VIEWMONT HIGH SCHOOL MEDIA CENTER ADMINSTRATIVE MANUAL

STATEMENT OF PHILOSOPHY

The Viewmont High School Media Center exists to provide information and recreational reading. The school library media program is to ensure that all students and faculty are effective users of ideas and information in all formats. Materials purchased are intended to be used by both students and teachers to enhance curriculum instruction and for personal enjoyment.

The Media Center aspires to the standards set forth in Information Power: Guidelines For School Library Media Programs, published by the American Association of School Libraries.

Viewmont High School faculty and administration support the students' right of free access to information as described in the ALA's "Library Bill Of Rights" and AECT's "Statement on Intellectual Freedom"(See Appendix A). They also recognize the rights of ownership guaranteed by the Constitution to the creators of information, and support current copyright laws and guidelines to protect them.

LIBRARY STAFF

The Viewmont High School Media Center is staffed by a professional school library media teacher who is responsible for the selection, acquisition and circulation of books, media (both print and non-print) and equipment. This specialist is also responsible for the computers in the Media Center. The specialist is also assigned to help with the distribution and repair of equipment.

SCHOOL STAFF

Viewmont High School is administered by a principal and three assistant principals. The school also employs 60 teachers, 5 counselors and 6 secretaries to serve a student body of approximately 1500 students. The school enrollment is expected to remain constant over the next few years, which will necessitate an even heavier demand for school library media services.

The school's goals are to make the Media Center the primary location to obtain information and a primary resource to assist the classroom educational process. The facilities can also be used for curricular and community meetings. Computers and other information retrieval technology are being implemented and explored to keep up to date with the accessibility of information in our rapidly changing world.

PROGRAM

A large percentage of Viewmont High School students enter college after graduation. This is a reflection of the emphasis the community and the school place on education. Honors and Advanced Placement classes are being taught to expand the intellectual and creative abilities of those students whose needs can better be met by expanding the traditional curriculum. The Media Center must fill the ever increasing needs for these and all students by supplying the information and ideas in all available formats.

Use of the Media Center is busiest before school and during the lunch periods. Students are eager to explore the computer programs, study, or just browse. Classes use the facility often. The goal of the Media Center is to increase its use by those teachers and students who now use it the least and to create a positive atmosphere within the Media Center to facilitate learning, studying and recreational reading.

THE MEDIA COMMITTEE

The Media Committee exists to promote school library media programs, uphold and approve policies, and assist in collection development. Three teachers and one administrator serve on the committee. The school library media teacher serves as a chair on the committee.

EVALUATION OF THE SCHOOL LIBRARY MEDIA SPECIALIST

The school library media teacher is evaluated according to a modified district procedure for classroom teachers, based on a locally written job description and yearly goals agreed upon by the library media teacher and the school administrator responsible for evaluation.

CIRCULATION POLICY

Check-out Policies

Authorized patrons of the Viewmont High School Media Center include students, faculty and staff of the high school. Student teachers, parents of students, substitute teachers and others may obtain special permission from the school library media teacher to use library facilities.

Books and materials from the general collection are checked out for three weeks at a time, and may be renewed for an additional three weeks if the patron returns the materials and requests such a renewal period, and if another patron has not requested the items.

Periodicals and reference materials are to be used within the Media Center, but may be checked out under the following conditions:

1. Overnight checkout only--materials are checked out after 2:30 PM one day and returned by 7:30 AM the next day.

2. In school checkout--materials are checked out for that class period or school day only and must be returned to the library by the end of that period or by the end of the school day before 2:30 PM.

3. Approval of the school library media teacher.

Reserve materials and certain reference materials must be used within the media center only.

Computers are available in the Media Center. ***Computers and the Internet are to be used in accordance with the Davis County School District Acceptable Use Agreement signed during student registration.***

AV materials and equipment are checked out to faculty members only. Students may view AV materials in the Media Center if prior arrangements have been made by the teacher.

Copyright Laws

Library media personnel recognize the rights of the copyright holder. Legal and ethical use will be promoted and adhered to. Fair use guidelines for print and non-print materials will be followed. The communication revolution and technology poses new challenges. The freedom of access and the availability of information from today's technologies make printing and copying information easy and available. The school library media teacher cannot be responsible for copyright violations by the patrons. Copyright warnings are attached to copy machines, computers, printers and other equipment in the center.

Check-out Procedures

The circulation system and the public access catalog are automated (Follett Destiny automated library system). Teachers' and students' names are stored on the computer as well as on a card with a machine-readable library number (a barcode). A patron wishing to check out an item brings it to the circulation desk where the school library media teacher scans the barcode containing the student's name and library number. The barcode, identifying the item, is also attached to each item that is available for check-out. Scanning the item barcode assigns that item to the patron, until it is properly checked-in by the computer. A due date slip is placed in the pocket of the book for patron reference.

All AV equipment is numbered and checked-out by signing the borrower's name, the type of equipment and its number on the calendar located at the circulation desk. All equipment checked out for the school year is recorded and kept on computer files.

Overdue books

Overdue notices are sent out weekly through email. Books not returned within 10 days of the due date are subject to a fine of $.10 per day, not to exceed $5.00. Long overdue books and unpaid fines can result in the loss of circulation privileges and an administrative "U" until all books are returned and all fines are paid.

Lost/Damaged Materials

Media Center patrons are expected to reimburse the Media Center the purchase price of lost materials and reasonable rates for damaged materials. If the materials are found within the same school year, the reimbursement is refunded, less the fine accumulated prior to the declaration of the loss. Fines for lost materials found during the summer months prior to a new school year cannot be refunded.

Students who neglect or refuse to pay for lost/damaged books are denied further circulation privileges and are referred to the administration for collection and citizenship action. Teachers who lose or damage media center materials or equipment because of negligence are expected to reimburse the school an amount determined between them and the administration.

Fines and Lost Book Funds

Funds collected from fines and lost books are used to purchase new titles or replace those titles which are still relevant to the collection. Fines are collected during the school year and are transferred to the district office to be added to book money according to district policy. **Fines are paid in the office where records are kept. Receipts from payments are presented to the school library media teacher as proof of payment to clear the fines from the center's automated system.**

SCHEDULING POLICY

The Media Center may be scheduled for all appropriate activities, including research, library skills enhancement, browsing, pleasure reading, use of computers, studying, and testing. Small groups can schedule the conference room. PTSA and other school community meetings are, and can be, scheduled.

Teachers may schedule use of the Media Center by e-mailing the school library media teacher—who will then enter their name and class periods desired on a calendar posted on the school website. The teachers must accompany their classes to the Media Center and be responsible for student behavior, instruction, and evaluation. The school library media teacher is available to assist the teacher and is often asked to provide part of the instruction, evaluation or discipline of students.

At certain times, a teacher may arrange for a small group of students to use the Media Center without the teacher's presence. The school library media teacher then assumes responsibility and upholds the requests of the teacher concerning those students.

In some cases, the Media Center may accommodate more than one class at a time if arrangements between the two classes are such that they are not using the same areas at once. It is the responsibility of the teacher who signed up second to seek permission from the teacher already scheduled. Small groups and individuals with a Media Center pass are welcome in the center when classes are present. Quiet study rooms are provided for students desiring a quiet room when classes are receiving instruction in the main part of the media center.

The Media Center will be open to all patrons one-half hour before school, during school hours, and one-half hour after school. The center will remain open for students during lunch. Special arrangements for modified hours may be made.

INVENTORY PROCEDURE

A regular inventory of materials and equipment is essential to the evaluation of the Media Center. In addition, an ongoing inventory process identifies lost, stolen or damaged items and allows for an organized collection development process.

The formal inventory is conducted the week before school begins in August or the week after school ends in June, according to the desire of the school library media teacher. An ongoing informal inventory is conducted throughout the school year.

The Media Center has an automated circulation system which includes a hand-held computer for inventory purposes. Each barcoded item is scanned with the hand-held computer and then the data is periodically fed into the main database. When all materials have been inventoried, the main database prints out a list of missing items. Missing items are tagged for removal from the system. If the item is missing for more than one year, it is deleted or replaced.

WEEDING POLICY

Rationale

Periodic weeding, discarding and replacement of worn or outdated materials is essential to maintain a current and appealing collection. Materials are considered for weeding if they are worn, mutilated, outdated or unused. Older materials may be retained if they are out-of-print until a suitable replacement can be found or if they are considered "classics" or listed in special bibliographies deemed necessary for libraries.

Teacher Evaluation

Weeded materials are kept for a reasonable length of time to allow input from teachers and/or students as to their usefulness, desirability, or replacement status. The school library media teacher will request the advice of teachers in their various fields of expertise to evaluate certain materials considered for removal.

Disposal

All materials to be weeded are out-processed by stamping "No Longer Property of Davis County Schools" or "Withdrawn", and by removing the card pockets and barcodes. They will be deleted from the catalog and inventory records. Books may then be sold, given away or disposed of according to the district policy.

Replacement

Materials which are in high demand and weeded due to wear or damage, will be replaced as funds allow. Older volumes will be replaced by newer volumes if newer editions are judged to be better. Items which are no longer applicable to the curriculum or have ceased to circulate will not be replaced.

MATERIALS SELECTION/ACQUISITION POLICY

Legal Responsibility

As the governing body of the school district, the Board of Education shall be legally responsible for the selection and approval of all printed and published materials used in the school district. As the policy-making body, the Board of Education delegates authority to the professional staff of each school for the selection of textbooks, library resources, and other instructional materials. The school library media teacher is, therefore, responsible for the selection and acquisition of all materials for the Media Center, and the Media Committee may review proposed purchases if desired.

Selection Committee

The Media Center focuses on a specific curriculum for high school students. Materials selected will:

1. Provide teachers and students with a wide variety of reference and supplementary materials in a variety of formats suited for individual and/or group use as an integral part of the curriculum.

2. Promote literacy and enjoyment of reading, viewing and listening for students at all stages of development.

3. Adequately represent differing opinions where available so as to present a depth of understanding of the various sides of an issue.

4. Provide timely information (as reflected by copyright date) on appropriate issues both in the curriculum and of interest to teachers and students.

5. Fairly represent many religious and political views; nationalities or ethnic groups; and a variety of authors regardless of origin, background or opinion.

6. Be of high artistic quality with superior formats possessing qualities of factual accuracy, authoritativeness, balance and integrity.

Selection Sources

Authoritative selection sources, approved bibliographies and reviews in professional publications will be consulted regularly. Student and teacher evaluations may be solicited when reviews are not published or readily available. Standardized lists and evaluation guidelines are used to create a balanced collection.

Recommendations

Student and teacher recommendations of materials for purchase are welcomed, and will be given priority within budgetary constraints. First hand knowledge or recommendations from other school library media specialists will also be considered. Teachers may recommend materials to members of the library media committee or to the school library media specialist. Non-print materials of over $50.00 should be previewed when possible by either the classroom teacher, department head or school library media teacher before being purchased.

Donations

Gift materials and donations will be added to the collection if they fit the criteria for selection and fill a valid need. Unaccepted donations will be dealt with in a professional manner or refused.

Reconsideration of Materials

All complaints about collection holdings must be submitted in writing on forms available from the school library media teacher. (See Appendix B). If the patron or citizen refuses to complete the form and return it to the school library media teacher, the concern will not be brought to the attention of the Media Committee and the matter will be dropped.

As soon as the formal complaint is received, it will be reviewed by the Media Committee and a decision will be made. The decision will be formally written and signed by the members of the committee. The patron will then have the option of either meeting with the committee to discuss the decision or of

receiving notification of the committee's decision by letter. The patron or citizen may appeal the decision to the district media coordinator's office, which will handle the request at that level.

Group initiated complaints are handled on a district level and complaint forms must be submitted to the district library media coordinator.

APPENDIX A

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.

1. Books and other library resources should be provided for 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.

2. 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 and doctrinal disapproval.

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

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

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

6. 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 18, 1948. Amended February 2, 1981, June 27, 1967 and January 23, 1980, by the ALA Council.

STATEMENT OF INTELLECTUAL FREEDOM

The Association for Educational Communications and Technology

The First Amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral.

The Association for Educational Communications and Technology believes the same protection applies also to the use of sound and image in our society.

Therefore, we affirm that:

Freedom of inquiry and access to information--regardless of the format or viewpoints of the presentation--are fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origin, or social or political views.

Children have the right to freedom of inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child.

The need for information and the interests, growth, and enlightenment of the user should govern the selection, and development of educational media, not the age, sex, race, nationality, politics, or religious doctrine of the author, producer or publisher.

Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.

The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgement of free expression and free access to ideas and information.

Adopted by:
AECT Board of Directors
Kansas City
April 21, 1978

APPENDIX B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS
VIEWMONT HIGH SCHOOL

Please check type of material:

( ) Book	( ) Video	( ) Record
( ) Periodical	( ) Filmstrip	( ) Cassette
( ) Pamphlet	( ) Other _____	

Title:
Author:_____
Publisher or producer:_____

Request initiated by:_____
Address:_____
Phone:

The following questions are to be answered after the complainant has read, viewed or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment).

1. Have you read the material? (circle one)
   In its entirety Only part of it

2. What do you find objectionable in this material? (Please be specific, cite pages, frames in a filmstrip, film sequence, etc.)
   _____
   _____
   _____
   _____
   _____

3. What do you believe is the theme or purpose of this material?
   _____
   _____
   _____
   _____
   _____

4. What do you feel might be the result if a student uses this material?
   _____
   _____
   _____
   _____
   _____

5. For what age group would you recommend this material?
   _____
   _____

6. Is there anything good in this material? Please comment.

_____
_____
_____
_____
_____

7. Would you care to recommend other school library material of the same subject and format?

_____
_____
_____
_____
_____

_____ _____
Signature of Complainant Date

Please return completed form to the school library media teacher.