

**Policies and Procedures Handbook  
For Library Media Centers And  
Technology Services**



**Waynesville R-VI School District  
Waynesville, MO 65583  
Board Adopted April 2022**

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## **PHILOSOPHY**

### **LIBRARY MEDIA AND TECHNOLOGY MISSION STATEMENT**

Based on the philosophy and mission of the Waynesville R-VI School District, the library media and technology program functions as an integral part of the instructional program, with resources and services necessary to improve student achievement and increase student opportunity for success. This mission is accomplished through the media and technology programs provided at both the district and building levels.

### **GOALS**

Media and technology specialists develop short- and long-range goals for each individual building level library media and technology program annually. The Director of Curriculum & Instructional Technology sets goals and objectives annually for the district media and technology program. Goals are reported annually to district administrators. The goals of the library media and technology program all work to support the overall educational goals and priorities of the school and district.

### **BELIEFS**

We believe an effective library media and technology program:

- provides an open, flexible schedule in which the library facility and resources are available to students and teachers on an *"at need"* basis.
- provides opportunities and resources for teachers to integrate information and technology skills into learning activities.
- utilizes current technology to provide efficient access to and effective communication of information.
- provides an inviting, accessible and stimulating place for individual and group use.
- provides adequate professional and clerical staff to meet the needs of the school community.
- provides appropriate, accurate and current resources in all formats to meet the needs of the school community.
- is governed by board of education policies and is administered by a certified library media specialist.

### **ROLE OF THE SCHOOL LIBRARY MEDIA CENTER**

The role of the school library media centers in the Waynesville School District is to provide an inclusive, collaborative, dynamic learning environment which bridges the gap between access and opportunity for all learners. Our goal as library media specialists is to empower learners with diverse skills and to promote innovative practices. Each library media program is infused in the culture of the school, and the library media specialist focuses on providing opportunities for students to think critically and creatively, to engage thoughtfully and respectfully, and to explore our world. We teach students the skills necessary to succeed in the digital age through objectives focused on becoming lifelong readers and learners, accessing and evaluating information, and using print and digital resources responsibly and ethically. We ensure quality resources are available through both physical and virtual means, allowing for the library media center to be a 24/7 hub of learning. The mission of the WSD school library media center is to foster an environment in which all students have the tools and skills necessary to prepare for an ever-changing future. We follow AASL National School Library Standards, which are developed around six Shared Foundations: Include, Inquire, Collaborate, Curate, Explore and Engage. The Waynesville library media specialists have received training on these Shared Foundations and take them into consideration when planning lessons.

Enduring Understandings of the Library Media Curriculum:

- Reading for pleasure or information has life-long application.
- Library Media Centers are organized to aid in the location and access of materials.
- Library Media materials require proper care and use.
- Information can be accessed through print and electronic sources.
- All information needs to be critically evaluated.
- Information comes in a variety of formats.
- Evaluating information for reliability, accuracy, and credibility is essential to its use.
- Being part of the digital world requires legal and personal responsibility.
- All digital information leaves a trail, or digital footprint.
- There are laws that govern intellectual property, copyright, and digital use. Intellectual Freedom “Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.” (American Library Association)

## **INTELLECTUAL FREEDOM**

Intellectual freedom, as guaranteed by the First Amendment, is a core value of the library media profession and a basic right in our democratic society. The school library media program in the Waynesville School District will play a role in the promotion of intellectual freedom and serve as a point of voluntary access and offer opportunities for all students to learn in an atmosphere of free inquiry. Every student regardless of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation shall be given equal access to library media resources.

The school library media centers of the Waynesville School District affirm that all libraries are forums for information and ideas, and that the following basic principles set forth in the ALA’s Library Bill of Rights should guide its services to patrons and the community:

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.

## **THE COLLECTION**

The term "*collection*" includes instructional materials, print and non-print (audio, visual and digitally stored information), and the equipment necessary to use them. All such materials and equipment are considered part of the library media center collection in the Waynesville School District. The library media center collection serves as the primary information base of the school. The function of the collection is to support and strengthen the curriculum of the school.

It is the intent of library media specialists, working with teachers, administrators, and students, to select materials which are needed to meet the overall goals of the school and the learning objectives designed by teachers for specific curricula. Materials are not only needed

to enrich and extend the curriculum but should also meet the personal interests of students. In addition, the collection includes professional materials and information services to help teachers keep abreast of current trends and research in their educational fields.

[Policy IIAC: Instructional Media Centers/School Libraries](#)

[Policy IIAC-R1: Instructional Media Centers/School Libraries - Selection and Reconsideration of Materials](#)

## **ACQUISITION**

Library materials will be selected in accordance with the following objectives:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Provide background information that will enable students to make intelligent judgments in their daily lives.
- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- Provide materials representative of the contributions to our American heritage from the many religious, ethnic and cultural groups.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
- Use existing special criteria for the selection of all kinds of materials for all subject areas. The general criteria that may be applied to all acquisitions are as follows:
- Material should have permanent or timely values.

## **PUBLIC GIFTS TO THE SCHOOLS**

[Policy KH: Public Gifts to the Schools](#)

WSD acknowledges that gifts and donations from generous community members can benefit our library media centers. Gifts and donations of materials are reviewed using the same criteria as purchased materials as well as the district's policy for Public Gifts to the Schools. The library media specialist will determine how to best incorporate donated materials. Materials can be added into the library media collection, gifted to students as part of a give away program,

donated to teachers to support classroom libraries, or made available to restock free school or community libraries (take one/leave one programs).

## **COLLECTION REASSESSMENT GUIDELINES (WEEDING)**

Suggested criteria for removing undesirable materials are as follows:

Record of use -- If the item has not circulated in two years.

Content/Currency -- If the subject matter is out-of-date, factually inaccurate, or no longer relevant to the education program; if illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes. If the text contains words or slang that are outdated. If non-print materials are no longer relevant.

Appropriate to Collection: If it is a duplicate copy or duplicate material no longer needed in the collection. If the subject is no longer in the school's course of study.

Physical condition -- If it is worn, torn, or soiled; if pages or parts are missing; if bindings are ragged or paper is brittle or yellowed.

## **EXCEPTIONS**

Use caution before discarding or removing these items:

- Works about local history or personalities (Waynesville, St. Robert, Fort Leonard Wood, Pulaski County) Works significant in Missouri studies.
- School annuals and publications about the school district
- Works that are the only source of the subject matter or cannot be replaced.

## **RECONSIDERATION OF MATERIALS**

[Policy KLB: Public Questions, Comments or Concerns Regarding District Instructional/Media/Library Materials](#)

It is necessary to have an orderly procedure that will assure a fair hearing to those who have objections and that will provide for a thorough investigation of disputed materials. The process described below is intended to assure that carefully considered judgments are made in response to criticism or objections.

1. All complaints to staff members are reported immediately to the building principal involved, whether they come by telephone, letter or by personal conference.

2. If the citizen further registers the complaint, he or she will be given a copy of the *Request for Reconsideration of Materials* form, which must be completed and returned to the building principal. The item under consideration must be returned to the building principal with the completed form.
3. Materials subject to the complaint are not removed from use pending committee study and final action by the Board.
4. The building principal arranges a review committee consisting of the librarian, teacher, himself/herself, patron of the district and, if necessary, a district administrator.
5. The committee reviews the material and returns a written report of its finding to the building principal. The committee may recommend that the questioned materials be Retained without restriction, Retained with restriction or Removed.
6. The building principal reports the recommendation of the review committee to the complainant.
7. The complainant, if not satisfied, may appeal the decision in writing to the superintendent.
8. In case of an appeal, the superintendent reports the recommendation of the review committee and the written appeal to the Board of Education. The Board of Education's decision will be final.
9. The decision of the Board is then reported to the principal and other appropriate professional personnel and then to the complainant. The principal shall then instruct the teacher/librarian to carry out the recommendation of the Board of Education.

### [Request for Reconsideration Form](#)

### [Checklist for Committee's Reconsideration of Materials](#)

## **PROCEDURES**

### **BORROWING/CIRCULATION**

Teacher Materials: Teachers may borrow materials for as long as needed. There is no limit to the number of materials a teacher may borrow. Teachers will need to return or account for all materials by the end of the school year. Teachers may be asked to pay for lost or damaged materials.

Student Materials: The number of materials a student may borrow will be determined by the library media specialist. Student materials can be checked out for a period of time as determined by the library media specialist. Students may renew materials; some renewal limitations may apply if there is a waitlist for a specific title/item. Students may be asked to pay for lost or damaged materials.



Interlibrary Loans: Materials for teachers or students may be requested by library media specialists. The decision to loan materials to another school is at the discretion of each library media specialist. Teachers and students are responsible for damages and lost materials regardless of the library media center origin.

## **CONFIDENTIALITY**

“Library records will not be released or disclosed except as required by law” - Board Policy IAC, Waynesville R-VI School District Board of Education.

WSD library media specialists have an ethical obligation to protect and promote student privacy. However, as school employees, library media specialists are obligated to follow the regulations contained in the Family Educational Rights and Privacy Act (FERPA) which includes the release of records to parents or guardians who request them. All confidentiality procedures in WSD are developed to create a supportive environment in the library media center which allows for the promotion of student privacy while also building positive relationships with parents and colleagues. Library media specialists must strive to educate students and staff about the significance of confidentiality. Library media specialists and other library media staff should make every effort to protect student privacy by adhering to the following best practices:

- Student records should be cleared from computer monitors once a transaction is complete.
- Student borrowing history should not be shared with staff. If requested, parents have a right to their child’s borrowing history per FERPA.
- Library media staff should be trained in confidentiality policies. Faculty and staff should be made aware of the library media center’s legal and ethical responsibilities in safeguarding student privacy.
- If a requested material is checked out to another patron, neither students nor staff should be given the name of the patron who currently has the material checked out.
- Students’ reference requests and questions should be kept private.

## **CENTRALIZED CATALOGING AND PROCESSING**

Materials will be sent to the District Media Center for cataloging and processing.

## **INVENTORY**

School library media collections should be inventoried each year to assure that the collection actually reflects what is available to the user. Annual inventories also provide valuable information for the selection process. The inventory should be conducted at a time during the school year that it does not reduce the availability of the collection to students. The school’s automated system provides a fast and accurate way to inventory and generate statistical information useful to collection building and maintenance.

## **TECHNOLOGY USAGE POLICY**

[Policy EHB: Technology Usage](#)

[Policy EHB1: Technology Usage - \(Technology Safety\)](#)

All staff and students will have a signed Technology User Agreement.

## **VOLUNTEERS**

[Policy IICC: School Volunteers](#)

[Policy IICC-API - School Volunteers](#)

Volunteers donate their time and energies to assist in the routines of the school library media center. They should be reminded to keep a record of their mileage and date/hours of service for income tax purposes. Volunteers may be recruited from many different populations including parents, community, and retired senior citizens. Volunteers must apply for and receive volunteer approval through the district. They should receive orientation and training from the library media specialist to ensure effective use of their service.