

Library Media Policy

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1.1 Library Programming Statement

Library Programming is a program within the Learning Services department. The Library Programming team provides access to quality digital resources and circulates both print and physical resources for all content areas. Training, professional development, and support for librarians and library staff are provided through the library program. Balanced literacy, reading advocacy, co-teaching in all content areas, information literacy, inquiry, and technology integration are supported by professional teacher-librarians in schools. Library support staff (educational assistant, library aides, and library assistants) manage school library daily operations, assist in the management of the library, and support reading advocacy through read-alouds, student book selection, and gathering of resources for teaching and learning.

1.2 American Association of School Libraries Programming Statements

- [Appropriate Staffing for School Libraries](#)
- [District Level School Library Supervisors](#)
- [Definition of an Effective School Library](#)
- [Diversity in the Organization](#)
- [Instructional Role of the School Librarian](#)
- [Labeling Practices](#)
- [Policy of Confidentiality](#)
- [Preparation of School Librarians](#)
- [Role of the School Library](#)
- [School Librarian's Role in Reading](#)
- [School Library Scheduling](#)
- [Strategic Leadership Role of the School Librarians](#)
- [National School Library Standards](#)

1.3 District Library Media Center (DLMC)

Our building is located at 985 S. Plum Creek Blvd., in Castle Rock, 80104. Please check our [website](https://bit.ly/3PAI3VV) (<https://bit.ly/3PAI3VV>) for hours of operation. We will extend our hours by appointment. The DLMC houses a professional teacher library consisting of a lab for meetings and professional development, a production area, and a resource area where resources are available for check-out to enhance classroom and professional learning.

The resources include:

- Novel Sets and Teacher Units
- Supplemental Non-fiction Resources
- Culture Kits
- Douglas County History Trunks
- Overdrive E-book and Audiobooks
- StarLab
- Educational Databases
- Robotics and STEM Kits
- Health Models and Health Kits
- Personalized Learning Test Kits
- Science WOW Kits and Tool Kits
- Supplemental Benchmark books
- Giant Colorado Map

Special Collections include:

- Teacher Professional Book Collection
- ELD Collection
- Early Literacy Collection
- Sustainability Collection
- Science Kits and Science experiment resources with supplies
- Sheet Music Collection
- Counseling and SEL Collection
- Gifted and Talented
- Testing material for Special Education

Services Include:

- Literacy support
- Curriculum and textbook management and adoption
- Collection mapping and alignment assistance
- Library training and professional development
- Cataloging services
- Learning space for training and meetings. Call 303-387-0600 to reserve
- Production Room includes a die-cut machine, poster maker, laminators, electronic silhouette paper cutter, button making, plaques, stickers and bookbinding machines.
- Advice and consultation on any library-related issues that arise. Example: Book challenges, copyright, collection analysis, library system administration.
- Destiny Library Management Systems support

1.4 DLMC Staff and Phone Numbers

Email - dlmc-questions@dcsdk12.org	Main Line	303-387-0600
Director	Tracie King	303-387-0604
District Librarian - Sora & Databases, Literacy Newsletter, Library Programming, K-6 Curriculum & Collection Alignment	Elyse Rhodes	303-387-0611
District Librarian - STEM/STEAM Resources, Starred Reads Newsletters, Library Programming, Novel Adoptions & Collection Alignment	Debra Yarcho	303-387-0615
Cataloging Librarian & Systems Administrator- Cataloging & Processing, Digital Resource Integration, Title Downloads, Library Vendors, Destiny Administrator, & CST	Lori Kozel	303-387-0606
DLMC Circulation, Star Lab, Production Room, Culture Kits	Denise Taggart	303-387-0607
DLMC Bookkeeper	Oanh Kohn	303-387-0603

1.5 Library Resources and Training

Many district resources, including the most current school board policies, calendars, maps, and forms, are found on the **Douglas County School District web page**. Take time to become familiar with the website: <http://www.dcsdk12.org>. Our [website](#) has information and links you can refer to throughout the year. The most important page for library staff is the [Library Staff Resource](#) page. This page is organized alphabetically and also by subject. Bookmark this page for easy access.

Training

All new library staff must attend an orientation to obtain administrative privileges to manage their library management system (Destiny). The orientation is two full days and one half-day and consists of training covering the operation of the library software, contents of this manual, district policies, library guidelines, background knowledge, and processes.

1.6 Shipping and Receiving DLMC Materials

Tel. 303-387-0600

Email: dlmc-questions@dcsdk12.org

The DLMC provides a wide range of resources that you and your teachers may use to enhance your instructional program. We establish checkout periods for materials and we do charge for lost or damaged items. Your school will be billed and your principal may require you to pay for the materials that were lost or damaged. We also require that some items, e.g. items that wouldn't safely travel by warehouse such as: Starlab and delicate items be picked up from the DLMC.

- Reserve materials in advance anytime you are able. Novel sets, culture kits, Robotics, health models, and history trunks are in demand year-round.
- Deliveries are based on the warehouse delivery schedule. Check the [warehouse delivery schedule](#) for your school delivery days.
- The warehouse delivers ALL items including culture kits once a week. Each school has a set warehouse delivery day.
- Please return materials in the same shipping container in which they were sent to you. **Blue bags are for Bibliographic Services, interlibrary loans, and Culture Kit books.** Green bags are for DLMC resources. Black bags are for SPED testing materials. Gray library tubs are for a large number of books that won't fit into bags.
- Please return materials by their due date. *Please be considerate of your fellow teachers, and return all materials and equipment promptly. Your materials need to be ready and in your mail area the day that the warehouse picks up from your school.*
- Email the warehouse at warehouse_questions@dcsdk12.org to inform them when you have large items like culture kits or gray library tubs to pick up.
- Never pass materials to another teacher or school without permission from the library programming circulation.
- Some items, such as technology equipment and sustainability kits, need to be picked up and returned in person.

[See DLMC Checkout Periods for Materials](#)

DCSD Interlibrary Loan (ILL) Agreement

All materials in the DCSD library system are available for interlibrary loan with the exception of equipment and items limited by copyright or licensing restrictions.

One of the best reasons for having a union catalog is to share resources with all of our staff and students between schools. The success of this program is highly dependent on our willingness to share this vision and comply with the spirit of this agreement.

- When items are not available in your own building collection, look up resources from another school
- If the material you are looking for is found, please place a hold or use the reserve option.

- The reserve option is for specific dates and/or multiple copy requests.
- If you need 5 or more copies of a title you may email specific schools that have the material in question. **Please do not send broadcast emails asking for copies of library materials.** You will get better results if you send your request to specific schools that you already know have the books you are looking for than if you send a broadcast email to all schools.

ILL requests may be made by patrons or librarians. If a hold or reserve is placed by a patron, Destiny requires approval by the librarian of the requesting school before the hold/reserve is sent on to the proposed lending school.

In order to ensure our system's efficiency, please check the Holds/ILL option in Destiny under the Circulation tab at least once a day. Click View Requests to see your holds/ILLs. Be sure to process all requests promptly.

- If you cannot honor a loan request, (e.g. materials needed at school, materials missing) decline the requesting library media center within 24 hours.
- Once a patron's request has been approved by the librarian at his/her school, it is not appropriate for the lending library to deny the request based on that patron having overdue items. If you have concerns, contact the home librarian.
- When requesting materials, please keep the various DCSD school calendars in mind. Be aware that seasonal and curriculum topics may restrict an item's availability.
- Each library will establish an internal procedure that will guarantee that items belonging to other media centers are tracked and returned promptly (without being accidentally shelved).
- Borrowing libraries wanting to renew materials must contact the lending library via phone or email and ask them (the lender) to renew the item in Destiny.
- To ensure willingness to lend resources, borrowers (or their schools) will be held financially responsible for damaged or lost items.

If a borrower does not pay for a lost or damaged item in a timely manner, the borrowing school is responsible for replacement. Please consider this when approving requests for your patrons.

Please refer to [DCSD BOE policy JQ-R](#), available online or in this Policies and Procedures Manual, for information regarding replacement costs.

Materials being loaned are shipped through inter-district mail. You can use an inter-district envelope or one of the **blue zippered canvas inter-library loan bags** provided to your school. When lending ILL materials, please send them to the borrowing school's librarian along with a note explaining who the final borrower is. Following this procedure will help us track down missing materials.

Remember, Douglas County Library is another resource for materials. Search their catalog at <http://douglascountylibraries.org> Giving advance notice will improve your chances for getting the materials you desire.

1.7 How to Use the Colorado Library Courier (CLiC)

The Colorado Library Consortium has a statewide courier system. The contact location in DCSD is the DLMC. Any materials that are returned to your library that do **NOT** belong to your library or another DCSD library should be sent to the DLMC.

Books that belong to DCSD libraries that are returned to out-of-district libraries (i.e. public libraries) will be sent via courier to the DLMC and will then be sent through district mail to the library where they belong through warehouse delivery.

If Charter Schools have not purchased warehouse delivery services they will need to pick up their materials monthly. Items will be kept for a maximum of 30 days. An email will be sent on the first of the month to all charter schools with items residing at the DLMC. If items are not collected within the 30-day time frame, they will be donated to a non-profit literacy organization.

2.0 SCHOOL LIBRARY OVERVIEW

2.1 The Library as a Learning Commons

A learning commons is a full-service learning, research, and project space. Furniture and access to the space are flexible. The learning commons provides areas for collaboration, places to create, state of the art technology tools, and is staffed by qualified library staff to provide learning support. The success of a learning commons model relies on the relationships built to support learning between teachers and students and the library staff. Ideally, a learning commons would be staffed with a certified teacher-librarian to collaborate and instruct and library support staff to manage the everyday management of the library space.

Library staff provides access to a wide range of materials and electronic resources. Licensed teacher-librarians collaborate with classroom teachers to co-teach inquiry-based lessons, information literacy, and technology skills, and curate resources to meet the needs of students and staff. Classified library staff manage the everyday operations of the library, provide resources, read to students, and foster a love of reading. All library staff members are agents of reading advocacy.

2.2 Staffing

There are three job opportunities in DCSD for Library Staff

- Licensed Teacher-Librarian
- Library Specialists
- Library Assistant

2.3 Getting Started

Contact the Director of Library Programming to let us know you are hired. tking@dcsdk12.org
We will reach out and get you registered for the Library Orientation, a two-day required training to receive administrative privileges for the library system.

2.4 Scheduling

We have two scheduling models at the elementary schools in DCSD.

Flexible Scheduling

Flexible scheduling allows students to come to the learning commons as often as needed for independent, self-directed reading, or in small groups or classes for research, using the facility as they would a public library. Flexible scheduling creates a real-world lab that mirrors the resource centers students will use in secondary schools and college. In order for flexible scheduling to be successful, there must be collaboration in planning between the teacher and library staff. Classified staff should never be responsible for lesson planning or teaching. A licensed teacher should be present at all times when a full class of students is in the library for lessons.

Fixed Scheduling

Due to site-based direction, your library may have a fixed schedule. The support of the building administrator is key to the success of any schedule. Creating a workable schedule is one of the most difficult tasks at the beginning of every school year. A fixed schedule allows students to come to the library at a scheduled time during the week. A licensed teacher must be present during a fixed scheduled time for students.

Flexible vs Scheduled Access vs Fixed/Flex Access

It is possible to have a Fixed/Flex schedule. Call the Library Programming team to help facilitate the planning for this.

Library/Learning Commons	Flexible Access	Scheduled Access
Use of space determined by	teacher/student needs & interests	administrative scheduling
Used as a public facility	to accommodate students of different age levels and grades simultaneously	for one class at a time like other classrooms in the building
Used all day by students	involved in a variety of independent or group activities	rarely during unscheduled periods
Visits are related to	classroom activities	schedule; little correlation between classroom activities and learning commons utilization

Is available for	classes, small groups and individuals	classes only
Information skills lessons are	determined by curriculum need	taught in isolation or not at all
Information skills lessons include	immediate hands-on experience and reinforcement through classroom assignments	stand alone activities which are rarely reinforced in the classroom and, therefore, are quickly forgotten
Information skills instruction By Licensed Teacher - Librarian only	is scheduled for blocks of time determined by need	is confined to approximately 12 minutes per week
The learning commons is used for	reading, guided inquiry units and a vast variety of individual and collaborative learning & research projects	mostly only book check out
Students learn to locate materials through	frequent practice	sporadic opportunities resulting in poor information retrieval skills
Students check out books	any day of the week	only on assigned days
Students are more likely to use	both fiction and nonfiction learning resources	fiction since the majority of books circulated tend to be fiction. Nonfiction circulation is minimal
Students	have unrestricted opportunities to browse, explore and use all collections	have minimized opportunities for listening, viewing, browsing, exploration and use of periodicals due to time constraints
Students tend to use the facility	independently	dependently rather than as independent users
When students reach secondary, they	are more likely to use the learning commons for recreational reading, listening, and viewing purposes	seldom use the library media center for recreational reading, listening, and viewing purposes
The licensed teacher-librarian	has flexible time to promote school-wide information, reading and media motivation programs	spends the day planning and teaching
Teachers tend to view the library media center/learning commons as	an extension of their own classroom	a peripheral subject area unrelated to their own instructional assignment

3.0 PURCHASING, VENDORS, AND WAREHOUSE

3.1 Vendor and Purchasing Policies

Vendor representatives are required to contact the purchasing department before contacting or visiting any school or staff member. See the district vendor and purchasing board policies below for more information.

- DJG/DJGA - [Vendor Relations, Sales Calls and Demonstrations](#)
- DJ [District Purchasing](#)
- DJA [Purchasing Authority](#)
- DJ-R [Purchasing Procedures-Regulation](#)
- DJC [Petty Cash-Superintendent File](#)

3.2 Douglas County Schools Strategic Sourcing and Contracting Department (SSCD)

As a publicly funded institution, we are obligated to use the most cost-effective means of purchasing. Consider the quality and durability of your purchases as well as the cost. A purchase order must be created for any purchases over the amount of \$5,000. The bookkeeper at your school can help you with this type of purchase. Please use our approved vendors even when you are using a P-card for smaller purchases.

[SSCD Website](#)
[Approved Vendors](#)

District Bid Lists

The School District solicits bids for technology and computer equipment. Equipment should be ordered from the district configurations posted on Purchasing's Google site. Access the configurations in Gmail>Sites>Purchasing and Contracting. The SSCD willingly obtains quotes for equipment not on the tech bid list to get you the best quality at the lowest cost. Be sure to contact them if the item you want is not on the configurations list.

3.3 Douglas County Schools District Warehouse

The Warehouse orders the most commonly used supplies, such as copy paper, in large quantities. You should use this source for most office supplies. Your school bookkeeper will have access to this catalog and be able to determine whether to use the warehouse (internal vendor) or a supplier (external vendor). If you have a new vendor you want to use, they can put a request in the Workday system for a new vendor.

3.4 Purchasing Library Books

When purchasing library books approved vendors must be used. Our approved library vendors provide free MARC records and processing saving time and money. [Approved Vendors](#)

DCSD has gone through the RFP (request for pricing) process, and has selected Follett Titlewave as the primary jobber, [Follett Library Resources Titlewave](#) is the approved vendor selected. We encourage you to order from Follett, whenever possible. There is no charge for shipping or preparing shelf-ready materials. MARC records are provided electronically to the district library programming staff for easy upload. We are requesting that you put in a help desk ticket for your orders over \$5,000 and do not use a PO for Follett ordering. **Please contact the DLMC @ dlmc-questions@dcsdk12.org for your school's username and password for Titlewave. These logins are standard for the District and should not be changed.** If you don't want to use Follett there are many other options available using our approved vendors, linked above.

Budgeting

The school district budget year runs from July 1 to June 30. The Principal determines the annual budget for the LMC at each site. In January of each year you should begin to consider the funding you will need for additional materials and equipment. If you are asked for input in this process, it will help to have data.

Plan to spend all the funds allotted to you early in the year. If funds are not spent, you may lose them — and your budget may be reduced for the next year. Your office manager/bookkeeper will provide you with budget information, procedures, and budget deadlines.

Reviews

Two positive reviews for fiction titles and at least **one** positive review for non-fiction titles before purchasing. The reviews should support the purchase by representing the grade levels of the individual school site. The most efficient means of checking for reviews on fiction and nonfiction is to look online for reviews from the sources below. More often than not, you will have to visit more than one site to get reviews. Non-fiction titles should have at least **one** positive review but two are preferred. The reviews should be from professional journals not Amazon or Good Reads. Examples are: School Library Journal, Publisher's Weekly, Booklist, Horn, or Kirkus. The DLMC has lists that they can share with you on books you might want to purchase for your school library collection.

Possible online sources for reviews that you don't have to pay for include:

- Follett Titlewave - www.titlewave.com
- Perma-Bound - www.perma-bound.com
- [Novel List](#) - DCL database. Need to have a public library card to access at home.

Current Standard Book Pricing

[School Library Journal](#) typically updates its list of average book prices annually, but didn't do so in 2024, stating book prices remained flat. You may use these as a guide when you are planning budget requests and replacement costs for missing items if the exact price for a lost item is not available. You can also go to Titlewave and find the current purchase price for a Follett Library Bound book.

Bindings

Library-bound resources are the most cost-effective binding choice for books. They have a far longer circulation life than hardback trade bindings. Follett, Perma Bound, and Mackin all offer books that have been rebound and have a lifetime replacement guarantee for any books that have a defective binding. **Paperbacks should not be purchased for our library collections at all possible.** Paperbacks do not have the durability to withstand the rigors of library usage, and are not a good investment.

Book Rebind Options

Re-binding is a good option to restore textbooks, compared to purchasing a new hardbound copy. It is an excellent way to restore books with complete pages but broken bindings.

Enclose a list and/or the number of total books being sent inside the box, along with a purchase order and any special instructions you may have. Without a list of titles inside the box, Bookbinders are not responsible for any discrepancies.

[Denver Bookbinding](#)
[Houchen Bindery](#)

4.0 COLLECTION DEVELOPMENT

4.1 Media Materials Selection Policy

Library Materials Selection and Adoption

Our libraries are measured by the standard to which they fall. At-Risk means this is the lowest level of an acceptable library collection. Standard means this is the middle level of an acceptable library collection. Exemplary means this is the highest level of an acceptable library collection [Handout](#)

DCSD Library Collection Standards Table

Collection Status	Emerging	Proficient	Exemplary
Elementary	No more than 15 years old and has 12 books per	No more than 10 years old and has 14 books per	No more than 7 years old and has 16 books per

	student	student	student
Middle School	No more than 15 years old and has 8 books per student	No more than 10 years old and has 10 books per student	No more than 7 years old and has 12 books per student
High School	No more than 15 years old and has 4 books per student	No more than 10 years old and has 6 books per student	No more than 7 years old and has 8 books per student

4.2 Collection Alignment and Collection Mapping

A three year collection alignment plan is needed to create a library collection that meets the needs of students.. A thoughtful and thorough collection alignment plan must be aligned to Colorado Academic Standards, the teaching and learning in your school, and the interests and reading levels for students in your school.

Collection mapping is one of the tasks in the creation of a **collection alignment plan**. When collection mapping, you use reports from Follett Titlewave and reports from your library database to analyze your holdings. The data gathered from these reports will give you a clear picture of the strengths and weaknesses of your current collection, age of collection, quantity, and quality of your collection, and can provide a basis for budget requests.

Analysis of the data provides curriculum-driven material purchase orders, tracks the growth and development of your collection, and provides evidence for your principal in establishing a workable budget that is not wasted on unneeded and unnecessary purchases.

The library programming team provides facilitated training to develop a collection alignment plan required before purchasing takes place. There is a strategic process for developing a collection alignment plan and the members of the library programming team facilitate this for all schools. Please call library programming for information about collection alignment.

District objectives for selection:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical standards.
- To provide materials on opposing sides of controversial issues within the collection so that young citizens may develop the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library media center.
- To provide materials that encourage not only the enjoyment of reading but also lead to the creation of lifelong readers.
- To provide materials for the school staff and community that represent timely educational and community issues.

The selection and development of the library/media collection is an ongoing and never-ending process. You must constantly reassess and reevaluate your collection.

If your library sources are out-of-date or inaccurate, you are dispensing misinformation to your students, staff, and community.

What materials must go through the selection process?

- All media center purchases
- All gifts and donations
- All Birthday Club donations
- All classroom materials (teacher's responsibility)
- All District Media Center purchases
- EVERYTHING!

Procedures for Selection:

Two positive reviews for fiction titles before purchasing and **one** positive review for non-fiction titles. The reviews should support the purchase by representing the grade levels of the individual school site. The most efficient means of checking for reviews on fiction and nonfiction is to look online for reviews from the sources below. More often than not, you will have to visit more than one site to get reviews. In selecting materials for purchase, the library staff evaluates the existing collection and consults: reputable, unbiased, professionally prepared selection aids. The reviews should be from professional journals, not amazon or good reads. Examples are: School Library Journal, Publisher's Weekly, Booklist, Horn, or Kirkus.

- Follett Titlewave - www.titlewave.com
- Perma-Bound - www.permabound.com
- [Novel List](#) - DCL database. Need to have a public library card to access at home.
- Specialists from departments and/or grade levels
- DLMC staff
- Personal recommendations from teachers and/or other librarians.

Materials are considered for purchase on the basis of:

- Overall purpose
- Timeliness / Permanence
- Importance of the subject matter
- Quality of the writing
- Quality of the production
- Quality of the medium selected
- Readability and popular appeal

- Authority
- The reputation of the publisher or producer
- Format and price
- Requests from students and staff
- Avoidance of stereotypes
- Two Age-appropriate and positive reviews
 - Titles should be appropriate for the students in your school. As an example, a 5-8 designation would be acceptable in elementary schools but a YA designation would not be acceptable for elementary schools. YA may be appropriate for MS and HS but reviews need to be read closely to determine if the book is appropriate for MS.
 - Example: Red Queen is rated YA. It is not appropriate to have this title in our elementary schools. (even if some parents are fine with their student reading the book). Looking at the reviews in Titlewave, you have two reviews for 9th and up and three reviews for 13 and up. You can easily defend this book at the middle school level.

In specific areas, the library staff follows these procedures:

- Gift materials are judged by basic selection standards and are accepted or rejected by the above standards.
- Multiple items of outstanding and much-in-demand media are purchased as needed.
- Worn or missing standard items are replaced as needed.
- Out-of-date/no longer useful materials are withdrawn from the collection.
- Sets of materials and materials acquired by subscription are examined carefully and are purchased only to fill definite needs.
- Salespeople must have permission from the district purchasing department before going to any of the schools. They must meet with the DLMC. They must also set appointments before visiting librarians.

Criteria for Selecting Non-Fiction and Reference Materials:

- Accuracy / Authority / Organization
- Written by a qualified author or specialist
- Accurate, current information
- Avoidance of stereotypes
- Generalizations supported by facts
- A clear distinction between fact, theory, opinion
- Adequate coverage for intended audience and purpose

Bindings choices:

- Library-bound materials are the most cost-effective binding choice for books. Our vendors offer different guarantees depending on where you purchase from.
- They have a far longer circulation life than hard-back trade bindings.
- Paperbacks should not be purchased.

[IJL - Library Materials Selection and Adoption](#)

4.3 - Weeding your Collection and Disposing of Materials

Weeding

Do not weed your collection in your first year working in the library. This is part of the collection alignment process and is done only after a five-year collection alignment plan has been created. [Here is a link to Weeding FAQ's](#). Always contact the Library Programming team before weeding.

Disposal of Textbooks and Library Books

- [DCSD Recycling Guidelines and Procedures](#) (updated in July annually)
- Charter Schools are responsible for their own discarding and recycling process.

Board policies for surplus and disposal

DN: [School Properties Disposal Procedure 05.06.2025](#)

DN-R: [Property Disposal Procedure Regulation 07.15.14](#)

Send an email to warehouse_questions@dcsdk12.org if you have questions.

4.4 Inventory

Another task included in creating a collection alignment plan is an inventory of your collection's holdings. **It is required that a complete inventory be taken every other year.** Since all schools are automated, the inventory may be done at any time during the school year. It is **not** necessary to have all checked-out materials returned for the inventory. The automated library system automatically inventories these materials during the process. Please contact our team for assistance.

5.0 Confidentiality and Copyright Compliance

5.1 American Association of School Libraries Confidentiality of Patron Records

[Colorado Statute 24-90-119.](#)

Privacy of user records.

- (1) Except as set forth in subsection (2) of this section, a publicly-supported library or library system shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or services or as otherwise having used the library.
- (2) Records may be disclosed in the following instances:
 - (a) When necessary for the reasonable operation of the library;
 - (b) Upon written consent of the user;
 - (c) Pursuant to a subpoena, upon court order, or where otherwise required by law.
- (3) Any library or library system official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

5.2 State Patron Confidentiality Law

[DCSD District Library Media Programming Statement](#)

Douglas County Schools upholds the Colorado State Patron Confidentiality Law. This law prohibits library staff from revealing the titles of resources checked out by patrons to any individual or entity. Please consider this limitation when requesting specific materials. If a material you request is checked out to another, we may not legally reveal the name of that individual. We appreciate your support in this matter.

The DCSD School District Attorney has approved the release of records regarding student checkouts to parents of the child.

5.3 Public Performance Rights Contract

The IT department coordinates the purchase of public performance site licenses for all local schools that allow schools to use films outside of the instructional setting, including indoor recess, daycare, and other public performance settings. The public performance site licenses with [Movie Licensing USA](#) are delivered to individual schools. Currently licenses expire at the end of November annually. When they are renewed they will be sent to you via inner-office mail.

Educational institutions must hold **public performance rights** for any DVDs used for indoor recess or any other non-educational or for-profit use.

6.0 Textbook and Instructional Materials Selection and Adoption

Novel and Textbook Adoption Process

Board Policies:

- IJL [Library Materials Selection and Adoption](#)
- IJ [Textbook and Materials Selection and Adoption](#)
- IJ-E [Textbook and Materials Selection & Adoption Request Checklist](#)
- IJ-E1 [Proposal to Adopt a Textbook](#)
- IJ-E2 [Proposal to Adopt a Novel/Book-Length Work \(Fiction, Nonfiction, Drama\)](#)
- IJ-R [Textbook and Materials Selection & Adoption](#)

6.1 Selection of Controversial Learning Resources and Controversial Books

Board Policies:

- IMB [Selection of Controversial Learning Resources previously IJA](#)
- IJA-E-3 [Guest Speaker Permission Form](#)
- IJA-R [Selection of Controversial Learning Resources](#)

6.2 Instructional Use of Media Resources

Board Policies:

- IJB [Instructional Use of Media Resources](#)
- IJB-R [Instructional Use of Media Resources Revised](#)
- IJC [Instructional Resources](#)

*Media resources include but are not limited to film, video, and electronic media.

6.3 Student Use of District Information Technology

Board Policies:

- JICJ: [Student Use of District Information Technology](#)
- JICJ-R: [Student Use of District Information Technology Regulation 10.08.2024](#)

6.4 Copyright Compliance

EGAD [Copyright Compliance](#)

EGAG-R [Copyright Compliance](#) Revised

Copyright Guidelines

The following information is provided to ensure that all district employees comply with the law as well as our Board approved copyright policy. Please visit the DLMC [Copyright](#) webpage for more information to help you understand copyright. If you have additional questions, call the Director of DCSD Library Program Services at 303-387-0600.

Video Recording and Broadcasting

Video recording guidelines developed by the Congressional Negotiating Committee apply only to off-air recording by non-profit educational institutions.

- **A broadcast program** may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed 45 consecutive calendar days after the date of recording. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated only when instructional purposes must occur during the first ten consecutive school days within the 45-calendar day retention period. The remaining 35 days may be used to review the recording for purchase.
- **Upon conclusion of such retention period**, all off-air recordings must be erased or destroyed immediately. Off-air recordings may be made only at the request of and used by individual teachers, and may not be recorded in anticipation of requests.
- **No broadcast program** may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- **All copies** of off-air recordings must include the copyright notice on the broadcast program as recorded. (Each library media center has a rubber stamp with the correct wording.)
- **Educational institutions** are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

In addition, the law specifies circumstances under which the making or distribution of single copies of works by libraries and archives for non-commercial purposes do not constitute a copyright infringement. Call DCSD Library Programming for additional information.

Digital Media and Computer Software

All copyrighted computer software is protected by the Copyright Law of the United States. The owner of a copy of a program may make one (1) copy or adaptation if it is necessary to utilize that program in conjunction with a machine or when it is for archival purposes. All other duplication or adaptation of software or manuals is prohibited unless prior permission from the publisher has been received.

- Computer software in the public domain may be copied.
- Appropriate licensing must be held for use of software, i.e. network license necessary for software to be networked.
- One computer program serves one machine. It is a violation of the Copyright Law to boot up multiple machines with one software program.
- All computer software must be stamped with the appropriate stamp available in your LMC or labeled with the “WARNING OF COPYRIGHT RESTRICTIONS” notice as printed in Attachment B.
- Licensure issues are ownership issues.

6.5 Copying Educational Materials

All duplication equipment, i.e. photocopiers, computers, CD-ROM stations, microfiche readers and printers, etc. must be labeled with the “NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS,” Attachment A, or labeled with the shortened statement, “This material may be protected by Copyright Law U.S. Code Title 17”. Fair use reasoning process.

Photocopy Warning Notice

Warning of Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of the copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is the purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, the fulfillment of the order would involve a violation of copyright law.

37 C.F.R. § 201.14 Attachment B

Software Warning Notice

Warning of Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.

Under certain conditions of the law, non-profit libraries are authorized to lend, lease, or rent copies of computer programs to patrons on a non-profit basis for non-profit purposes. Any person who makes an unauthorized copy or adaptation of the computer program, or redistributes the loan copy, or publicly performs or displays the computer program except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, the fulfillment of the request would lead to violation of the copyright law.

37 C.F.R § 201 [56 Fed. Reg. 7811, Feb. 26, 1991]

7.0 Challenges or Public Complaint About Learning Resources

Board Policies

KE [Public Complaints](#)

KEC [Public Complaints About Learning Resources](#)

KEC-E [Citizen's Request for Reconsideration of Learning Resources](#)

KEC-R [Public Complaints About Learning Resources](#) Revised

Library Book Challenge Procedure

When a community member (teacher, parent, student, administrator) brings a complaint to you about a resource held in the library, follow the steps listed below.

1. Listen carefully to the person's complaint. Do not take the complaint personally. Try to resolve this complaint at this level before moving to step 2.
2. Notify your Administrator and the District Library Program Director that there has been a complaint about a resource held in the library.
3. **DO NOT PULL THE BOOK/MATERIAL FROM THE SHELVES UNLESS THE ADMINISTRATOR WISHES TO REVIEW THE MATERIAL.** All materials remain on the shelf until a decision is made through the proper public complaint procedure.
4. Please view KEC-R above for steps to take to resolve the issue before you have the person fill out the Citizen's Request for Reconsideration.
5. When the complainant returns the filled-out form, give the form to the principal so that they may know precisely what the objections to the material are. Also, make a copy to send to the District Library Program Director so that they know the objections and can assist in the proper gathering of data.
6. Once the principal and the District Library Program Director discuss the objections, the material is taken back through the district's selection of learning resources policy to see if the material is still appropriate for inclusion in your school library.
7. The school principal and the District Library Program Director can decide together to keep, move, or deselect the material.
- 8.. Once the decision is made, the principal, school librarian, and the District Library Program Director should meet with the complainant to discuss the decision. If the complainant decides to further pursue the matter, it is now the principal's responsibility to take the complaint through the rest of the procedure. **(See Board File: KEC-R Procedures for Review)**

8.0 CATALOGING SERVICES

8.1 Authority Control

While not exclusively limited to the following, authority control is most frequently exercised over:

- Item records (e.g. call numbers, barcodes, circulation types, material types)
- Bibliographic records (e.g. MARC fixed and variable data fields)
- Authority records (e.g. subject headings, names, titles)

Library staff **may not change the following data** in the library database without direction and authorization from the District Librarian, System Admin, and Cataloging.

- Circulation type setups that are standardized
- Patron type setups that are standardized
- Access levels for all patron types that are standardized
- Call number patterns

After attending a training session, teacher-librarians and classified library paraprofessionals working under a licensed teacher-librarian in the library will be authorized to perform the following bibliographic control

- Adding item copies to existing bibliographic records
- Assigning sub-locations to resources
- Assigning circulation types to resources

8.2 Original Cataloging Guidelines and Standards

Original cataloging will be done for items not found in Destiny Alliance Plus database that support the curriculum at secondary schools only. Original cataloging includes the creation of the call number and full MARC record.

- All materials will be cataloged according to established standards for all district libraries.
- All materials will be cataloged on Destiny according to all AACRII, RDA, and MARC format rules and guidelines including descriptive cataloging, access points, subject analysis and heading, Dewey Decimal call numbers, etc.

8.3 Copy Cataloging vs Original Cataloging

Copy Cataloging

When MARC records are found on the Destiny/Alliance Plus cataloging database, it is quick and easy to proofread and make the changes needed to meet district specifications. This quick editing of records is called copy cataloging. When the perfect record exists that correctly describes the material being cataloged, catalogers edit and copy the record. Library staff who attend Add a Copy training will have the ability to add their own books to records found in Destiny. If you do not have the privilege to do this, you may place a barcode on your item and ship them to the DLMC for us to put your item into our catalog.

Original Cataloging

When MARC records do not exist on the Alliance Plus cataloging database, an original catalog record must be created for that item. Following all RDA cataloging rules, all of the ISBD punctuation rules, and the Dewey Decimal Classification rules, catalogers create the MARC record from scratch. Catalogers create the computer coding and programming for the material record so that the data is in the proper format to add to the library database.

When catalogers have to create an original record, they may spend 20-45 minutes on the description and programming depending on the complexity of the material being cataloged. Items from foreign countries, small independent publishers, or bookstores with their own publishing imprint (Barnes & Noble), usually need to have original cataloging records created. There are also many companies who do not send their materials to the Library of Congress for official cataloging. Other items that require a lot of original cataloging work are music, CD-ROMs, kits, videos, DVD's and other audio-visual materials.

8.4 Original Cataloging Requirements and Specifications

Before sending materials to the DLMC for Original Cataloging, the following are required:

- Make sure the item is not in Destiny. Check by ISBN, title, and author to confirm.
- If the item does not exist in Destiny, items are shipped to the DLMC for cataloging.
- Sites are granted 20 free original cataloging requests per school year. If a school exceeds this amount, a \$1.50 cataloging charge will be applied for each item.

When sending materials for cataloging:

- Use blue bags or gray library tubs when sending items to the District Library Media Center (DLMC). If you need these items, please contact Denise Taggart, Circulation Assistant: dbtaggart@dcsdk12.org
- Email lkozel@dcsdk12.org detailing the number of items you are shipping.
- Ensure each item has barcodes and property labels attached.
- Include a [packing list](#) of items.
- Processing can take up to 3 weeks to complete.

The District Librarian will do original cataloging of all materials meeting the district guidelines for selection. The following **will not** be cataloged:

- Book room resources
- Coloring books of a juvenile nature
- Items in poor condition (dirty, moldy, damaged, etc.)
- Items that contain erroneous information due to copyright age
- Items not meeting the District guidelines for selection
- Items not meeting current copyright laws
- Items that are not appropriately bound for library use
- Paperback items

If **LC subject headings** are not available, **LC Children's subject headings** may be used as the default.

**8.5 Cataloging Specifications
CATALOGING AND PROCESSING SPECIFICATIONS
FOR DIGITAL INTEGRATION SERVICES AND VENDORS
DOUGLAS COUNTY SCHOOL DISTRICT**

Automated Library System: **Destiny 23.0**

MARC Record Delivery: **Email**

Record Format: **USMARC 852 Holdings**

14-digit barcode symbology: **Code 3 of 9 (also called Code 39)**

852 location/holdings:

Subfield **_a** =school's site short name (3 - 5 alpha, all caps)

Subfield **_b** =sublocation (optional, provided by individual schools)

Subfield **_h** =classification part (DDC)

Subfield **_i** =item part (cutter)

Subfield **_p** =14 digits. No check digit

Subfield **_9** =price

Example of a book for Castle View High School:

=852 1\1\$aCVHS\$bSports\$h796.323\$iMac\$p3339008003700\$9p26.00usd

856 field must be included for all eBooks and eAudiobooks.

Cataloging

1. All materials must be cataloged according to RDA specifications.
2. MARC records should not be provided for any items not shipped.
3. MARC records will be provided for 100 percent of the items shipped.
4. All records must contain leaders coded according to USMARC rules.
5. All records must contain fully coded 008 fields and 007 fields where applicable.
6. 082, subfield **_a** =complete classification number (F And, 741.5 Mar, 92 Washington)
7. No files that contain CIP or partial records will be accepted.
8. Abridged Dewey and LC and LC Children's headings subject headings cataloging.
9. Cut to abridged Dewey (first prime mark), but limit to 4 digits past the decimal.

Contact Information: (Please email MARC records to District Librarian)

Lori Kozel lkozel@dcsdk12.org

8.6 Call Number & Processing Specifications

[Please see the Cataloging Procedures and Workflow Manual.](#)

8.7 Book Vendors with Cataloging and Processing

When purchasing library materials, approved vendors must be used. Our approved library vendors provide free MARC records and processing which saves you time and money.

As a publicly funded institution, we are obligated to use the most cost-effective means of purchasing and consider the quality and durability of a purchase as well as the cost. The District's contracted discounts will help you stretch your LC budget. If an order for books exceeds \$5,000, you must complete a purchase order or enter a help desk ticket to increase the limit on your p-card.

- [These vendors offer free MARC records](#)

Approved vendors will contact the District Librarian for barcode range and MARC record imports. For assistance with your first order, please call the vendor representative.

9.0 ACADEMIC STANDARDS

9.1 CAS, AASL and ISTE Standards for the 21st Century Learner

New State of Colorado Academic Standards (CAS) are approved by the Colorado Department of Education (CDE) on a rotating basis. DCSD uses CAS standards. Standards from ISTE-International Society of Technology in Education, and the American Association of School Librarians (AASL) Library Standards are additional tools to guide classroom lessons with students.

- [Colorado Department of Education Academic Standards](#)
- [International Society of Technology in Education Standards](#)
- [American Association of School Librarians Standards](#)

9.1 - [Lessons](#) are available for elementary school librarians to use if you want to use them.

10.0 PROGRAMMING

10.1 Book Fairs/Fundraising

Book Fairs are commercial fundraising events. Most schools use at least a portion of the proceeds of their book fairs to help fund the learning commons. Some librarians are very involved in presenting the book fairs and other fairs are managed entirely by parent volunteers. The vendors will provide guidance on what will be needed to support the event.

Most vendors require a choice of how the proceeds will be distributed; you may choose cash, material or combination distributions. The option to take cash is truly the wisest choice. You can then choose from a wider variety of books from other vendors and in a binding that will last longer. **Please do not pull paperbacks off of book fairs to put in your library collection.**

Book Fair materials do not have reinforced bindings and are intended for students at a price point that is affordable and accessible for students.

Other Fundraising Option - [TitleWish](#) in Titlewave - Launching and managing a successful Titlewish program is easy. Follett will set up your school's Titlewish website for you, and provide a toolkit full of everything you need to organize and promote your Titlewish. Once your program is over, you'll be able to use 100% of the funds raised to purchase new materials for your school. Please contact the DLMC for help with purchasing if you are trying to improve the condition of your collection.

10.2 Family Engagement and Whole School Events

The library is the perfect environment to engage families with literacy and other school events. Besides the individual school programs planned by the school staff, the district library programming team plans and facilitates district-wide library events. These events will be placed on our website and advertised to school librarians and principals.

[Literacy Programming](#)

Appendix A - Acronyms

[Abbreviations:](#)

AASL- American Association of School Libraries
ALA - American Library Association
CIA - Curriculum, Instruction, and Assessment
CLiC - Colorado Library Consortium
DCSD - Douglas County School District
DLMC - District Library Media Center
EDOS - Executive Directors of Schools
ELD - English Language Development
LEC -
GLE's - Grade Level Expectations
ILL - Inter Library Loans
IT - Information Technology
LC - Learning Commons
LMC - Library Media Center
MARC - Machine Readable Cataloging
OER - Open Educational Resources
PD - Professional Development (see CIA)
PLO - Professional Learning Outcome
SAC - School Accountability Committee
SAG - Student Advisory Group
SRS - Small Resource Sets
SSCD - Strategic Sourcing and Contracting Department
STARLab - Portable Planetarium (checkout at DLMC)