

Bandera ISD Library Policies and Procedures

BISD District Mission

The Bandera Independent School District ensures that all students in the district will have the opportunity to succeed at their highest individual levels, academically, ethically, and socially, allowing students to advance successfully throughout their lifetimes.

BISD District Library Mission

Bandera Independent School District libraries, in close collaboration with campus administrators and classroom teachers, will build 21st century learners through the school library media center by ensuring access to quality information and ideas.

BISD District Library Vision

The school library media center will address the curricular, informational, and recreational needs of our diverse populations by maintaining diverse print and multimedia collections; school librarians will teach students and staff to locate, analyze, interpret, evaluate, and communicate information and ideas ethically and responsibly.

BISD District Library Goals

Bandera Independent School District libraries strive to achieve the following goals:

- To develop a formal, collaborative work environment with faculty, staff, and administration that will ensure student success.
- To provide suitable and current materials to support teaching and learning.
- To support reading by encouraging all students to read for learning and for recreation.
- To provide leadership to students and professional learning communities in accessing, selecting, organizing, and presenting information using innovative technologies and quality resources.

Library Standards

Bandera Independent School District libraries are governed by BISD board policy and campus policy. In addition, Bandera Independent School District libraries adhere to

library standards published by the State of Texas and the American Association of School Librarians. Library instruction is guided by the Texas Essential Knowledge and Skills standards and supports the Texas College and Career Readiness Standards.

Standards and Guidelines for Texas:

<https://www.tsl.texas.gov/ld/schoollibs/sls/index.html>

American Association of School Librarians

<http://www.ala.org/aasl/sites/ala.org.aasl/files/content/guidelinesandstandards/learningstandards/AASLLearningStandards.pdf>

Texas Essential Knowledge & Skills Standards

<http://tea.texas.gov/index2.aspx?id=6148>

Texas College and Career Readiness Standards

<http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>

Statement on Censorship and Intellectual Freedom

BISD libraries support the American Library Association's Library Bill of Rights which can be found at the following link:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

Library Privacy Policy

The Federal Educational Rights and Privacy Act, 20 U.S.C. § 1232g, controls disclosure of a student's educational records and information. Bandera Independent School District School Board policy regarding student records can be found at the following link:

[http://pol.tasb.org/Policy/Download/149?filename=FL\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/149?filename=FL(LOCAL).pdf)

Copyright and Fair Use Guidelines

BISD libraries support American Library Association copyright and fair use guidelines.

http://www.ala.org/advocacy/intfreedom/iftoolkits/litoolkit/copyright_fairuse

BISD librarians provide copyright and fair use guidance to administrators, teachers, and students using current guidelines outlined by Carol Simpson and other experts on copyright in schools. (<http://www.carolsimpson.com/>)

Programs & Services

Interlibrary Loan

Interlibrary loan is available for library materials owned throughout the district. Students may request items for interlibrary loan through library staff on their home campus. Some libraries charge late fees for their materials. If the library from which the item is borrowed is one of the schools that charges fines, students will be responsible for paying overdue fees to that library in the event that materials are not returned on time.

Online Services

BISD libraries provide 24-hour access to online library catalogs, digital library content, research databases, and links to other student-related resources. Login information can be obtained from library staff.

Renaissance Learning Accelerated Reader

BISD elementary schools and middle schools support the Accelerated Reader program which encourages the following:

- developing a lifelong habit of reading;
- promoting reading fluency through regular reading practice;
- encouraging planning to attain long-term goals by setting aside time daily to achieve them;
- fostering reading stamina to increase academic success; and
- increasing exposure to vocabulary and ideas to equip students to meet the rigors of state and college-entrance assessments.

Scholastic Book Fairs

BISD elementary schools and middle school offer fall and spring book fairs each year. Information about book fairs can be obtained from the campus librarians.

Loan Policy

Books in the circulating collections may be checked out as follows:

Regular reading materials circulate for two weeks.

Follett ebooks circulate for two weeks.

Brytewave audio books circulate for three weeks.

Books must be present in order to be renewed.

The number of items that a student may check out is designated by the individual campus.

Borrowing privileges are rarely suspended; however, patrons may not be able to check out items if they have an excessive number of overdue items or if they have carried forth overdue items from previous years. Exceptions to this suspension may be made for materials needed for a class assignment at the discretion of the librarians. In that case, these patrons may check out one item for the assignment.

Fines Policy

Elementary campuses do not charge fines.

Secondary campuses charge a fine of \$0.10/day. The maximum fine per overdue regular print item is \$2.00. Secondary campuses offer a three-day grace period in which to turn in materials with no fine.

Items lost or damaged beyond repair will be assessed the full replacement plus processing fees. See policy below.

Lost & Damaged Materials

Patrons should report damage to library material upon check out as soon as they notice the damage. If the patron still wishes to check out material identified as damaged, a note indicating that the item was damaged will be entered, and the patron will be asked to remind the library staff that the material needs repair when he/she returns the item.

The total cost for each lost or damaged item will be the replacement cost plus processing fees. Replacement items will be ordered through district purchasing only. Payments will be made to the librarian or the library assistant, at which time a receipt will be given and the patron's record cleared. If a lost book is found and returned, the patron will be refunded the payment for up to one year.

Student Behavior

Student behavior guidelines should be posted in each library according to campus policy.

Acceptable Use of Library Computers

All students sign an "Acceptable Use Policy" at the beginning of the school year. This agreement outlines acceptable activities on district equipment. Any student found violating the agreement will be reminded of its terms. Other actions might include removal from the library or a report to an administrator. In addition to district policy, students must follow campus library computer use policy as outlined on signs posted in the library.

Collection Development

Selection Policy

The selection policy is intended to ensure that the library collection meets the needs of its community, supports BISD School Board policy, and fosters intellectual freedom to the individuals the library serves.

The school librarian will be responsible for the review, evaluation, and selection of the materials and will work cooperatively with administrators, teachers, parents and students to provide resources which support curricula, stimulate inquiry, and promote the overall educational program. The school librarian will meet annually with academic departments and administration to outline and prioritize collection development needs.

Once collection development needs are prioritized, the school librarian will begin to collect lists of resources from a variety of sources for possible inclusion into the library collection. Each item included must meet at least two of the following criteria to be included in the collection:

- received positive reviews from a reputable resource
- won an award from a reputable organization
- listed in a core list
- found in opening-day collections
- written by a key author
- on a best-seller list
- published by a key publisher
- considered a key work in a particular field
- recommended by a national organization in a related field
- found in the OPAC of a world class collection or institution

(Akin 2014)

The school librarian will consult booksellers, book reviews, best seller lists, and publisher catalogs to find the best resources at the best price. After the resource lists are compiled, materials will be evaluated prior to selection. As part of the evaluation process, the librarian will review the following:

- Titlewise analysis of current collection
- MUSTIE analysis of current collection*
- Circulation records
- Current and planned curricula
- Current and planned projects
- STAAR heat maps
- Campus Improvement Plan

The librarian will meet with faculty to prioritize selection of resources in light of budget constraints. The librarian will run a Titlewise analysis annually to determine the impact of the year's selections/de-selections on the overall library collection.

- *M **M**isleading or factually incorrect
- U **U**gly, worn and beyond mending or rebinding
- S **S**uperseded by a truly new edition or a much better book on the subject
- T **T**rivial (of no discernible literary or scientific merit)
- I **I**rrelevant to the needs or interest of the community
- E The material may be obtained expeditiously **E**lsewhere through interlibrary loan or reciprocal borrowing

(Texas State Library and Archives Commission 2008)

Weeding

BISD Libraries will use the **C**ontinuous **R**eview, **E**valuation, and **W**eeding (CREW) guidelines published by the Texas State Library and Archives Commission to deselect materials that meet the following criteria:

- no longer meet curriculum needs;
- are beyond reasonable repair;
- are inaccurate or inappropriate;
- are obsolete;
- are unused or unnecessary volumes or sets;
- are not circulating well.
- MUSTIE analysis of current collection*

Items which no longer meet the needs of the collection but contain accurate information may be transferred to other schools within the district, given to teachers, or discarded; items that present dated or inaccurate information will be discarded. After three months, magazines will be offered to the teachers or reserved for the district's mobile literacy center. Materials that are of current use will be repaired; items that get heavy use and are beyond repair and/or have lost pages will be replaced.

Gifts

To be included in BISD library collections, gifts must meet the same selection guidelines as purchased materials. Gifts or donated items become the sole property of BISD and will be integrated into the collection at its discretion. Since information can be quickly superseded by new research, gifts that do not meet the library's standard selection criteria will not be offered to teachers for classroom use, so students do not inadvertently confuse dated and current information; however, gift items may be offered to the public library for its monthly book sale or may be discarded. "The library will not provide appraisals for gifts for tax purposes; however, receipts will be given for monetary donations. Bookplates are available for items donated to the library and included in the library collection" (Wood 2009).

Reconsideration of Materials

According to BISD policy, a parent of a student, a student, a faculty member, or a community member may challenge an instructional material on the basis of appropriateness in the educational program. BISD libraries will try to resolve the matter informally by explaining to the complainant the selection process, the criteria for selection, the qualifications of the personnel making the selection, and the role the resource plays in the educational program. If the complainant is not satisfied, a formal challenge may be filed by completing the Request for Reconsideration of Materials form. When the form is returned, the principal will convene a reconsideration committee of at least one faculty member and some/all of the following: library staff, parent(s), district level staff, and student(s). Members of the committee will have the opportunity to review the material to determine if it meets the criteria in the selection policy. The committee will be guided by the belief that a constituent may raise an objection to a material; that a parent's right to limit reading, listening, or viewing extends only to his/her own children; and that the principles of the freedom to read, listen, and view must be defended as well (EFA Local A 2012). If the committee determines that the challenged material should remain in the collection, the parent will be offered alternate materials for his/her student. The complainant may appeal the committee's finding by following the BISD grievance procedure outlined in the BISD School Board Policy Manual. The challenged material will remain in circulation throughout the reconsideration process.

BISD Policy:

[https://pol.tasb.org/Policy/Download/149?filename=EF\(LOCAL\).html&title=INSTRUCTIONAL%20RESOURCES&subtitle=](https://pol.tasb.org/Policy/Download/149?filename=EF(LOCAL).html&title=INSTRUCTIONAL%20RESOURCES&subtitle=)

BISD Reconsideration of Materials Forms:

[http://pol.tasb.org/Policy/Download/149?filename=EFA\(XHIBIT\).pdf](http://pol.tasb.org/Policy/Download/149?filename=EFA(XHIBIT).pdf)

Facilities/Scheduling

Use of library facilities is managed through BISD.

<http://www.banderaisd.net/cms/lib4/TX01917637/Centricity/Domain/106/Facility%20Request%20Application%202014.pdf>

Bibliography

Akin, Lynn. 2014. "Criteria 14." Denton, TX: Texas Woman's University.

"CREW: A Weeding Manual for Modern Libraries." 2008. Austin, TX: Texas State Library and Archives Commission.

Wood, P. 2009. "Ryan Middle School Collection Development Policy." *Blackboard*. Texas Woman's University.

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