



Morgan Mill ISD Library Procedures

MMISD Beliefs

- MMISD students will reach their full potential through a variety of educational opportunities.
- MMISD students will develop into responsible leaders and become good citizens for their community.
- MMISD continues to create a community culture of family in which students feel loved and safe.

MMISD Vision

Mustang community today growing limitless opportunities tomorrow

MMISD District Mission

Morgan Mill ISD's mission is to educate, inspire, and empower our students to become successful, future community leaders in an ever-changing world.

MMISD School Library Mission

Morgan Mill Independent School District library, in close collaboration with administration and classroom teachers, will support 21st century learners by ensuring access to quality information and ideas accessed through digital and print resources.

MMISD School Library Vision

The school library will address the curricular, informational, and recreational needs of our school populations by maintaining quality print and multimedia collections.

MMISD School Library Goals

Morgan Mill Independent School library strives 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.
- To support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view.

Library Standards

Morgan Mill School library is governed by MMISD board policy. In addition, Morgan Mill School library adheres to library standards published by the Texas State Library and Archives Commission. Library instruction is guided by the Texas Essential Knowledge and Skills standards and supports the Texas College and Career Readiness Standards.

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. Morgan Mill Independent School District School Board policy regarding student records can be found in Board Policy on the MMISD website.

Copyright and Fair Use Guidelines

MMISD libraries support copyright and fair use guidelines.

Programs & Services

MMISD 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 or classroom teachers.

Renaissance Learning-Accelerated Reader

MMISD elementary students use 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.

Loan Policy

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

- Regular reading materials circulate for two weeks.
- Students may check out two books; however, a student may be restricted to checking out one book if he/she consistently loses or damages library materials. In most cases, if a student has two books checked out, he/she must return one in order to check out another book. Students may be able to check out more than two books for special projects/research if doing so does not negatively impact other students.
- Borrowing privileges are rarely suspended; however, students 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 librarian. In that case, these patrons may check out one item for the assignment.

Fine Policy

Items lost or damaged beyond repair will be assessed the full replacement. 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. Payments will be made to the librarian 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.

Student Behavior

L - Listen to the librarian

I - Inquire (ask) if you need help

B - Be responsible for your book and library materials

R - Respect others, read and talk quietly

A - Always walk, never run

R - Return books and materials to their proper places

Y - Your manners are appreciated

Collection Development

Selection Policy

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

- Enrich and support the TEKS and state and local curriculum
- Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards
- Encourage enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis
- Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The librarian will run a Titlewise analysis annually to determine the impact of the year's selections/de-selections on the overall library collection. MMISD 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:

- *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 Irrelevant to the needs or interest of the community
- E The material may be obtained expeditiously Elsewhere through interlibrary loan or reciprocal borrowing
(Texas State Library and Archives Commission 2008)

While weeding continues on a regular basis, the school librarian will concentrate on weeding the elementary collection in even years and the secondary collection in odd years.

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 in light of budget constraints. As part of the collection development process, the librarian will also consider the following information:

- Titlewise analysis of current collection
- MUSTIE analysis of current collection*
- Circulation records
- Current and planned curricula in consultation with teachers and administrators
- Current and planned projects
- Campus Improvement Plan
- Recommendations from students, parents, guardians, and teachers
- Responses to the "Suggest a Book for Our Library: form posted on the library website
- An annual meeting with teachers to discuss changes to curriculum and other upcoming needs
- An annual survey of students
- Context of the library material, including overall fit within the existing collection and support of district curriculum

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 professional journals in library science, recognized professional education or content journals with book reviews

- included in national and state award recognitions lists
- 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
- Covers topics, authors, series, or genres that fill gaps in the school library collection

The school librarian will consult booksellers, book reviews, best seller lists, and publisher catalogs to find the best resources at the best prices.

Items which no longer meet the needs of the collection but contain accurate information may be given to teachers, or discarded; items that present dated or inaccurate information will be discarded. 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 MMISD library collections, gifts must meet the same selection guidelines as purchased materials. Gifts or donated items become the sole property of MMISD 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 other entities 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."

Parental Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however,

the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Permission to Read Young Adult Literature

Since the Morgan Mill School library services pre-kindergarten through high school students, parents of high school students must sign a permission form to allow their student to read young adult (YA) literature, which may contain mature content, mature language, extreme violence, and adult content. YA books are marked with a YA label on the spine of the book and are only available to high school students with a signed YA letter.

Reconsideration of Materials

According to MMISD policy, A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy. MMISD 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. The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material, and if requested, shall restrict the child's access to the material objected to by the parent or guardian. A parent's or guardian's ability to exercise control over instruction and instructional materials, including library materials, extends only to his or her own child as set forth in education Code Chapter 26. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting

the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy. A formal challenge may be filed by completing the Request for Reconsideration of Materials form which may be obtained from the Superintendent's office. A copy of School Board Policy EFB (LOCAL) will accompany each form. When the form is returned to the Superintendent's office, the principal will convene a reconsideration committee within 10 days.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, and individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate

complaint policies, starting at the level immediately preceding Board consideration of a complaint.

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.