

Lanett City Schools



Library Media Program District Policies & Procedures

W.O. Lance Elementary School
Lanett Junior High School
Lanett High School

Revised October 2024

Table of Contents

Purpose.....	1
Functions.....	2
Objectives.....	3
Intellectual Freedom.....	4
Library Bill of Rights.....	5
Collection Development.....	6
Automation Software System.....	6
Physical Processing.....	7
Cataloging.....	7
Inventory.....	8
Copyright.....	9
Acceptable Use Policy.....	10
Challenged Materials.....	11
Request for Reconsideration Form.....	12

Our Mission

The mission of the Lanett City Schools library media centers is to support the curriculum and the school's vision through access to quality literature and other educational materials in both print and digital format, appropriate programming, and information literacy. The library media centers support the Alabama Courses of Study, as well as the Department of Education's publication *Alabama Library Media Handbook for the 21st Century Learner*. In addition, the library media centers support *AASL Standards for the 21st Century Learner* published by the American Association of School Librarians and the American Library Association.

The American Association of School Librarians (AASL) Standards for the 21st Century Learner offer a vision for teaching and learning to guide our profession. The learning standards begin by defining nine foundational common beliefs:

- Reading is a window to the world.
- Inquiry provides a framework for learning.
- Ethical behavior in the use of information must be taught.
- Technology skills are crucial for future employment needs.
- Equitable access is a key component of education.
- The definition of information literacy has become more complex as resources and technologies have changed.
- The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
- Learning has a social context.
- School libraries are essential to the development of learning skills.

The standards describe how learners use skills, resources, and tools to:

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth.

Functions

Lanett City Schools Policy No. 4.22 (Library Media Centers)

References: Code of Alabama 16-11-23

The Lanett City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Lanett City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Lanett City School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

Intellectual Freedom

Lanett City Schools Library Media Centers support the Alabama Library Bill of Rights.

<https://www.allanet.org/library-bill-of-rights>

The Alabama Library Association (ALLA) represents library professionals serving diverse communities throughout Alabama.

ALLA firmly supports the freedom to read and free speech as inalienable rights protected by the First Amendment.

ALLA firmly supports the freedom of free expression and free access to ideas.

ALLA affirms that upholding intellectual freedom is a fundamental responsibility of the library and information profession.

ALLA affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

1. Books and other library resources must be offered to support literacy, inspire, and inform all members of the community served by the library. No material should be excluded based on the origin, background, or views contributing to their creation.
2. No individual should be denied access to or restricted from using a library based on their origin, age, background, or viewpoints.
3. Everyone, regardless of their origin, age, background, or views, has the right to privacy and confidentiality in their use of the library. Libraries should actively promote, educate about, and safeguard people's privacy, protecting all library use data, including personally identifiable information.
4. Libraries should offer materials and information that present diverse viewpoints on both current and historical issues. No materials should be banned or withdrawn due to partisan or doctrinal objections. Libraries must ensure that the selection and availability of materials and services are guided by professional judgment and/or professional subject expertise on subject matters during considerations rather than political, moral, or religious views.
5. Libraries should offer services and programming that present diverse viewpoints on both current and historical issues, regardless of the personal views of the library employees.
6. Libraries should support the caregivers' rights to monitor their child/children's use of the library and decide which materials are suitable or beneficial for them. While acknowledging that not every

book suits every reader, no individual or group should infringe upon others' right to intellectual freedom regarding what is appropriate for someone else's child. Access to a diverse range of reading materials enhances children's opportunities to develop into lifelong learners.

7. Libraries have a responsibility to advocate for all people, regardless of race, sex, or religious preference, when it comes to challenging censorship. Libraries should collaborate with individuals and organizations dedicated to defending against the abridgment of free expression and free access to ideas.
8. Libraries that offer exhibit spaces and meeting rooms to the public should ensure equitable access to these facilities, regardless of the beliefs or affiliations of individuals or groups making requests.

Drafted June 2024 by the ALLA Bill of Rights subcommittee. Adopted July 5, 2024, by the ALLA Executive Council.

Collection Development

Lanett City Schools Policy No 4.23 (Library Enhancement Materials Selection)

References: Code of Alabama 16-11-9, 16-11-23, 16-21-1 to -3

- I. The primary objective of the Lanett City School System library media centers is to implement, enrich, and support the educational programs of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.
- II. Criteria for Selection
 - A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
 - B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.
 - C. Media, e.g., films, videos, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.
- III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.
- IV. Media specialists shall be consulted in budgeting all library enhancement funds.

Automation Software System

All library media centers utilize Book Systems by Atrium to catalog and circulate library media resources.

The program is web-based, allowing patrons access from any device with an Internet Connection. The web addresses for each school are as follows:

- W.O. Lance Elementary <http://lanettk12.booksvs.net/opac/woles/index.html#menuHome>
- Lanett Junior High School <http://lanettk12.booksvs.net/opac/ljhs/index.html#menuHome>
- Lanett High School <http://lanettk12.booksvs.net/opac/lhs/index.html#menuHome>

Physical Processing of Materials and Cataloging

I. Books

- A. Books are checked against the invoice and the order form.
- B. Books are recorded in the web-based Atrium program.
- C. School name and address are added inside the front cover, inside the back cover, and on a page inside the book.
- D. The call label is placed on the spine of the book or book jacket.

II. Media Materials

- A. Materials are checked against the invoice and order form.
- B. Materials are recorded in the web-based Atrium program.
- C. School name is placed on the outside of boxes and individual pieces of media.
- D. The call number label is affixed to the outside of the material.

III. Magazines

- A. The school name is visible on the front cover.

Complete processing for all books ordered is recommended whenever possible. Local cataloging is done when necessary using the Dewey Decimal Classification System and the Sears List of Subject Headings.

Call numbers used for cataloging materials:

F- Fiction; B- Biography; R- Reference; 920 Collective Biography; DVD-Digital Video Disk; PRO- Professional

Inventory

As necessary, an inventory will be conducted when items are missing from either the library or equipment collections.

I. Procedure

- A. Using either a shelf list printed from the computer or a scanner for bar codes, missing items (as well as items on the shelf but not in the records) are noted and searched for.
- B. Items not in the records will be added. If no bar code has been assigned, one will be given at this time.
- C. Notations of lost items not paid for will be kept. Fines transfer with students within the school system.

II. Weeding of materials that are damaged and/or outdated will be done during the year as time permits. Library media specialists will determine if materials need to be removed by using the MUSTY acronym. Items will be removed if it is:

- Misleading or obsolete
- Ugly or worn out (physically unappealing)
- Superseded by a newer version
- Trivial
- Your collection no longer needs the item.

Copyright

It is the intent of Lanett City Schools that all employees and students will adhere to all provisions of Public Law 94-553, the General Revision of the Copyright Law, which became effective on January 1, 1978. Illegal copies may not be made or used on school equipment.

Copyrighted materials may only be duplicated when such reproduction satisfies the "fair use" doctrine or when written permission for duplication has been obtained from the copyright holder.

Factors relevant to determining whether the "fair use" doctrine applies include:

- A. the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- B. the nature of the copyrighted work;
- C. the amount and substantiality of the portion used in relation to the work as a whole;
- D. the effect of the use upon the potential market for, or value of, the copyrighted work.

A lack of copyright notice on any work does not indicate the public domain. **Employees and students of Lanett City Schools should assume all works are copyrighted unless specific permission to reproduce is given in the work.** The following statement will be posted on machines where photocopies are made:

"Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement."

School principals are responsible for establishing practices that do not violate Public Law 94-553. Library media specialists will provide information and resources regarding copyright to employees and students as needed. Any employee or student with questions or concerns about copyright or fair use shall speak with their library media specialist.

Acceptable Use Policy

The Children's Internet Protection Act (CIPA) requires schools that receive federal technology funds "are required to adopt and implement an Internet safety policy addressing:

- A. Access by minors to inappropriate matters on the internet
- B. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- C. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors measures restricting minors' access to materials harmful to them."

In compliance with CIPA requirements, Lanett City Schools has adopted a Technology and Internet Use Safety Policy. This policy is the rules and guidelines under which all Lanett City Schools students and employees will be held responsible. In regards to copyright, this policy states, **"It is unacceptable to use the network or Internet for any uses that violate the law or encourage others to violate the law.** Don't transmit offensive or harassing messages; offer for sale or use any substance that is prohibited by the Lanett City School District's Student Code of Conduct; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. **Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.**

A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Lanett City School District may refuse to reinstate for the remainder of the student's enrollment/staff employment in the Lanett City School District. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Lanett City School District may also take other disciplinary action in such circumstances.

Challenged Materials

From Lanett City Schools Policies and Procedures Manual, Chapter 4.00 Curriculum and Instruction Section 30 Challenged Materials

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of the person making criticism.
- III. These procedures shall be followed for Lanett City School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.

Request for Reconsideration of Materials Form

The Lanett City Schools Board of Education has established a materials selection policy and a procedure for reconsideration of materials requests. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the school principal.

Date: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Do you represent self? _____ Or an organization? _____ Name of Organization _____

1. Type of material _____

Author/Producer _____

Title _____

Publisher _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, what sections did you review?

4. To what in the material do you object? (Please be specific; cite pages or location)

5. Is there anything good about this material? _____

For what age groups would you recommend this material? _____

1. What do you feel might be the result of exposing students to this material? _____
