

Community Unit # 2 School District Library Policy Manual

Library Policy Committee:

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Policy Adopted by School Board on

Created in conjunction with publications
from the following organizations:

**American Library Association
American Association of School Librarians
Illinois School Library Media Association
Community Unit # 2 School Board
Community Unit # 2 Teacher Education Association
Shawnee Library System
Illinois State Board of Education**

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Community Unit # 2 Library Mission Statement

The mission of the Community # 2 school library media programs is to ensure students and staff are effective users of ideas and information and to promote activities which encourage life-long reading and learning skills.

Community Unit # 2 Library Program Goals

To accomplish our mission statement, the library media programs continuously strive:

1. To provide intellectual and physical access to materials in a variety of formats for educational purposes.
2. To work with educators in the selection, organization, and distribution of materials to meet the needs of the curriculum and the individual learner.
3. To provide in-service education for teachers and students in the use of print, non-print, and online library resources.
4. To provide instruction in library procedures and information literacy skills.
5. To provide reference and bibliographic services.
6. To provide guidance in reading, reference, listening, and viewing for all students.
7. To stimulate interest in reading, viewing, and using information and ideas

[Adapted from ISLMA Linking for Learning (1999) and ALA Information Power (1988)]

Community Unit # 2 Library Selection Policy

I. Objectives of selection

The primary objective of Community Unit # 2 school library program is to implement, enrich, and support the educational curriculum of the district. It is the duty of the librarian to provide a wide range of materials on all levels of difficulty with diversity of appeal, and the presentation of different points of view.

To this end, the Community Unit # 2 school library programs reaffirms the AASL Information Literacy Standards for Student Learning and the Illinois Learning Standards (see appendix) as well as the mission, goals, and objectives of the school district and asserts the selection policy is based on the following principles:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests and abilities, and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, and aesthetic values, and ethical standards.
- To provide background of information which will enable student to make intelligent judgments.
- To provide materials on opposing sides of controversial issues
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our world.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive, appropriate library collection.

See the Community Unit # 2 Board Policy Manual on Instructional Materials Section 6:210 for additional information.

II. Responsibility for Selection of Library Materials

A "library material" is any item purchased under the selection policy of the school library for exclusive use in the library or circulated by the library's circulation system (i.e. has a barcode) for a designated length of time. This may include print, non-print, and electronic media such as books, magazines, digital cameras, laptops, etc. Items without a library barcode are not subject to replacement or repair through the library's budget. Library materials are not intended for the exclusive use of departments, teachers, or clubs and organizations on semester or yearly basis.

Selection of materials involves many people: principals, teachers, supervisors, and library media specialists. The responsibility for coordinating the selection of library materials and making the recommendation for purchase rests with professionally trained personnel.

See the Community Unit # 2 Board Policy Manual on Instructional Materials Section 6:230 for additional information.

III. Criteria for Selection of Library Materials

According to Community Unit #2 Board Policy 6:230 (adopted June 21, 1999):

“Materials should be selected on the basis of encouraging the growth of knowledge and developing literary, cultural and aesthetic appreciation and ethical standards.”

Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.

Materials for purchase should meet high standards of quality and appropriateness. Items are considered on the basis of:

- Overall purpose/educational significance
- Timeliness or permanence
- Importance of the subject matter
- High degree of potential user appeal
- Quality of the writing/production

- Contribution to representative views on controversial issues
- Readability
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and significance of author/artist/composer/etc.
- Favorable reviews from selection sources
- Format and price

Requests from faculty and students are given consideration.

Gift materials are judged by the basic selection standards, and are accepted or rejected by these standards.

The same criteria for selecting may also be used at the librarian's discretion for deselecting (weeding) materials from the collection in addition to an item's physical condition or obsolesce. (See appendix: Evaluating Library Collections).

IV. Access to Electronic Networks

The library media programs accept the challenge of working with students and faculty to include electronic resources, including the Internet, as part of the educational program in order to promote and facilitate resource sharing, innovation, and communication.

Regarding computers located in the school libraries, the media specialists enforce the acceptable use policy of the district, which contains rules, appropriate uses, ethics, and protocol for using the district's computer network infrastructure and purchase database services which comply with the library materials selection policy.

The Community Unit # 2 School District complies with federal law regarding Child Internet Protection Act (CIPA).

See the Community Unit # 2 Board Policy Manual on Instructional Materials Section 6:235 for additional information.

V. Challenged Materials

Despite the care taken to select valuable materials for student and teacher use, a public citizen will make occasional objections to a selection.

The censorship policy is outlined by the Unit # 2 Board and Association Agreement (known as the Contract) in Section 2.4 (see appendix).

To expedite the process, a form supplied by the superintendent's office and approved by the school board must be used by the complainant (see appendix).

By contract agreement, "the disposition of the disputed material will be at the discretion of the Superintendent pending the action of the Board."

Community Unit # 2 Library Program Planning & Leadership

Effective school library media programs are the result of strong curricular and instructional leadership. Such leadership cannot occur without planning and professional development.

As a framework for excellence, the school library media specialists must be given opportunities to achieve the standards set forth by ISLMA Linking for Learning, the Illinois State Per Capita Grant, and the Shawnee Library System membership requirements.

These include but are not limited to:

- A planned meeting with her/his building principal at least once a year to discuss goals and objectives of her/his respective library programs.
- A planned meeting for district librarians at least twice a year during designated school improvement days.
- A planned meeting with all district librarians and the superintendent no less than once per school year.
- A presentation by at least one district librarian (in agreement with the other librarians) to the school board at a regular public meeting no less once per school year to satisfy the Illinois School Library Per Capita Grant.
- Submission of the annual school data form, interlibrary loan form, or any additional forms requested by Shawnee Library System.
- Participation/attendance at a Shawnee Library System sponsored system orientation within two years of joining the Unit # 2 library staff per SHLS membership requirements.
- Participation/attendance at a Shawnee Library System sponsored interlibrary loan training session once every three years per SHLS membership requirement.

- Participation/attendance at a minimum of one continuing education event each school year. These may include courses offered by Shawnee Library System, the Illinois State Library, or approved CE provider including Illinois School Library Media Association (ISLMA) per SHLS membership requirements.
- District librarians are strongly encouraged to maintain institutional or personal memberships in the Illinois School Library Media Association (ISLMA), Illinois Library Association (ILA), the American Association of School Librarians (AASL) or American Library Association (ALA) or other professional organizations.
- District librarians are strongly encouraged to participate in school leadership groups such as but not limited to school improvement teams, curriculum committees, technology groups, and advisory boards.
- District librarians are encouraged to exchange ideas with administrators, faculty, and students in designing and implementing programs that encourage interest in reading and literature.
- District administrators and board members are encouraged to review the contents of the district's library policy manual, ISLMA's Linking for Learning, and the Shawnee Library Systems Requirements for Membership document in compliance with the Illinois School Library Per Capita Grant.
- District administrators and board members must demonstrate a fiscal commitment to the school library per the Shawnee Library System membership requirements.
- District administrators and board members are strongly encouraged to review the ALA position statements regarding independent reading and flexible scheduling in school library media programs.
- District administrators and board members are encouraged to explore options that would allow for each building to have its own library media specialist.

Robinson High School Procedures (Student Handbook)

1. All students are entitled to use the library and check out materials with a valid student ID card or planner.
2. Books marked “reference” are to be used only in the library.
3. All other books may be borrowed for two weeks (15 school days) unless otherwise indicated by the circulation computer. Current magazines may be checked for one day.
4. Library privileges may be suspended or revoked for failure to return overdue or pay fines. Detention or loss of open campus lunch may also result from delinquent library records.
5. Books may be renewed once or at the librarian’s discretion. A fine of ten cents per school day is charged for each overdue book (for a five dollar maximum). A fine of one dollar per school day is charged for overdue current magazines. Individual overdue notices are sent at midterm and end of quarter. Although attempts are made to contact students with delinquent records, it is the responsibility of the student to check his/her fine records in a timely manner.
6. Damage to books and lost books are the responsibility of the student. Students will be charged for damaged or lost books.
7. Charges on lost books that are later found and returned shall be refunded minus a fine, the amount of which is determined by the librarian and principal.
8. No books or other library materials may be taken from the library without being properly checked out. Students may not use another’s ID, planner, or name to check out materials.

Board of Education of the Community Unit # 2 School District
and the Community Unit # 2 Teachers Education Association
Agreement Policy on Censorship

2.4 Censorship

If an individual or group attempts to censor any textbooks, library materials or other instructional materials, the following procedure will be implemented:

- A. All complaints regarding the use of any instructional or educational materials shall be submitted to the administration by a resident of the district.**
- B. A committee of employees competent in the pertinent subject area will be appointed by the Superintendent. The Association may name one member to any such committee. The committee shall review the complaint and submit a written recommendation to the Superintendent.**
- C. The Superintendent shall review the committee's recommendation and shall forward it and the Superintendent's own recommendation to the Board. Disposition of the disputed material will be at the discretion of the Superintendent pending action of the Board.**

Request for Reconsideration of Library Resources

The Board of Education for Community Unit # 2 School District of Robinson, IL, has delegated the responsibility for re-evaluation of library/educational resources to a committee of district employees competent in the pertinent subject area of the disputed material.

The established reconsideration procedures to address concerns about a particular resource begins with a formal written complaint submitted by a resident of the school district to the administration. Completion of this form is the second step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the superintendent office located at 206 S. Jackson, Robinson, IL 62454.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? _____ Organization? _____

If organization, name here _____

Resource on which you are commenting:

_____ Book _____ Textbook _____ Video _____ Display

_____ Magazine _____ Library Program _____ Audio Recording

_____ Newspaper _____ Electronic information/network (please specify)

_____ Other _____

