

BRONAUGH R-7 LIBRARY MEDIA CENTER

MISSION

The Bronaugh Library Media Center program will help students in locating, evaluating, and using information. Students will be given experiences, which will promote appreciation of literature and help them acquire skills to use technology as an information resource. The library shares the responsibility with the classroom teachers for teaching information and research skills that will enhance and enrich student learning.

BRONAUGH LIBRARY MEDIA CENTER PROGRAMS

Bronaugh LMC uses flexible scheduling to enrich the students learning experiences. Grades K-6 have a fifteen to twenty minute check out time each week. They may also return and checkout books any time the library is not in use by another class. The high school and junior high have checkout time scheduled by their classroom teachers. Teachers of grades K-12 schedule use of the library, computer lab and viewing room for special projects which promote the enjoyment of reading, and the use research skills. The library media specialist and teachers plan and co-teach special projects. The LMC is open thirty minutes before school, during the lunch period (25 minutes), and thirty minutes after school during the regular school year. The library is open during summer on a schedule set up to coordinate with summer school.

LIBRARY MEDIA CENTER GOALS

1. Keep the collection up to date with materials, which support the curriculum, and includes materials for all reading levels.
2. Keep the professional library up to date with materials, which will support and enhance the curriculum.
3. Keep the non-fiction areas current.
4. Add fiction at all levels to encourage the enjoyment of reading.
5. Keep current software and hardware in the LMC computer lab.
6. Weed older books and either replace them with new editions or a more suitable title.

LMC OBJECTIVES

The objectives of the LMC are to be a service agency that is:

- an integral part of the district's education system.
- designed primarily to meet the informational, instructional, and curriculum needs of students and faculty.
- responsible for the collection, organization, inventory, and processing of all types of library media and the dissemination of such information and media.
- one of the schools primary components with responsibility for teaching information literacy, research skills, joy of reading, and use of library media.
- an environment in which students and faculty can pursue intellectual and recreational interest.

BRONAUGH R-7 COLLECTION DEVELOPMENT

The media center will provide a balanced collection of materials in numerous formats. The library has over 10,000 titles including fiction, non-fiction, video, CDs and reference materials for kindergarten through twelfth grade. The library keeps about 35 magazine subscriptions and two newspapers as well as a variety of magazines and newspapers available to students and staff online through Morenet. A library of professional materials is kept for faculty use. Each spring as well as through out the year teachers and students may submit a request for materials to be added to the library collection. Through requests from staff and students, surveys, and information gathered for the state core data report new materials are selected each year for the library. The librarian is in contact with the school curriculum coordinator and teachers, so knowledge of materials needed to support the curriculum may be acquired. Books to support the Title 1 reading program are also included in the collection. Audio-visual equipment for classroom use is furnished for faculty check out. A computer lab with Internet access is maintained and kept up to date for student and faculty use. A membership in Greenbush Technology Center provides the district with access to thousands of educational videos for classroom use.

**BRONAUGH R-7
SELECTION POLICY**

The library media specialist (with input from the teachers) shall select materials, which will enhance the teaching/learning environment. The library media center will provide materials to aid students in gathering the information they need to further their education and promote the enjoyment of reading. The LMC will select materials to enrich and support the district's curriculum and assist teachers in achieving the district's educational goals.

The LMC will provide resources presenting all points of view on current and historical issues and for a variety of interests. Materials will be provided for all educational levels and programs. New materials will be added to the LMC as budget allows. The materials selected will comply with board policy 6510 on selection.

**BRONAUGH R-7
WEEDING POLICY**

The library media specialist will delete and replace (when necessary) materials from the LMC according to usage by patrons, physical condition, copyright or a combination of these factors. The library media specialist will be the judge of what materials will or will not be weeded. This will be an ongoing process and follows board policy 6510 on weeding.

**BRONAUGH MEDIA RESOURCE CENTER
WEEDING SHEET**

**CALL
NUMBER** _____

TITLE _____

AUTHOR _____

**REASON FOR
REMOVAL** _____

**DATE
REMOVED** _____

**BRONAUGH R-7
COPYRIGHT POLICY**

The Board recognizes that unlawful copying and use of copyrighted materials contributes to an attitude of disrespect for the law; which is not in agreement with the educational goals of the district.

The Board directs that district employees adhere to the provisions of the Title 17 of the United States Code, titled "Copyrights", and other federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials. The Board directs that unlawful copies of copyrighted materials may not be produced on district-owned equipment or used in district-owned facilities.

The Board directs the administration to provide district guidelines to employees that discourage violation of copyright laws. Employees who make and or use copies of copyrighted materials in their jobs are expected to be familiar with and follow published provisions regarding use of such materials and if requested to provide justification for copies that have been made or used. Any employee who violates the copyright policy does so at his/her own risk and assumes all responsibility and liability. Board Policy 6521

**BONAUGH R-7
CONFIDENTIALITY POLICY**

The Bronaugh R-7 School District recognizes the need for protection of the confidentiality of school library records as defined in the Missouri statutes (H.B. 1372) and the policy of the American Library Association. Consistent with those documents no person (certified, noncertified, or volunteer) will release any part of any library record of any student, faculty, or other library user to any third party except under stipulations as defined in Section 2 of H.B. 1372. Board Policy 6522

**BRONAUGH R-7
CIRCULATION POLICY**

The school library media center will provide access to information for students and help them acquire the skills to gather and use this information as needed in an information dependent society. Teachers and students will have access to a wide range of materials to accommodate their learning or teaching styles and interests.

Policies of the LMC and the systems set up for circulating materials and equipment ensure and encourage students and teachers to use LMC materials at school, at home, and in the LMC.

Circulation systems protect the privacy of the user.

The librarian keeps equipment in working order and efforts are made to keep the media technology up to date.

**BRONAUGH R-7
GIFTS POLICY**

The Bronaugh R-7 School welcomes gifts of books, media, subscriptions to periodicals, art and other educational equipment and materials or money for the purchase of library media center materials and equipment. Gifts are accepted that meet the standards of the district's selection policy.

Gifts are irrevocable and those not added to or deleted from the collection may be disposed of as the library media specialist deems appropriate. The library media specialist or appointed school personnel reserve the right to determine appropriate use and maintenance of gifts.

BRONAUGH R-7
PROCEDURES FOR RECONSIDERATION OF MATERIALS

Despite the quality of the selection process there will occasionally be objections to materials selected for library use. If materials are questioned, the principles of intellectual freedom, the right of access of materials and the integrity of the certified library personnel must be defended rather than the materials.

These procedures are to be followed if a complaint is made against library materials:

1. The complainant will be informed of the selection process.
2. The complainant will be requested to fill out a formal request for reconsideration of materials form.
3. The superintendent, principal and other appropriate personnel will be informed of the complaint.
4. The challenged materials will be kept on the shelves during the reconsideration procedure.
5. When the completed form is received the principal will request the review of the challenged material by a review committee within fifteen working days. The principal will notify the superintendent that a review is being done. The principal appoints the review committee with the concurrence and assistance of the certified library media personnel. It must include the library professional, representatives from classroom teachers, and one or more parents.
6. The review committee will follow the following procedure after receiving the challenged material:
 - a. read, view, or listen to the material in its entirety.
 - b. check the reviews for the materials and consult recommended lists.
 - c. determine to what extent the material supports the curriculum.
 - d. complete the checklist for the school media advisory committee.
 - e. the decision of the review committee is then sent to the principal.
7. The complainant will be informed by the principal of the committee's decision and superintendent will be notified in writing of the decision.
8. The complainant may make a written appeal to the superintendent concerning the review committee's decision.
9. The complainant may make a written appeal to the School Board concerning the superintendent's decision.
10. The decision on retaining or withdrawing the challenged material will be as mandated by the School Board.

LIBRARY MEDIA CENTER RULES FOR STUDENTS

Students K-6 may check out one book at a time for a period of two weeks. Students 7-12 may check out two books for a period of two weeks. Students will be charged a fine of .05 per day for overdue materials. Reference materials may not be checked out or leave the library. A charge will be made to students who lose or damage library materials or equipment. No check out of library materials will be allowed until reimbursement is made to the library for lost or damaged materials or equipment.

NO food, gum, or drink may be brought into the library, computer lab, or learning center at any time.

All students must have a signed permission slip on file to use the Internet in the computer lab. NO EMAIL OR CHAT ROOMS are allowed. Any student using the Internet inappropriately will lose the privilege of using the computer lab.

Students may use the library for educational purposes 30 minutes before school, during high school lunch period, and after school for 30 minutes.

LIBRARY MEDIA CENTER RULES FOR FACULTY

Faculty may check out materials (10 items at one time) for up to ONE MONTH. At the end of this time materials must be returned to the library. Use of the library, computer lab, learning center, and equipment (VCRs, Televisions, cameras, etc.) must be scheduled one week in advance. Videos must be requested the day before they are needed.

If you bring a class to use the library you must make sure that they do not have gum, food or candy and they follow the library rules. Teachers may send two unsupervised students to the library at a time. If more than two students need to use the library the teacher must accompany them. Students will be allowed 15 minutes to check out materials and then they will be sent back to class. No unsupervised student may use the computer lab (teachers must supervise students in the computer lab). High School /Jr. High students may not check out materials during elementary check out time. Please do not allow students who do not have a signed permission slip for the Internet to use the Internet. No chat rooms or email are allowed for students.

Faculty may request materials to be purchased for the library. To request items please write out your request and it will be placed in a file and considered for purchase.

Please complete and return to the librarian.

1. Is the librarian willing to assist you in locating needed classroom and research materials?
Yes_____ No_____ NA_____
2. Is the librarian helpful in getting equipment ready for you when it is requested?
Yes_____ No_____ NA_____
3. Is the librarian knowledgeable concerning what resources are available to you as a faculty member?
Yes_____ No_____ NA_____
4. What comments do you have concerning the media center?

5. Does the librarian consult you on what materials you would like to have in the library?
Yes_____ No_____ NA_____
6. Do you know where the professional library is located?
Yes_____ No_____ NA_____
7. Are you informed of new acquisitions?
Yes_____ No_____ NA_____
8. Do you or your students use the LMC and or its materials and equipment to enhance student learning? Yes_____ No_____ NA_____

