

# **Albany Unified School District**

## **District Library Media Center Policy**

### **Mission**

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats.
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
- by working with other educators to design learning strategies to meet the needs of individual students.

--Information Power: Guidelines for School Library Media Programs (1988), p. 1

### **I. Collection Development Policy**

#### **Introduction**

The School Library Media Centers of the Albany Unified School District provide materials and services to help the students and staff obtain information to meet their educational, professional and recreational needs.

Materials include books, periodicals, newspapers, databases, textbooks, kits, videos, audio-tapes, still visuals, maps, realia, computer software, CDs and any new format that will become available with technological developments.

The Collection Development Policy will be reviewed by the District Library Committee annually and revised as necessary.

The implementation of the Collection Development Policy will be the responsibility of the site Librarian and the Library staff.

#### **Purpose**

The resources are selected in order to:

- a. Support and enrich the educational program of the Albany Unified School District, and in particular, the development of reading and information skills.
- b. Support the philosophy and goals of the Albany Unified School District.
- c. Develop and foster a love of reading.

## **Collection Development Responsibilities**

The site Librarian will be responsible for selecting materials that will enhance the resources available to teachers and students. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

Collection development is an ongoing process which includes evaluating collections for content and age, and adding, replacing, and removing materials as necessary.

The site Librarian will periodically evaluate the collection in whole or by sections to determine if the collection is robust and up to date. The Librarian can use circulation and average age statistics from the library catalog program.

## **Criteria for Selection**

- a. Selection of materials for the Library Media Center is based primarily on the relevance of the material to the grade level curriculum.
- b. Current information is preferred.
- c. Materials shall be appropriate to the various areas and to the age, ability and emotional levels of the students that the materials are selected for.
- d. Award winning literature and material of literary value will be considered favorably.
- e. Every attempt will be made to purchase all parts of a series, where the content is considered appropriate.
- f. Diverse viewpoints will be made available and material will not be excluded because of the social, political or religious views they express.
- g. The Library Media Center should have standing orders for materials considered to be of ongoing merit.
- h. Cost of items will be considered to ensure budgetary requirements are met.
- i. Duplicate copies will be added to meet overwhelming demand.

## **Procedures for Identifying Suitable Titles for Purchase**

- a. Journal reviews, peer reviews, national and regional award lists, and recognized published literary critiques.
- b. Close liaison with booksellers and publisher's agents with local suppliers preferred.
- c. Recommendations from staff and students.
- d. Recommendations from professional organizations.

## **Special Formats**

- a. Periodicals. Magazines and periodical are to supplement the book collection, especially in curriculum areas and to provide information not yet available in books because of currency.

Whenever possible, periodical articles will be obtained from online sources in order to minimize periodical subscriptions. Some periodicals will be collected for recreational reading.

b. Audio-visual materials. Consideration will be given to the following criteria: cost, equipment required to use this media, staff ability to use and supervise the use of the media easily.

### **Gifts and Donations**

- a. Donations are welcome but must meet the selection criteria as with purchased materials.
- b. The Librarian reserves the right to dispose of the materials in a manner he/she sees fit.

### **Criteria for Weeding**

- a. Appearance and physical condition.
- b. Out of date or inaccurate content.
- c. Amount of use.

### **Lost or Destroyed Material**

Students and staff are responsible for materials that have been checked out in their name. If the material is lost or damaged beyond repair, the student or staff member is required to pay for the damaged or lost item. If the material is considered to continue to fulfill the selection criteria, the material will be replaced as soon as is practicable.

### **Challenged Material**

When a complaint against library materials cannot be resolved through informal discussion with the library staff, the following steps will be taken:

- a. The complainant will present a written complaint to the principal as described by AR 1312.2 Complaints Concerning Instructional Materials (See Appendix A).
- b. The Superintendent shall determine whether a review committee should be convened.
- c. The review committee shall review the criteria specified in Board policy and determine whether the challenged material supports the curriculum, its educational appropriateness, and its suitability for the age level of the student.
- d. Within 30 days the review committee will summarize its findings in a written report.
- e. The Superintendent shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.
- f. The complainant may appeal the decision to the Board. The Board's decision shall be final.

## **II. Circulation Policy**

a. Circulation periods are determined at the site level by the Librarian. Generally, circulating materials may be checked out between one to four weeks, depending on the site and material.

b. Materials may be renewed for an additional week. Certain high demand materials may not be renewed.

c. Reference books are generally used in the library but may be checked out overnight as needed.

d. A "hold" may be placed on a book that is checked out to another person. It will be set aside for the student when it is returned to the library.

e. Books may be borrowed from another site Library for the circulation period of that site.

### **Overdue Procedures**

a. Overdue lists are printed and distributed to homeroom teachers on a regular basis.

b. To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

c. Parents may be notified by letter, email, or phone if a student has items that are over a month overdue.

d. If item(s) are still not returned, parents will be notified of the cost of the item(s) with a reminder that the report card will be held until the item(s) are returned or paid for.

e. If library materials are damaged, parents will be notified of the appropriate repair or replacement cost.

f. Payments can be made by cash or check to the site Library. If the lost item(s) are later returned, the parent will receive a refund.

g. Library fines and fees remain on a student's record until resolved. This may prohibit students from requesting transcripts or earning diplomas.

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## **III. Use of Technology Resources Policy**

### **Purpose**

The purpose of this policy is to outline the ethical and acceptable use of information systems of the AUSD libraries. These rules are in place to protect students, faculty, and staff so that all

users will have access to reliable IT resources that are safe from unauthorized or malicious use. All users must sign an acceptable use policy.

## **Albany Unified School District**

### **Internet Acceptable Use Policy**

Use of the District's computer network is a privilege to students and staff. That privilege is conditioned upon the responsible and proper conduct of the users. Each student applying for access will participate in a discussion with the sponsoring or supervising teacher regarding the efficient, ethical and legal use of the network. Students and their parents will then sign this agreement signifying their understanding of, and agreement to its terms.

The signatures at the end of this document are legally binding and indicate that the parties who are signing have read the terms and conditions carefully, they understand their significance and are agree to abide by them.

#### **Terms and Conditions of this Contract**

**Privileges:** The use of electronic information resources is a privilege. Inappropriate use will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. An administrator or faculty member has the right to request, for cause, that the System Administrator denies, revokes, or suspends a user's network access.

**Acceptable Use:** The use of the network account must be in support of the educational and/or research goals and objectives of Albany Unified School District. Each user is personally responsible for this provision at all times when using network services. Use of other organizations' network or computing resources must comply with the rules of that network.

Use only first name and last initial of yourself or other students. Do not reveal information, i.e., home address, phone numbers, password, or social security numbers; this also applied to the personal information of others.

**Network Etiquette:** Be polite. never send, or encourage others to send messages that are abusive, obscene or threatening. Use appropriate, respectful language. Remember that you are a representative of your school and district when you are on-line. Use electronic mail appropriately. Electronic mail (e-mail) is not guaranteed to be private. Any message relating to or in support of illegal activities must be reported to the authorities.

**Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of another user or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading or creation of computer viruses. Vandalism is strictly prohibited and will result in termination of privileges.

**Security:** Security on any computer system is a high priority with multiple users. Do not use another individual's account. if you identify a security problem, notify your teacher of System Administrator at once.

**Unacceptable Use:** Any transmission or reception of pornographic or sexually explicit material is prohibited. transmission of any material in violation of any local, state or federal law is prohibited, including but not limited to: copyrighted material, threatening or obscene

material that could be construed as harassment or disparagement of others based on race, gender, age, or sexual orientation, or material protected by trade secrets.

Commercial activities by non-profit institutions are generally not acceptable.

Use of product advertisements for political lobbying, including lobbying for student body office, is prohibited.

Do not use the network in any way that would disrupt network use by others.

**Fee Services:** You may not use the AUSD's electronic information resources to access any data base service or to download data or software, which charges a fee for such service or access, without express permission of a sponsoring teacher. If you do any of the foregoing, you are liable for any and all charges and are subject to disciplinary action.

**Services:** Albany Unified School District makes no warranties of any kind whether expressed or implied, for the service it is providing and will not be responsible for any damages you suffer while on this system. Use of any informational obtained via the District's network is at your own risk. AUSD specially denies any responsibility for the accuracy of information obtained through electronic information resources.

## **Appendix A**

### **Albany USD : Complaints Concerning Instructional Materials E 1312.2**

#### REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_  
Anonymous complaints will not be accepted.

Group represent (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ Email address, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Material Being Challenged:

Title:

Author: \_\_\_\_\_

Publisher: Date of Edition: \_\_\_\_\_

Name of school/classroom material was used: \_\_\_\_\_

1. Please specifically state the nature of your concerns or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.
2. Did you read/view the entire selection?
3. For what age group would you recommend this material?
4. If not, what percentage did you read/view, or what parts?
5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?

\_\_\_\_\_ Do not assign it to my child

\_\_\_\_\_ Withdraw it from all students

\_\_\_\_\_ Reconsider it

Signature of Complainant: \_\_\_\_\_

For District Use:

Request received by: (Date) \_\_\_\_\_

Action taken: (Date) \_\_\_\_\_

Albany Unified School District  
June 3, 2009