

Middlesex High School Media Center

Policies and Procedures

August 2016

Circulation Policies and Procedures

Policies

Loan Periods

Middlesex High School Media Center has established the following loan periods for materials.

Item Type	Loan Period
Nonfiction Books	2 weeks
Fiction Books & Graphic Novels	2 weeks
Back Issues of Periodicals	3 days
Current Issues of Periodicals	Overnight, due 8:00 am
Reference Materials	Overnight, due 8:00 am

Hold Policies

Students may request an item that is currently checked out, and it will be put on “hold” for them in the library. They will be notified when the book is available. Holds will be done on a first-come, first-served basis.

Renewal of Materials

Students may renew materials one time per item. They may not renew an overdue book.

Overdue Materials

Returning materials on time ensures materials are available for the use of other students and staff. Prompt return of library materials is strongly encouraged.

The Middlesex High School Media Center is responsible for issuing overdue notices and fines for overdue materials. The media specialist has developed a process by which students are notified of overdue materials by courtesy notices delivered to their English classes. The notices will be issued when the materials are 3 days overdue, 10 days overdue, and a final warning will be issued when 20 days overdue. After 30 days, if library materials are not returned, they are considered lost and the student or faculty member will be charged for their replacement.

Fines are \$0.05 a day, including weekends and holidays, with a maximum fine of \$5.00.

Lost and Damaged Materials

Lost Materials

When a book is more than 30 days overdue, it will be considered lost. Fees on a particular item will vary according to the item's retail cost. Seniors will not be allowed to graduate if fines for overdue books are outstanding.

Damaged Materials

The student or faculty member will be charged for the cost of replacing any damaged materials.

Restriction of Library Privileges

The Middlesex High School Media Center reserves the right to restrict, suspend, or revoke media center privileges according to the judgment of the media specialist. The following situations show examples of activity that may result in a loss of media center privileges: numerous lost or damaged materials, chronically overdue materials, theft or

attempted theft of materials, and/or other cases as the media specialist and administration deem appropriate.

Collection Development

Media Center Mission Statement

The Middlesex High School Media Center strives to provide an environment in the school that will help support learning, discovery, and literacy, as well as independent study and personal reading, through books, media, and activities. The media center supports the faculty and staff and works to help assist and augment the learning going on both in the classroom and outside of it.

Selection Policy

Statement of Policy

The policy of the Middlesex High School Media Center is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers.

Responsibility

The responsibility for the selection of resources in the Middlesex High School Media Center will be the responsibility of the Middlesex High School Media Specialist. Materials shall be chosen by the media specialist alone, and in conjunction with administration, faculty, staff, and students.

Criteria for Selection

The following criteria will be used as they apply:

1. Resources shall support and be consistent with the general educational goals of the state, district, and individual school and specific courses.
2. Resources shall be chosen to enrich and support the curriculum and the personal needs of students, faculty, and staff.
3. Resources shall meet high standards of quality in

- Artistic quality and/or literary style
 - Authenticity
 - Educational significance
 - Factual content
 - Physical format
 - Presentation
 - Readability
 - Technical quality
4. Resources shall be appropriate for the subject area, age, emotional development, ability level, learning styles, and social development of the student population.
 5. Learning resources shall be designed to provide a background of information that will motivate students, faculty, and staff to examine their own attitudes and behavior; to comprehend their duties, responsibility, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
 6. Resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

The selection of resources on controversial issues will be directed toward maintaining a balanced collection representing various views. Resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

Selection Tools

The following professional resources are available to assist the Middlesex High School Library Media Specialist in the selection of new materials; however, they are not limited to the use of these tools.

- School Library Journal
- Kirkus Reviews
- Booklist
- Voice of Youth Advocates

- Other sources will be consulted as appropriate. Whenever possible, the actual resource will be examined.

Recommendations for purchase involve administrators, teachers, students, district personnel, and community persons, as appropriate.

Gifts are welcomed by the Middlesex High School Media Center. All gift materials will be evaluated by the criteria outlined here and will be accepted or rejected as a part of the collection based on those guidelines. Any gift book not accepted into the collection will be placed in the Middlesex High School Used Book Sale, the proceeds of which will be used to purchase books, media, and other materials for use in the media center.

Selection is an ongoing process that includes both the addition of new materials as well as the removal of materials deemed no longer appropriate, and the replacement of lost and/or worn materials which still have value in the collection.

Weeding

The Middlesex High School Media Center understands that maintaining an appropriate, up- to-date, and useful collection requires periodic evaluation to remove and replace materials which are no longer useful. While these guidelines have been created to help with the weeding process, the final decision concerning removal and/or replacement of any media center materials rests with the library media specialist.

Guidelines

These are general guidelines for the removal and/or replacement of media in the library. In the end, final evaluation of materials will rest with the library media specialist.

- Worn materials: dirty, brittle, yellowed and/or missing pages, torn or worn covers, etc.
- Poorly bound volumes
- Audio-Visual materials with missing and/or broken pieces.
- Unneeded Duplicate Titles
- Older editions
- Books which no longer relate to the curriculum or needs of the students
- Materials with dated and/or inaccurate information

- Poorly written materials
- Nonfiction books not checked out within the last seven years
- Fiction books not checked out within the last five years

Procedures for Challenged Materials

Statement of Policy

Anyone who resides in or is employed by the school district may formally challenge materials used in the Middlesex High School Media Center on the basis of appropriateness. This procedure is designed to consider the opinions of those persons within the school and community who are not directly involved in the selection process.

Request for Information Reconsideration

If Middlesex High School receives a complaint regarding a media center resource, the school will try to resolve the issue informally. The principal, media specialist, or other appropriate staff member will explain to the complainant the school's selection process, criteria, and qualification of those persons selecting the resource. They will also explain the place the questioned material has in the educational program, its intended usefulness, and any additional information regarding its use, or refer the complainant to someone who can identify and explain the use of the resource.

If the questioner wishes to file a formal challenge, they will be given a copy of the school's Selection of Learning Resources policy, and a [Request for Reconsideration of Library Resources form](#).

Request for Formal Reconsideration

Preliminary Procedures

Each school will keep on hand and make [Request for Reconsideration of Library Resources forms](#) available. All formal objections to any media center materials must be made on these forms. The Request for Reconsideration of Media Center Materials form will be signed by the questioner and filed with the Library Media Specialist.

The principal shall be informed of the formal complaint received and the request for

reconsideration will be referred to a reconsideration committee at the school level for reevaluation of the resource.

The Reconsideration Committee

Upon receiving a request for formal reconsideration of a learning resource, the principal shall appoint a reconsideration committee including the following membership as appropriate:

- One member of the school administration
- One member of the school teaching staff
- One member of the media center professional staff
- One member of the school consultative committee
- One students chosen from the school population

Once the committee has been appointed, a convener of the reconsideration committee will be named, and the committee will arrange to meet within 10 working days after the complaint is received. The committee may choose to consult district support staff and/or community persons with related professional knowledge. The committee will review the challenged resource and judge whether it conforms to the principles of selection outlined in the Selection of Learning Resources policy.

Resolution

The reconsideration committee shall:

- Examine the challenged material
- Determine professional acceptance by reading critical reviews of the resource
- Weigh values and faults and form opinions based on the material as a whole, rather than on passages or sections taken out of context
- Discuss the challenged resource in the context of the educational program and/or library collection
- Discuss the challenged item with the individual questioner when appropriate
- Prepare a written report

The written report will be discussed with the individual questioner if requested, and shall be retained by the school principal, with copies kept by the library media specialist. These

written reports, once filed, are confidential and available for examination by trustees and appropriate officials only. The decision of the reconsideration committee is binding for the individual school. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the School Board as the final review panel.

Guiding Principles

1. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by policies enacted by the School Board.
3. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. Middlesex County Public Schools supports the Library Bill of Rights, adopted by the American Library Association. (A copy of the Library Bill of Rights is attached to this policy.) When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
7. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection or use of the material.

Computer, Internet, and Printing Policies

The Middlesex High School Media Center provides computer and internet access for

students visiting the library. Because there are limited numbers of computers available, the following policies will apply:

- Students are expected to use the computers and internet for academic purposes only. Game playing, social media, and other such uses are not permitted.
- Printing will only be available for school assignments, and color printing will only be allowed in specific, pre-approved instances. Students must submit materials to be printed to the library media specialist for approval and printing.
- All students using computers in the library must have a signed AUP on file with the school, or they will not be able to use the computers.

Bibliography

ALA | Workbook for Selection Policy Writing. (1998, October). Retrieved August 03, 2016, from <http://www.ala.org/Template.cfm?Section=dealing>

Baumbach, Donna J. & Miller, Linda L. *Less is More: A Practical Guide to Weeding School Library Collections*. Chicago: American Library Association, 2006.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ALA | Library Bill of Rights. (1996, January). Retrieved August 03, 2016,
from <http://www.ala.org/advocacy/intfreedom/librarybill>