determine our goals and objectives by comparing the current state of the library to the needs of our student population. The long range goal will be to improve the functioning of the library, from collection development to policy planning, in order to meet the needs and expectations of all stakeholders.
- **Community Demographics and Resources**
  The Linn-Mar Community School District includes portions of the cities of Marion, Cedar Rapids, and Robins, as well as areas of eastern Linn County. Linn-Mar is the 12th largest district in student population in Iowa, serving 1.6% of all students in the state. More than 1200 teachers educate nearly 7800 students in seven elementary schools, two intermediate schools, two middle schools, and one high school. We also provide educational services at COMPASS, an alternative high school, the home school program, and the Success Center for students with special needs. Demographics can be found in the Annual Report to the Community.
  - [Annual Report 2020-2021](#)

A. District Information
- **Our Mission:** To inspire learning, unlock potential, and empower achievement in ALL students.
- **District Technology Plan:** 1:1 Student/computer ratio
- [District Strategic Plan](#)

B. Building Information
- **Demographics:** 636 students
  i. Race/Ethnicity: 80.7% White, 7.83% Asian, 7.75% Black or African American, 3.33% Hispanic/Latino, 0.29% Other

      ii.   English Language Learners: 2.5%

      iii.   IEPs: 9.51%

      iv.   Free/Reduced Lunch: 21%

- **Type of building:** 7/8 Middle School
- **Organization:** Public School

C. School Mission, Goals & Objectives

- **Mission:** We, the Excelsior Middle School community, are dedicated to promoting the value of learning in a safe environment, while meeting the needs of all our students.
- **School Improvement Plan**
  i. Teachers will focus their Individual Learning Plan (ILP) on one of the 42 Marzano Elements. Excelsior will focus on the following elements:
     - Using informal assessment of the whole class
     - Using structured practice sessions
     - Previewing strategies
     - Reflecting on learning
     - Increasing response rates
  ii. The library will support the School Improvement Plan by:
     - Building an online database of informal assessment strategies for assessing whole class or small group understanding. A description of each assessment will be provided with suggested methods of analyzing the data.
     - Locating and providing print and digital resources for classroom use during structured practice sessions.
     - Utilizing previewing strategies during library lessons to support classroom instructional practices.
     - Providing opportunities for reflection of learning after library lessons to support classroom instructional practices.
- **Student Behavior Plans/Policies:**
  i. Responsibility: leave no trace and return books on time
  ii. Respect: return all books in good condition and demonstrate appropriate behavior for the space
  iii. Integrity: use computer for school work only, be a positive leader, and lead by example
- **Adopted Initiatives:** Positive Behavioral Interventions and Supports (PBIS); Excelsior Middle School has been honored as a Banner School

by the Iowa Department of Education for their implementation of PBIS
(2015-2021).

    D. Current Status of the Library Program

- **Current staffing:**
    i. Beth Nelson–full time teacher librarian
    ii. Denise Heims–full time library associate
- **Use of the library:** The library is used for book circulation and maintenance, instruction, technology, and collaboration.
    i. Hours: 7:30 a.m. to 3:30 p.m.
- [Curriculum & Research Model:](#) Currently, there is no established library curriculum or dedicated research model. The library lessons are based on student need as well as the IASL and AASL standards.
- **Battle of the Books:** BOTB is a trivia style competition in which teams read a curated list of books over the course of the school year and then compete to determine which team knows the most of the books.

II. Library Media Program Vision: The Excelsior Middle School Library Program empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information while ensuring equality and freedom to access all information for our diverse population.

III. Library Media Program Mission Statement: The mission of the Excelsior Middle School library program is to foster a love of reading and to ensure that students and staff are effective and ethical users of ideas and information.

IV. Needs Assessment

    A. [School Library Evaluation Checklist](#)

    B. Questions for Specific Stakeholder Groups

Survey responses from specific stakeholder groups will provide input that will assist the library staff in developing policies and making decisions that affect the library. The surveys will be given at the beginning, middle, and end of each school year.

- ***Students***
    - What do you like about our school library?
    - Are there any books or materials that you would like to add to the library collection?
    - What motivates you to visit the school library?

- ○ How often do you come to the library on your own?
- ○ What are some programs, events, or activities that you would like to see happen in the school library?
- ● *Teachers*
  - ○ How can the library staff assist you with curriculum development and planning?
  - ○ What is your opinion of the library space and its effectiveness?
  - ○ Are there any books or materials that you would like to see added to the library collection?
  - ○ What are some programs, events, or activities that you would like to see happen in the school library?
  - ○ Are there any services that we do not provide that you think the students or staff would find beneficial?
- ● *Administrators*
  - ○ How can the library better serve the school's learning community?
  - ○ Do you feel that the library is helping to achieve the school's and the district's mission and vision?
  - ○ Are there any services that we do not provide that you think the students and staff would find beneficial?
- ● *Parents*
  - ○ How can the school library better serve you and your student(s)?
  - ○ Do you feel informed and updated about what is happening in the school library?
  - ○ Do you find the library newsletter to be helpful?

V. Library Program Goals & Objectives
- A. To provide access to information through learning activities that are integrated into the curriculum and that help all students achieve information literacy by developing effective cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information in all formats and in all content areas of the curriculum.
- B. To provide physical access to information through
  - ○ A carefully selected and systematically organized library collection of diverse learning resources that represent a wide range of subjects, levels of difficulty, and formats;
  - ○ A systematic procedure for acquiring information and materials from outside the library media center and the school through such mechanisms

as electronic networks, interlibrary loan, and cooperative agreements with other information agencies; and instruction in using a range of equipment for accessing local and remote information in any format.

C. To provide leadership, collaboration, and assistance to teachers and others in applying principles of instructional design to the use of instructional and information technology for learning.

D. To provide resources and activities for learning that represent a diversity of experiences, opinions, and social and cultural perspectives and to support the concept that intellectual freedom and access to information are prerequisite to the effective and responsible citizenship in a democracy.

E. To foster enjoyment of reading through promoting reading and providing reading advisory.

VI. [Action Plan](#)

VII. Public Relations Plan
- Continually update the school library website with events, news, and information.
- Schedule weekly social media posts to share with students and parents the news and happenings in the school library.
- Monthly newsletter sent through email to staff sharing the library offerings for support and collaboration.
- Monthly newsletter sent through email to parents sharing the new titles added to the collection and library events, lessons, and activities.

VIII. Plan for Ongoing Monitoring, Evaluating and Revising the LPP & PM
- Library Program Plan & Policy Manual will be evaluated and revised at the end of each school year and as necessary to reflect the most up-to-date policies and planning. The evaluation will assess how well the library is performing to the goals and objectives set forth in the Library Plan and Policy Manual.

IX. Policy Documents
A. Collection Development
- [Selection & Evaluation](#) (link will take you to the LMCSD site). The materials selected for the Excelsior Middle School Library are defined as print and non-print resources including audiovisual and electronic. The materials are reliable, authoritative, and selected in terms of their overall

content and value. Resources selected for the collection support the interests of our readers as well as the common core standards set forth by the state and district.

- Acquisition (link will take you to the LMCSD site). The media specialist will oversee the selection and purchase of library materials. Communication with teachers to understand curriculum needs and recommendations for purchase is an important part of the selection process. Books may also be donated to the library and will be added to the collection as long as a need exists and they meet the standards for Collection Development.
- **Maintenance of Materials & Equipment:** Library materials and equipment will be maintained by the library staff. Materials will be replaced as needed assuming sufficient funds are available in the budget.
- **Weeding:** In order to maintain a collection that meets the needs of the learning community, deselectin (weeding) of materials is essential. Decisions concerning the replacement of individual items are based on the following considerations:
  a. Demand for the specific item;
  b. The number of copies held;
  c. The existing coverage of the subject within the collection;
  d. The validity of its contents;
  e. The availability of the title for reorder; and
  f. The cost of mending versus the cost of replacement. Any duplication of materials is governed by popular demand, importance of the material, and budgetary limitations.
- Reconsideration (link will take you to the LMCSD site). Residents of the school district community may object to instructional materials utilized in the district and ask for their use to be reconsidered.
- Confidentiality (link will take you to the ALA site). In accordance with the American Library Association Code of Ethics, we protect each library user's right to privacy and confidentiality regarding information sought or received and any materials borrowed.
- Student Records (link will take you to the LMCSD site). Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media centers. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. It is the school media specialist's responsibility, as the person maintaining the

student library circulation records, to approve requests for access to student library circulation records.

Appendices:
- [Library Bill of Rights](#)
- [Code of Ethics](#)

B. Copyright/Fair Use
- [Copyright Compliance](#) (link will take you to the LMCSD site).
- [Fair Use](#) (link will take you to the LMCSD site). Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research providing that all fair use guidelines are met.
- [Internet Access/Acceptable Use & Responsible Use](#) (link will take you to the LMCSD site). The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and they will understand that they may be subject to discipline for use of the Internet system contrary to those terms. See the [Excelsior Student Handbook](#) for more details.
- [Plagiarism](#) (link will take you to the LMCSD site). Severe penalties may be imposed for plagiarism and unauthorized copying of or use of media including but not limited to print, electronic, and web-based materials unless the copying or use conforms to fair use doctrine.

C. [Circulation](#)
- **Rationale:** Library materials are circulated using an automation program called Destiny Library. The library collection can be accessed through this program linked on the [district](#), [school](#), and [library](#) websites.
- **Check Out:** We request that students present their ID cards to expedite the check out process. If a student forgets their ID card, their student number or last name will be used to check out books. Students are not limited in the number of books they can check out during each visit as long as they are respecting the reading lives of their peers by not taking advantage of the privilege.
- **Terms of Loan:** Books are checked out to a student for two weeks. Faculty may borrow books for four weeks.

- **Renewals & Holds:** A student may renew a book up to two times as long as a hold has not been placed on the book.
- **Overdue Materials:** If a book is overdue, a student will first receive an email reminder to turn in or renew the book before a letter is sent home. There are no fees for overdue materials.
- **Lost or Damaged Items:** If a book is lost or damaged beyond repair, we will either charge the student a fine for the cost of replacing the book, or the family may choose to purchase a new copy of the book and donate it to the library collection.
- **Faculty Borrowing:** Faculty members are welcome to check out materials for as long as needed. All other circulation policies apply.
- **Placing Items on Reserve:** Students and staff may place items on hold using their Destiny Library accounts. Holds will be processed when the item becomes available for check out.

D. Access to Library
- **Passes:** Students must obtain permission and a pass from their teacher to visit the library during the school day with the exception before and after the first and last mods of the day.
- **Scheduling of the library:** Teachers may schedule library visits through the school site or by contacting the library.
- **Use of facility before/after school hours:** Faculty members are welcome to use the library facility before/after school hours so long as there is not another event scheduled.
- **Closing of Library at Beginning/End of Year:** All library materials must be turned in no later than the first day of the last week of the school year in order for materials to be inventoried properly. The library will open for student use one day prior to the first day of the new school year.

F. Security Systems: Security cameras are in use in the school library to ensure the safety of students and staff.

X. Appendices
  A. Curriculum Framework (draft)
    - Monthly Framework for Library Instruction (draft)
  B. Collection Development Plan
  C. Planning Committee Members' Names and Titles
    - John Christian–Principal, Excelsior Middle School

- Jess Dirks–Instructional Coach, Excelsior Middle School
- Lana Cronk–Reading Teacher, grade 7, Excelsior Middle School
- Beth Nelson–Media Specialist, Excelsior Middle School
- Stephanie Cornell–Media Specialist Oak Ridge Middle School

D. [Statistical Information About the Collection](#)

E. Personnel
- **Job Descriptions**
  a. [School Media Specialist](#)
  b. [Library Assistant](#)
- **Performance Appraisals**
  a. [#ObserveMe](#) (updated quarterly)
- [Volunteer Policy](#) (link will take you to the LMCSD site)

F. References

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Excelsior Middle School Student Handbook

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