

SLUSD Middle School Library Policies and Procedures



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Facility Use Policies Before the School Day (7:45-8:10)

1. Open – all middle school libraries are open at 7:45 and are available for student drop in for all grades.
2. Students do not have to be accompanied by a teacher.
3. Students may use the technology available or check out books.
4. Students must follow the behavioral guidelines of the library at all times.
5. No food or drink of any kind is allowed in the library at any time.

Facility Use Policies During the School Day (8:10-3:10)

1. Teachers must sign up for class visitation with library personnel in advance.
2. Please coordinate in advance with the teacher librarian for all library visits.
3. No food or drink is permitted in the library at any time.
4. Teachers should avoid sending students to the library during class time unless the visit is pre-arranged with the teacher librarian.
5. Users must follow all posted guidelines.
6. Teachers may sign up to bring their class either in person with the teacher librarian or they may fill out a request online.
7. Each teacher may schedule a visit no more than 3 full days a week in the library.
8. Teachers must give the teacher librarian at least a 24-hour notice if the class cannot make their scheduled visit.

Facility Use Policies After the School Day (3:20-5:00)

1. All middle school libraries will be open for students from 3:00-5:00 Monday through Thursday.
2. Students are expected to follow all rules of behavior and all library policies. Failure to do so will be cause for loss of after-school privileges.
3. Students may not leave the library and return once they have left. Once they leave the library, they must leave campus.
4. No food or drink is allowed in the library at any time.
5. All students must be supervised by a staff member at all times.
6. Students must sign in to the library when entering.
7. There will be no after school hours on early release days. Students must check the calendar to make sure the library is open after school.

8. Materials may not be checked out after school, but may be reserved and the next day will be checked out and sent to the students' classroom.

2.0 Circulation

2.1 Borrowing Rules for Staff

1. Teachers and staff may check out an unlimited number of books at any time.
2. Teachers and staff may keep books as long as needed, but it is encouraged that teachers and staff return books when the books are not needed anymore.

Overdue Books

1. Teachers and staff are exempt from overdue books.
2. All library books must be returned to the library by the end of the year.

Renewals

1. Teachers and staff are exempt from renewals.

Lost or Damaged Books

1. If a book is lost or damaged, the book must be paid for.
2. Payment for a lost book is reimbursed should the book be found and returned in good condition.
3. Damaged books should be brought to the library multimedia specialist for assessment and repair.
4. These items should not be repaired at home.

2.2 Borrowing Rules for Students

1. Students are allowed to check out a maximum of three books per library visit. The loan period is two weeks.
2. It is encouraged that students return their books the day before their scheduled class library visit.
3. All students are eligible to borrow materials unless they have lost or overdue books, have purposely damaged materials, or their parents or guardian has requested borrowing privileges be withheld.

Overdue Books

1. Overdue reports will be sent twice a month to the students via Teleparent.
2. Fines will be issued for overdue library books at the rate of .10/day after 2 days. The fine for one book will max out at \$7.00 a book.

3. Students will not be allowed to checkout other books until the overdue material is returned.
4. Renewals
 1. Students may renew their books for two additional two week loan periods, unless the book(s) has been requested or is a high demand item.
 2. Students must bring the book(s) to the librarian to renew it.

Lost or Damaged Books

1. If a book is lost or damaged, the book must be paid for before the end of the year or before students can attend school events..
2. Students' parents are responsible for paying the average replacement cost of each book lost or significantly damaged.
3. Payment for a lost book is reimbursed should the book be found and returned in good condition.
4. Damaged books should be brought to the teacher librarian for assessment and repair. These items should not be repaired at home.
5. Any student with financial constraints should see the teacher librarian about other means of paying off the debt.

3.0 - Collection Development

3.1 Approvals

All books purchased for the middle school libraries will be reviewed, chosen and/or approved by the middle school teacher librarian.

3.2 Recommendations

Staff and students may suggest, recommend, or request the teacher librarian purchase certain titles.

3.3 Reviewed Journals

Teacher librarians regularly use approved journals of School Library Journal and Kirkus Reviews for collection development.

3.4 Collection Analysis

Each year the collection of each school is electronically analyzed via Follett Titlewave Collection Development software for collection balance, copyright balance, and collection needs.

3.5 Weeding

Each year each middle school teacher librarian will weed according to the standard weeding guidelines and under the supervision of the District Librarian.

3.6 Inventory

Each library will be inventoried at the end of the year in order to maintain an accurate database.

4.0 - System Administration

4.1 Library Software

All middle school libraries will use Companion Corporation's Alexandria software in the libraries for circulation software. The system is cloud based.

4.3 Textbook Tracker

All middle school libraries have access and will use to Companion Corporation's Textbook Tracker software.

4.4 Inventory

All middle school libraries will conduct textbook inventory at the end of each academic year.

5.0 - Curriculum, Program, and Events

5.1 Curriculum

All middle school librarians are expected to work with teachers in supporting the middle school curriculum. They are also expected to teach research skills and media literacy.

5.2 Programs

All teacher librarians will plan activities around certain key dates and occasions.

5.3 City Library

In partnership with the city library, teacher librarians will meet with city librarians during the course of the year and plan events and the acknowledgment of certain key dates and/or events.

6.0 - Facility Use Outside Agencies

6.1 Outside Agencies

Use of the library by any group whether on or off campus must be registered with the District Librarian.

6.2 Scholastic Book Fair

Scholastic Book Fairs will be held once or twice a year at the discretion of the librarian at the middle school libraries, once during the week of Back to School and if there is a second book fair it will be held once during the week of Open House. Principals and parent groups will coordinate the closure of the library with the District Librarian.

6.3 California Young Reader

Each teacher librarian will purchase books and plan activities in accordance with the activities of the California Young Reader Program.