

Laurel Concord Coleridge Library Policy

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Mission Statement

*Equipping students for Life, Career, & Challenges!
In a Progressive, Rigorous, Inclusive, Dynamic, Environment!*

Beliefs

At Laurel-Concord-Coleridge School, we believe the strongest predictor of our success is a shared vision that by working together we will make a difference. All stakeholders have a valuable role and operate under the expectation that with a mutual trust and respect, we will achieve our mission.

Outcomes

- *Content Mastery*
- *Critical Thinking*
- *Collaboration*
- *Communication*
- *Creativity*
- *Citizenship*

Library Mission Statement

The mission of the LCC Libraries is to provide a safe space for learning, full of resources, and staff that allow for student growth in line with LCC PRIDE!

In order to achieve this mission, LCC Libraries have adopted the AASL Standards Framework for Learners adopted in 2018. A copy of this framework can be found at: <https://standards.aasl.org/wp-content/uploads/2017/11/AASL-Standards-Framework-for-Learners-pamphlet.pdf>

Policies

Circulation Policy

Kindergarten & 1st Grade

- The loan period for K-1st Grade is one (1) week. Due days will fall on their designated checkout day, therefore the loan period may automatically be extended.
- Students can check out one (1) book at a time.
- There are no renewals for these grades.

2nd-12th Grade

- The loan period for these grades is two (2) weeks. Due days for 2nd-4th Grade will fall on their designated checkout day, therefore loan periods may automatically be extended. For all

- other grades, they will be calculated from the date they were checked out. Student days off will not be counted.
- Students can check out three (3) books at a time.
- Students can renew a book for an additional two (2) weeks. Additional renewals can be placed at the discretion of the District Librarian.
- These students can place one (1) book on hold for a period of seven (7) days. If a student is requesting a hold on a book not available, it will be held for a period of seven (7) days once it gets checked in.

Staff

- Staff will be able to check out materials for four (4) weeks for in class use, and two (2) weeks for personal use. Due dates will be calculated from the date they were checked out. Staff days off will not be counted.
- Staff can check out ten (10) books at a time for classroom use, and five (5) for personal.
- Staff can renew a book for an additional two (2) weeks. Additional renewals can be placed at the discretion of the District Librarian.
- Staff can place five (5) books on hold for a period of seven (7) days. If staff requests a hold on a book not available, it will be held for a period of seven (7) days once it gets checked in.
- Staff can reserve books up to a month in advance for in class use.

All

- The patron who checked out the book is responsible for said book. Patrons are not allowed to let someone borrow a book, this includes a teacher checking a book out for students.
- Patrons with an overdue book will not be allowed to check out materials until the overdue item is returned.
- If a patron is chronically late, or has a pattern of losing books, the District Librarian, and building principal will make a determination on that patron's ability to check out future materials.
- Books must be returned within seven (7) days before the end of each semester.
- Notices will be sent to building secretaries, as well as Homeroom (K-8) or English (9-12) teachers. These notices will not be accessible to the public.

Fines

LCC School does not collect fines for overdue materials; however, there is a replacement fee for lost or damaged items.

- These fees are determined by the District Librarian, and will not exceed the replacement cost as listed on Titlewave.
- Condition of the book on checkout will be considered when making this determination.
- If a book is no longer available, or is older than 10 years, there will be no fee assessed.
- Upon determine the cost of the replacement, a letter will be sent to the student's parent/guardian, as well as the building principal.
- The LCC Library Staff will not accept payment for these fees. A payment slip will be printed, and the student, or parent/guardian can present the payment to either the District office, or building secretary.

Public

Due to the inner local agreement between the Laurel Community Learning Center, and LCC School, public patrons are able to check out LCC materials that are housed in the Laurel building. These items are subject to the policies of the Learning Center. Materials owned by the Laurel Community Learning Center can be checked out by students, and staff. Students

have access to these materials during non school hours, while staff have access during Learning Center hours. These items are subject to Learning Center policies.

Staff

In compliance with Rule 10, LCC will consist of one full-time certified school librarian, and one full-time library paraprofessional.

Librarian

The Library Media Specialist's role in LCC is:

- Provide instruction to help develop Information Literacy
- Provide instruction to develop 21st Century learners, and digital citizens
- Curate a collection as defined in the Collection Development policy
- Act as the Director of the Laurel Community Learning Center as outlined in their policies

Library Paraprofessional

- Assists in clerical work
- Performs day to day tasks
- Assists LMS in weeding the collection as outlined in the Collection Development policy
- Under the direct supervision of the LMS

Student Workers

- Will be eligible as outlined in the LCC School activity policy
- Is selected by the building principal, and the LMS
- Under the supervision of the LMS
- Assists in day to day tasks, as assigned
- Will not have access to patron records as outlined in the confidentiality policy

Selection Policy

Intellectual Freedom

The LCC libraries utilize the Library Bill of Rights and its interpretative statements as a guide. These documents can be found at: <http://www.ala.org/advocacy/sites/ala.org/advocacy/files/content/intfreedom/librarybill/lbor.pdf>, <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Objectives

- I. To provide students and staff with high quality materials that support the school's curriculum.
- II. To provide students with materials of all levels, that present a variety of view points.
- III. To provide materials that allow students to form their own informed opinions on controversial issues.
- IV. To provide all patrons materials representing a vast selection of religious and cultures, as well as their contributions to our shared history
- V. To provide students with materials for recreational reading.

Responsibility for Selection

The LCC Library/Media Specialist (LMS) assumes final responsibility for the selection of materials. Materials shall be chosen by the LMS alone, with input from teachers, staff, students, and parents.

Criteria for Selection

General Criteria

- I. Enrich the students' personal interests, learning, and emotional needs
 - II. Support the curriculum
 - III. Meet high standards of quality in:
 - I. Format
 - II. Treatment of subject
 - III. Accuracy and age of information
 - IV. Literary style
 - IV. Show a high degree of potential for circulation
 - V. Appropriateness for age, emotional and social development, and reading ability
 - VI. Provide a much needed global perspective, and promote diversity by including materials by authors and illustrators of many cultures.
-

Selection Tools

The following resources will be used to assist the LMS in the selection process; however, selection is not limited to the use of these tools.

- I. School Library Journal
- II. We Need Diverse Books website <https://diversebooks.org>
- III. Titlewave/Mackin recommended lists
- IV. Award winners, nominees, and selection lists

Selecting Materials on Controversial Topics

LCC School Libraries have chosen to follow ALA's Library Bill of Rights, and thus have a responsibility to provide a wide range of materials representing differing points of view; this includes controversial issues with the goal of allowing students to develop critical thinking skills, to become discriminate users of information thus becoming productive members of society. This document can be found in Appendix A.

Gifts and Donations

Book donations to LCC School library are accepted and will be evaluated using the criteria found in the **Criteria for Selection** section of this document. Materials not selected for circulation will be made available for teachers to add to their classroom libraries. The LCC School library is unable to accept monetary gifts or equipment.

Collection Maintenance and Weeding

Inventory

Library staff will perform an annual inventory on the collection and equipment. This inventory will help to determine the health of the collection, and allows the library staff to potentially locate misshelved or misplaced books, and remove damaged or worn materials.

Weeding

- Purpose
 - The purpose of weeding is to keep the library collection current, appropriate, and useful. It also helps to keep the library attractive and organized, thus helping students and staff find the materials they need. LCC Library has adopted the following guidelines; however, the final decision concerning the removal or replacement falls on the LCC Librarian.
- Guidelines
 - Appearance
 - Worn-out: dirty, brittle, discolored, missing pages, etc.
 - Books that look unappealing
 - Non-book items with broken, or missing pieces
 - Superfluous or Duplicate Items
 - Duplicate copies with low circulation
 - Old editions
 - Books which no longer relate to the curriculum
 - Poor Content
 - Information is dated
 - Inaccurate information
 - Harmful stereotypes, or language
 - Use
 - Fiction
 - Book has not been checked out within the last 5 years excluding:
 - Classics
 - Included in “best books” lists
 - Reflect curriculum content
 - Award winner
 - Popular author/series
 - Non fiction
 - The following criteria will be utilized when weeding non-fiction books:
 - 000 Older than 5 years, not checked out within 2
 - 100 Older than 10 years, not checked out within 5
 - 200 Older than 5 years, not checked out within 5
 - 300 Older than 10, not checked out within 5
 - 400 Older than 10, not checked out within 5
 - 500 Older than 5, not checked out within 5
 - 600 Older than 5, not checked out within 5
 - 700 Not checked out within 5
 - 800 At the discretion of Librarian
 - 900 Older than 15, not checked out within 5

Professional Collections Policy

The LCC libraries will maintain a small collection of materials to be used by faculty and staff for the purpose of professional development. These items will be selected using the standard policy with input from administration, and staff.

Reconsideration Procedure

Despite the careful selection of library resources, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource. It is important to note that the item in question will remain in circulation until the reconsideration process is completed.

Informal

If a complaint is made, the following procedures will be followed:

- I. Upon receiving a complaint, the LMS will notify the building principal, and a conference will be scheduled with the complainant, LMS, and said principal.
- II. During said conference, the LMS and principal shall listen to the complainant, and try to explain the position of the school, paying careful attention to the selection policy, criteria for selection, and process. It should also be pointed out that while their viewpoint is valid other parents have the right to determine appropriateness for their children as well.
- III. If the complaint is not resolved during this conference, the principal will explain the formal reconsideration procedure, and provide the complainant with a packet of materials which include the LCC library's mission statement, selection policy, request for reconsideration form, and the Library Bill of Rights.
 - A. Only one complaint will be considered at a time.
- IV. If the signed form has not been returned to the principal within ten (10) business days, the matter will be considered closed.

Formal

Once the signed reconsideration form has been returned to the principal within ten (10) business days, the following steps will take place:

- I. The principal will provide a copy of the reconsideration form to the LMS and Superintendent.
- II. Upon receipt of their copy the following actions will be taken:
 - I. Superintendent
 - I. will form a reviewing committee of no less than seven (7), but no more than nine (9) made up of the LMS, the building principal, reading specialist, building teachers, school board members, and students (if age appropriate).
 - II. convene the committee within fifteen (15) working days of receiving the completed reconsideration form
 - II. LMS
 - I. will create a packet of materials for the committee to review made up of the library's mission statement, selection policy, Library Bill of Rights, completed reconsideration form, reviews of the resource being reconsidered, and any awards the resource has either earned, or been nominated for. These packets should be sent to committee members no later than three (3) business days prior to the meeting.
 - II. Secure copies of the item for the committee to review
- III. The committee will take the following steps:
 - I. Read, listen to, or view the material in question in it's entirety
 - II. Read the written reconsidered form

- III. Read the reviews, and awards provided by the LMS
- IV. Discuss the curricular benefits of the material
- V. The committee can ask the complainant to appear, if they deem appropriate
- IV. The committee will make its decision determined by simple majority to retain, move the resources to a different level (this includes donating to the Laurel Community Learning Center), or remove the resource. This vote will be done by secret ballot.
- V. The committee's written decision shall be presented to the superintendent within five (5) days of the vote.
- VI. The superintendent will review the report, and if necessary, reconvene the committee to discuss the findings. Any reconvening will need to happen within ten (10) days of the committee's final vote.
- VII. Upon completion of this process, the superintendent will send a copy of the written report to the complainant.
- VIII. The determination of the committee is final.
- IX. Decisions will stand for five (5) years before new requests for reconsideration of materials will be entertained.

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

Laurel Concord Coleridge School

Laurel, Nebraska

Citizen's Request for Reconsideration of Instructional Materials

Title: _____

Author: _____

Publisher (if known): _____

Request initiated by: _____ Telephone: _____

Address: _____

Complainant represents: ☐ Self

☐ Organization/Group
Name of Organization or Group _____

Did you read the entire book? What parts?

To what in the book do you object? (Please be specific; cite pages)

What do you feel might be the result of reading this book?

For what age group would you recommend this book?

Is there anything good about this book?

Are you aware of the judgment of this book by literary critics?

What do you believe is the theme of this book?

What action do you recommend that the school district take concerning this material?

- ☐ Do not assign the book to my child.
- ☐ Re-evaluate the book's worthiness.
- ☐ Restrict the book for special use under a specific teacher's guidance.
- ☐ Withdraw the book from all students.

In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of complainant: _____

Date: _____

AASL. (2018). Standards Framework for Learners. *Standards Framework for Learners*.

Chicago, IL: AASL.

Admin. (2018, February 19). *Selection & reconsideration policy toolkit for public, school, &*

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American Library Association. (1996). *Library bill of rights*.

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nycdoe.libguides.com/librarianguidebook/weeding

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