Hampton Academy Library

Program, Policy, and Procedure Manual

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Mission Statement

The Hampton Academy Library is an essential part of the school learning community. The library provides open access to a diverse collection of print and online resources to support learning and foster a love of reading both inside and outside of the classroom. The library collaborates with teachers across all grade levels to ensure that students become responsible digital citizens and understand how to access, evaluate, synthesize, and ethically use information. The library provides a flexible learning environment that supports innovation, creativity, collaboration, community, and reflection.

Goals and Objectives

The Hampton Academy library will prepare students for a lifetime of learning in our ever changing society.

Goals:

1. The library seeks to create an inviting and safe learning environment that provides all students with open access to information and resources to support learning both inside and outside of the classroom.
2. The library seeks to foster a love of reading, promote the importance of reading, and provide opportunities for students to connect with books.
3. The library seeks to collaborate and plan with classroom teachers to incorporate research, technology use, and book promotion in curriculums across all grade levels.
4. The library seeks to curate a diverse collection of resources to support student learning and bring high quality information materials to students.
5. The library seeks to provide research instruction, technology training, and support on an as needed basis to students and staff.
6. The library seeks to maintain an open student directed Makerspace with materials and resources to support creativity and innovation.

Library Program

Hampton Academy Library Learner Competencies Grades 6-8

1. Formulate questions, develop search strategies, identify and locate appropriate resources.
2. Consistently question and evaluate the validity and accuracy of information.
3. Ethically use information, technology, and media by respecting copyright, avoiding plagiarism, and following MLA citation guidelines.
4. Responsibly use technology and media to personalize learning. Use technology as a tool to research, organize, evaluate, collaborate, and communicate information.
5. Read widely and fluently to make connections with own self and the world.
6. Persist through self-directed digital and hands on and pursuits by tinkering and making, responding to challenges, and recognizing capabilities and skills that can be developed, improved, and expanded.

I Can Statements and evidence can be found in Appendix A

Roles of the School Librarian*

1. **Leader:** The school librarian works with a variety of stakeholders in the learning community to develop and advocate for an effective school library program.
2. **Instructional Partner:** The school librarian collaborates with classroom teachers to create lessons that address the Hampton Academy Library Learner competencies. Instruction and communication takes place both face to face and virtually.
3. **Information Specialist:** The school librarian curates resources to support learning, shows strategies for finding, using, and assessing information, and instructs the school community on copyright compliance and the ethical use of information.
4. **Teacher:** The school librarian empowers learners to become "critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information" (AASL 2009b, 18).
5. **Program Administrator:** The school librarian makes sure that all learners have equitable access to information and resources. The librarian manages all aspects of the library including instruction, policy development, budget and acquisitions, and managing the physical and virtual space.

*Adapted From the *AASL National School Library Standards for Learners, School Librarians, and School Libraries*, p. 14-15

Library Services

The Hampton Academy Library provides:
- a diverse collection of resources to support student learning.
- 24/7 virtual library services through the library LibGuide
- access to technology
- access to new or noteworthy literature
- reading programs and activities
    - Book Marathon Reading Challenge
    - Read Without Walls Challenge
    - Summer Reading Program
    - Scholastic Book Fairs
    - Read Across America celebration
- space and materials for innovation and creativity (makerspace).
- Instruction in accessing and evaluating information, research methods, ethical use of information, using technology, and reading engagement:
    - Student instruction is delivered by collaborating with classroom teachers and is scheduled on an as needed basis in order to ensure meaningful learning experiences with students. Teachers can schedule full class instruction or send students to the library on a drop in basis to get personalized assistance.
    - Staff instruction is delivered through both formal professional development and informal consulting sessions with the librarian.

Scheduling

The AASL Position Statement on Flexible Scheduling can be found in Appendix E on page 22.

The library can be scheduled for class instruction, activities, and events both during and after school hours. There are three separate spaces available for use: the main library, the library classroom, and the library makerspace. All three areas of the library can be scheduled via email or over the phone. If a full class is scheduled for library instruction, a planning meeting prior to the visit may be required. All scheduling requests should go through the school librarian and will be handled on a first come first serve basis. The library calendar for all three spaces will be posted both online and on the door outside of the library. Individual or small groups of students can drop in any time.

Collection Development

Responsibility

The responsibility for selection of library materials is delegated to the librarian employed by the school. Responsibility for coordination of the selection of library purchases rests with the professional librarian in accordance with the formally adopted school board policy. Final decision in selecting materials is the responsibility of the School Librarian.

Selection Criteria*

Selection will be made based on the following factors:
- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

*Adapted from the *ALA Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*

Selection Aids

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Kathleen Odean Best New Young Adult Books Books (Grades 6-12)
- Great Stone Face and Isinglass Award Lists

Parameters of collection

- Books & Reading Materials:
  - Fiction and nonfiction books in hardcover, paperback, audiobook, and ebook format
  - OverDrive ebooks and audiobook subscription
  - Flipster online magazine stand
  - Reference material shall be in electronic format
- Technology and Multimedia:
  - Databases: a selection of databases will be available to support student research in grades 6-8
  - LibGuides to provide curated collections of resources
  - Chromebooks
  - Chromebook chargers
  - Kajeet wifi hotspots
  - tablets
- Makerspace supplies
  - reusable and consumable materials

Acquisition

Collection materials will be purchased through various vendors including, but not limited to, Follett Titlewave, Barnes & Noble, DEMCO, and Scholastic. The School Librarian will be responsible for preparing orders for requested items. The School Librarian will send the order request to the Hampton Academy secretary and principal, who will then send it to the superintendent's office for final approval. Once approved, the prepared order will be sent back to the Hampton Academy secretary, who will then create a purchase order and process the order. The School Librarian is responsible for making sure the order is received and will notify the school secretary of any issues.

Budget

Resources that are part of the library budget are only for use for those at Hampton Academy and must be accessible to the entire school population, rather than a single classroom. Resources that are shared across the district shall not be paid for out of the Hampton Academy Library budget. A proposed budget will be prepared by the School Librarian for print and non-print library materials as well as necessary supplies for the library. Proposed budgets will be based on needs and expenditures from previous years as well as anticipated needs for the upcoming year. The proposed budget and justifications will then be presented to the Hampton Academy principal in September of each year, who will review it before submitting to the Superintendent of Schools and the School Board for final approval for the following school year.

Gifts

Gifts of books will be accepted, however their use will be determined at the discretion of the School Librarian based on the condition and content of the book as well as the need for it in the library's current collection. Donors will be made aware that not all donated books will necessarily be placed in the collection.

Book Consideration File

The School Librarian will keep a list of book suggestions from students, staff, parents, and colleagues for possible purchase when funds are available.

Preparing new materials

When new materials are received unprocessed, they will be prepared for circulation as follows:
- Place barcode on the back of the book near the center side.
- Spine label shall be printed in all caps. Labels shall be printed as follows
    - FIC for fiction
    - GN for graphic novels
    - SC for short stories
    - Nonfiction will be labeled with the appropriate Dewey Decimal # with the exception of:
        - B for biography
- Attach spine label and the appropriate genre label.
- All books must have a protective cover before going into circulation.
- Add a new record in Follett Destiny.

Collection Maintenance

Repair

Repairable damages, including damages to the spine and pages, will be repaired using book tape and/or glue. Those materials that cannot be repaired using these methods will be removed from the collection and permanently discarded.

Weeding

In order to provide an up-to-date collection that meets the needs of library users, it is necessary to occasionally survey the collection and remove some items. Criteria for items weeded from the collection may include (but are not limited to):
- Duplicate copies of rarely used books.
- Items that are damaged beyond repair.
- Superseded editions.
- "Dated" popular fiction.
- Nonfiction materials with outdated and/or inaccurate information.
- Inappropriate interest or reading level for students.
- Irrelevant to the curriculum or no longer of interest to the student reader.

Discarding

Weeded items that are in usable condition will be made available to students and staff. If appropriate, weeded items will also be offered to the other SAU 90 schools. Those not taken will be donated to a local charity. Any item that has been removed from the collection due to irreparable damages will be recycled to prevent further use.

Copyright Compliance

The School Librarian will actively ensure that all users of the library, including teachers, administrators, and students, are aware of, understand, respect, and adhere to copyright regulations.

Authorized Reproduction and Use of Copyrighted Materials in the Library*

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may make a single copy of a copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied. In any case, the copy shall contain the notice of copyrighted and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reverse use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print.". *

* From Hampton School District Policy Section: E, Code: EGAD-R, Title: Copyright Compliance Category: R (Recommended)

Intellectual Freedom

Censorship Issues

The Hampton Academy Library believes that all users should have equal access to all information and, in accordance with the American Library Association Code of Ethics, will resist efforts to restrict our user's access to information. Article II: We uphold the principles of intellectual freedom and resist all efforts to censor library resources. (Code of Ethics, ALA)

Challenged Materials

In maintaining a collection that meets the needs of all users of the library, the School Librarian is aware of and understands that occasions will arise when an item will be challenged by a library user or parent. Those who feel an item in the collection is inappropriate will be asked to fill out the "Citizens Request for Reconsideration of Library of Classroom Materials" form in Appendix D. After completion of the form, the School Librarian and principal will review the complaint and the item in question before making a decision about whether or not to remove the item from the collection. After a decision has been made, the complainant will be informed of the decision via a letter from the principal. If the complainant is not satisfied with the decision, he/she may appeal the decision to the district Superintendent.

Confidentiality of Library Records

The Hampton Academy Library will respect the right to privacy of the records of its users in accordance with the American Library Association Code of Ethics: Article III. We protect each library user's right to privacy and confidentiality with respect to information sought, consulted, borrowed, acquired, or transmitted. (Code of Ethics, ALA)

Procedures

Hours

The Hampton Academy Library is open to students during regular school hours starting at 7:20 each day. The library follows the school calendar and is closed to students and parents during vacations. Hampton Academy staff members have full access to the Library Media Center both during and outside of school hours and may check out books during the school year and over summer vacation.

Organization of materials

- Nonfiction collection is organized by the Dewey Decimal Classification System with the exception of Biography, Graphic Novels, and occasionally other topics per classroom requirements.
- Fiction collection is organized by genre and then alphabetically by author last name.

Circulation Procedures

- **Books & e-readers**
    - o Student loan period for books and e-readers is two weeks with unlimited renewals unless the item is on reserve by another student or staff member.
    - o Students may have no more than 5 of books out at any given time. With the librarian's approval, students may be allowed to take additional books out for special projects.
- **Chromebooks, Chargers, and tablets**
    - o Chromebooks are only to be loaned out to students who have their own device in for repair. Students must return the library loaner in order to receive their own device back.
    - o Student loan period for Chromebook chargers is 1 day.

- o Student loan period for tablets is for the duration of the class period.
- **Notices & Fines**
  - o Overdue notices are sent to students through their homeroom teacher at the beginning of each month.
  - o The library does not charge a fine for overdue books but will accept replacement or payment for materials that are lost or damaged.
  - o All materials must be returned to the library no later than 1 week before the last day of school.
  - o Final notices with book costs and replacement requests will be mailed home for all materials not returned approximately one week before the last day of school.
- **Staff Borrowing Privileges**
  - Staff may check out materials for as long as needed unless the item is on reserve by another student or staff member. There is no limit to the amount of materials staff can check out at a time.
  - Staff members may borrow tablets, chargers and other technology for use in the classroom.
  - Staff members in need of a Chromebook for long term use must have their request approved by administration.
  - From the Hampton Academy Staff Handbook: Teachers are asked to personally sign out their materials and are responsible for those books or resources that they lend to students. Teachers are accountable financially for library materials and equipment that they sign out and do not return. In the event that teachers want to sign out a book and the librarian is not available, teachers may scan their staff ID, the book's barcode, and the "check-out" barcode at the circulation desk. (Please see the librarian for a brief lesson on doing this.)

Reserving Materials

Students may reserve up to 5 books at a time. Reserves can be made in person at the circulation desk or online using Destiny Discover. If there is more than one student on a reserve list, a book will only be held for one week before being given to the next person on the list. Students are responsible for maintaining their reserve lists online. Reserves automatically expire after 60 days.

Resource Sharing

Upon acquiring a school ID card, Hampton Academy students may obtain a Lane Memorial Library card without a parent or guardian present. Hampton Academy Staff may obtain a Lane Memorial Library card regardless of town of residence.

Students and staff are responsible for managing their own materials from the Lane Memorial Library.

Policy and Procedure Manual Statement

This manual is a work in progress and will be updated on an annual basis. Administration, staff, and parents are encouraged to review this manual and provide feedback while it is in draft form during the 2018-2019 school year.

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Appendix A

Hampton Academy Library Curriculum

Competency Statement	I CAN Statements for grades 6-8	Lessons / Evidence
1. Formulate questions, develop search strategies, and seek information from a wide variety of resources.	I CAN formulate research questions. I CAN develop search strategies and seek information from a wide variety of resources.	Lesson: Developing your own Research Questions Lesson: Search strategies: Search engines, databases, and advanced search techniques
2.Consistently question and evaluate the validity and accuracy of information.	I CAN question and assess the usefulness and accuracy of information in a variety of formats. I CAN identify bias and author's purpose.	Lesson: Source Evaluation Part 1. Understanding URLs & the 5 Ws of website evaluation Lesson: Source Evaluation Part 2. Hoaxes, social media, fact checkers and reading for editorial bias
3. Ethically use information, technology, and media by respecting copyright, avoiding plagiarism, and following MLA citation guidelines.	I CAN properly cite information in a variety of formats using MLA citation guidelines. I CAN ethically use and reproduce other's work without plagiarizing.	Lesson: Note taking, Summarizing, and Paraphrasing Lesson: What is Copyright/Plagiarism/Ethical use? Lesson: NoodleTools and creating citations
4. Responsibly apply information, technology, and media to personalize learning. Use technology as a tool to research, organize, evaluate,	I CAN use technology as a tool to research, organize, evaluate, and communicate information.	Lesson: Online library resources Lesson: Organizing your research using NoodleTools and Google Docs

collaborate, and communicate information.	I CAN responsibly apply information, technology, and media to learning. I CAN personalize my use of information and information technologies. I CAN use technology to collaborate with others.	Delivered Through Professional Development: Work with staff to incorporate technology into the classroom. Delivered Through Professional Development: Share with staff presentation tools for students to use in the classroom.
5. Read widely and fluently to make connections with own self and the world.	I can select books that allow me to make connections with myself and the global community. I can maintain a personal reading list I can read with the purpose of learning beyond the required curriculum. I can share reading experiences to build relationships with others	Lesson: Welcome to the library (Grade 6 September) Lesson: Welcome to the library (Grades 7 & 8 September) Lesson: How to write and share book recommendations to the library Ongoing Lesson: Booktalks & Book trailers shared in the library.

Makerspace Competency Statement

Persist through self-directed digital and hands on and pursuits by tinkering and making, responding to challenges, and recognizing capabilities and skills that can be developed, improved, and expanded.

Competency Statement	I CAN Statements for grades 6-8	Student directed / Open Makerspace Model
Persist through self-directed hands on and digital pursuits by tinkering and making, responding to challenges, and recognizing capabilities and skills that can be developed, improved, and expanded. (Creativity and Innovation) **	I CAN persist through self-directed pursuits by tinkering and making. I CAN respond to creative challenges. I CAN open-mindedly accept feedback for positive and constructive growth.	Students will have a permanent space with resources and materials for a variety of making goals. Students will have access to materials for short and long term projects for pleasure or to take the curriculum further. Examples: Take apart stations, tinkering stations, makey makey, merge cubes, and low-tech materials for creating.

Appendix B

Research Checklist

Hampton Academy Library Research Checklist	Yes	No	N/A
Research questions are formulated			
Variety of sources have been identified			
● Databases			
● Websites			
● News Articles			
● Books			
● Primary and Secondary Sources			
Variety of search strategies have been utilized			
● Variety of keywords			
● Advanced search strategies			
Resources have been evaluated			
● For usefulness			
● For accuracy (If found through a Google search can it be back it up with 2 additional sources?)			
● For bias			
Reflected on research to identified gaps in resources			
Avoided plagiarism throughout			
● Took notes in my own words			
● Summarized and paraphrased appropriately			
Cited all resources using the MLA formatting guidelines (books, websites, news articles, database articles, pictures, videos, ect.)			

Appendix C

Evaluation

School Library Evaluation Checklist*

Inquire	
The school librarian collaborates with teachers to design and teach engaging inquiry-based learning experiences as well as assessments that incorporate multiple literacies and foster critical thinking.	
The school librarian uses a systematic instructional development and information search process in working with teachers to improve integration of learning technology into curriculum.	
The school librarian participates in curriculum development and implementation through membership on instructional, curriculum, textbook, technology, professional development, and new program adoption committees.	
School library policies ensure that learners and educators have access to the school library and to qualified professional staff throughout the school day.	
Include	
Resources are selected according to principles of intellectual freedom, and provide learners with access to information that represents diverse points of view in a pluralistic society.	
The school librarian develops and maintains a teaching and learning environment that is inviting, safe, flexible, and conducive to learning.	
The library ensures equitable physical access to facilities by providing barrier-free, universally designed environments. Facilities and resources are readily accessible before, during, and after school hours and during vacation periods.	
Each school, regardless of size or level, has at least one full time certified school librarian.	
School librarians are evaluated with instruments that address their unique responsibilities and contributions according to established district practices for all professional personnel.	
Collaborate	

The school librarian participates in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.	
The school library provides an environment in which collaboration, innovation, and creative problem solving thrive.	
The school library welcomes and encourages input to create consensus on library policies and procedures.	
The school librarian serves on decision-making teams in the school and participates in school improvement and accreditation activities.	
Curate	
A collection-development policy, approved by the school board, is in place. The policy includes criteria and procedures for selection and reconsideration, including a process for handling challenges raised about materials in the collection.	
In accordance with district policy, the school librarian develops and maintains a diverse collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.	
Collections and equipment are circulated and accessed according to procedures that ensure confidentiality of records and promote access.	
Circulation policies and procedures assure that access to information is not impeded by fees, loan restrictions, or other barriers.	
The school library maintains a vibrant Web presence, which provides access to a wide variety of digital resources that have been carefully created or selected, and vetted according to the district and school collection development policies.	
Explore	
The school librarian creates an environment that is conducive to active and participatory learning, resource based instructional practices, and collaboration with teaching staff.	
The school librarian uses a variety of instructional methods with different user groups and encourages personal creativity and innovation.	
The school librarian evaluates, promotes, and uses existing and emerging technologies to support teaching and learning.	

The school library supplements other school resources, connects the school with the global learning community, communicates with learners and with other educators, and provides 24–7 access to library technology-integration services.	
Engage	
The school librarian promotes the ethical use of information and understands copyright, fair use, licensing of intellectual property, privacy concerns related to use of digital resources and the Internet, and ethical online behavior, and assists users with their understanding and observance of the same.	
The school library and school librarian demonstrate a commitment to maintaining intellectual freedom.	
Library personnel remain current and engage in continuing education activities to ensure instruction and activities reflect the most-recent developments in professional practices, information technologies, and educational research.	
The school librarian provides educators and other staff with learning opportunities related to new technologies, use, and production of a variety of media, and laws and policies regarding information.	
The school librarian shares with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and responsible use of technology and social media.	

* From the *National School Library Standards for Learners, School Librarians, and School Libraries* by the American Association of School Librarians, a division of the American Library Association, copyright © 2018 American Library Association.

Appendix D

Citizen's Request for Reconsideration of Materials
Hampton School District Policy Section I, Code IJL-R

Community members that express a desire to challenge materials obtained by the library for whatever reason must follow the written procedure adapted by the Hampton School District. Citizens should be directed to the following form on the Hampton School District Website:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1269322/ijl-r_citizens_request_for_reconsideration_of_materials.pdf

Appendix E

GOAL 12: School District Libraries and Librarians: Transform the role of the Hampton School District libraries.

1. Utilize school librarians as an additional technology support person when possible.
2. Create school libraries to also be rich in digital literature and provide e-readers to support them when possible.
3. The Hampton School District Libraries Shall:
    a. Encourage and support a culture of inquiry.
    b. Guide learners in developing skills necessary for gathering information, drawing conclusions, creating new understanding, and sharing knowledge.
    c. Model and promote digital citizenship.
    d. Promote a love of reading and encourages lifelong reading habits.
    e. Promote reading for a variety of purposes and in a variety of formats, including for information, for enjoyment, for deepening understanding.
    f. Provide ready access to print and digital resources.

Appendix F
AASL Position Statement on Flexible Scheduling*

Classes must be flexibly scheduled to visit the library on an as needed basis to facilitate just-in-time research, training, and use of technology with the guidance of the teacher, who is the subject specialist, and the librarian, who is the information-search process specialist. The lesson plans resulting from this collaboration recognize that the length of the learning experience is depended on learning needs rather than a fixed library period. Regularly scheduling classes in the school library to provide teacher release time or preparation time prohibits this best practice. Students and teachers must be able to come to the school library throughout the day to use information sources, read for pleasure, and collaborate with other students and teachers. (adopted 09/2011, revised 06/2014)

*From the *AASL National School Library Standards for Learners, School Librarians, and School Libraries,* p. 216

Appendix G: Snacks, Lunches, & Makerspace Use

All individual student visitors must sign in at the circulation desk and state their reason for visiting. Students in all three grades may visit the library at any time throughout the school day with a pass from a teacher. Students may also visit the library without a pass outside of scheduled learning periods at the following times:
- All three grades may visit the library before school.
- Students in grades 7 and 8 may visit the library during snack period.
- Students in grade 8 may also visit during lunch period.

All food areas must be picked up at the end of snack. Cleaning wipes are provided for students to wipe down the tables and chairs that they were seated at.

Students may utilize the makerspace during the above times provided that they follow the following rules:
- Work with a purpose
- Be respectful of the space, resources, and other students
- Clean up completely
- Be responsible of their time
- Help one another in all the above