

# SOUTH LAKE MIDDLE SCHOOL LIBRARY MEDIA CENTER

2008



## **Mission Statement:**

The South Lake Middle School Library serves a population of over 600 seventh and eighth-grade students and approximately 50 faculty and staff members. The mission of the library/media center program is:

1. Assist our students and staff in becoming active and effective users of information and ideas
2. Nurture a love for learning and reading
3. Provide print and electronic resources needed to support the school's academic goals and standards.

The South Lake Middle School library is an information resource center that works hard to ingrain the districts goals of our students becoming lifelong learners. The SLMS library endorses the Information Literacy Standards for student learning affirmed by the AASL in Information Power. In addition, the SLMS library strives to provide a space conducive to reading, research, exploration, and studying.

The selection of all library/media resources is the sole responsibility of the librarian in collaboration with the staff. Selection is based on bibliographies and review from professional library organizations and other media. Suggestions made by teachers of materials related to the curriculum receive serious consideration and weight. Consideration of materials for acquisition is based on authorship, authority, content accuracy, literary merit, and curriculum relevance. In selecting materials for addition the collection, the library takes into account the intellectual, social, psychological, and emotional development of the students.

## **Library Hours:**

- The library is open Monday – Friday 7:15 a.m. – 3:45 p.m.
- The library is open before school, snack, lunch, and after school.

## **Library Media Center**

- Largest middle school library in the district
- Seats 100
- Maintains 24 computers in the LMC and a tech lab of 40 computers adjacent
- Contains magazine subscriptions to: *Girls Life*, *Smithsonian*, *Sports Illustrated*, *Surfing*, *Snowboarding*, *Boys Life*, *National Geographic*, *ESPN*, *Teen Vogue*, *Popular Mechanics*

## **Selection Policy:**

The librarian is responsible for selecting all materials for purchase. He or she has the sole authority on purchasing new materials for the library media center. The teacher librarian selects materials based on but not in this order:

- Relevance to curriculum
- Popularity (teacher and student recommendations considered)
- Appropriateness
- Budget

The librarian uses book reviews from VOYA, TeenInk, ALA, CSLA, YALSA, School Library Journal, Library Media Connection, Reading Journals, Booklist, local libraries, and Publishers Weekly.

### **Library Budget:**

The library receives the majority of its funds from PTSA and parent donations. Materials are according to the needs of the school. These needs are assessed by:

- Curriculum needs – fiction, nonfiction, and reference
- Student interest – related to Fiction and Nonfiction
- Reference materials – print and electronic to meet curriculum needs

### **Weeding:**

The SLMS library uses the CREW (Continuous Review Evaluation and Weeding) method of weeding materials. The SLMS library keeps records of all materials that are weeded. In addition, the SLMS uses the criteria MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere) to weed materials.

- **Misleading and/or factually inaccurate:** (this includes items that fail to have the substantial periods of time not represented because of the age of the material)
- **Ugly** (worn out beyond reasonable mending or having been poorly repaired in the past):
- **Superseded** by a new edition or a better source; (keep in mind the use of the Web as a better, more up-to-date source in many cases)
- **Trivial** (of no discernable literary or scientific merit & without sufficient use to justify keeping it);
- **Irrelevant** to the needs and interests of your community; (not used even though we may find it “interesting”!)
- **Elsewhere** (the material may be easily borrowed from another source or found on the Web)

Other factors for weeding include but are not limited to:

- condition
- age
- frequency of use
- multiple copies
- currency/advocacy

## **Book Repair**

- All library books that are in need of repair will be assessed by the librarian and fixed by the librarian.
- The librarian will set aside a small portion of the budget for book repair tools and necessities.
- If a book is beyond repair either a fine will be placed on the patron, or the book will be replaced, or the book will be weeded based on the weeding criteria.

## **Library Usage/Rules**

Students and teachers may use the Library Media Center at any time throughout the day including before school, after school, and on the weekends. Any patron that is not a teacher or a student may use the library throughout the day; however, they must check in with the front office and get a school visitor pass. During class time, if a student would like to come to the library or has been instructed to use the library without the accompaniment of the teacher, they must have a written pass.

To check out materials, a current SLMS photo ID card is required. Library books may be checked out for 2 weeks and reference materials may be checked out overnight, depending on the needs of the reference material at that time. A late fee of \$.05 will be actuated on each day a material is overdue. If a fine is over \$1 a student may not check out any other materials until that fine is paid. If fines have not been paid by the end of the school year the student may miss out on several different activities and will not receive their yearbook. Any damages will be paid in full by the patron who has checked out the materials.

The Library Media Center has been configured to provide optimal space for reading, research, exploration, and study. It is not like the lunch tables and during lunch. Therefore if you cannot follow the rules below then you will be removed and allowed to return the following day. If you have been removed twice in one trimester you will not be allowed back in the media center until the next trimester. Please remember to:

- Respect the quiet and productive nature of the library
- ID cards are needed to check out materials
- Follow school rules regarding academic honesty and eating in the building

## **Library and Computer Lab Scheduling**

- Consult the signup sheets located outside of the LMT's office.
- Pencil in your name and the activity you will be doing with your class.
- If you decide that you will not be using the lab please email the LMT or the LMT assistant or the whole staff to notify them that the lab schedule has changed.
- Please assign your students a specific numbered computer workstation for the year.
- If you would like to collaborate with the LMT please notify 2 days prior to the lesson.

- Make sure that all chairs and materials are the way you found them so they will be ready for the next class.
- If any materials (computers, books, desks, chairs, tables, etc) are damaged or missing please let the LMT know as soon as possible.
- Teachers must be present when students are working in the computer labs or the LMC.

**Intellectual Freedom:** see American Library Association

**Circulation Policy:**

Check out:

1. Students may check out an unlimited amount of books and magazines at a time.
2. Books are loaned for 2 week periods.
3. Reference books may be checked out overnight.

Renewal policy:

1. Books and magazines may be renewed if there is no hold on the material.
2. To renew a book a student must ask the librarian for a renewal.
3. Students may not renew a book that is overdue or has a fine.
4. Students may renew a book twice.

Overdue & Lost Books:

1. Students must take care of overdue fines before checking out any new materials.
2. Lost books must be replaced with the purchase price of the book. No replacements from outside vendors.
3. Students will be assessed a \$.05 a day fine for every day the book is overdue.

Computer Use:

1. Students are encouraged to use the computers for school purposes.
2. Students may use school computers to play librarian approved games after school or before school only.
3. If a student needs to use their email they must first ask for permission.
4. Only three students at one time may use the computer at one time. Any standing students will be required to find a seat.
5. Students using computers for purposes outside of the district technology policy will be removed from the computers for one month.
6. Students may use their own laptops to access the WIFI internet.

Library Use:

1. Students must adhere to school rules regarding food and drink in the building.
2. Cell phones, listening devices, and video games are allowed only after school but must not become a distraction or else they will be removed.
3. Take care of your school. The administration will be notified of any property that is damaged as a result of inappropriate use.

4. When using the library during break or lunch students must be sitting and working or they will be asked to leave.

**Faculty and Staff Checkout:**

1. All faculty and staff may check out books without an ID card.
2. There is no limit to the amount of books a faculty member may checkout.
3. Faculty members may check out library materials for two weeks.
4. Faculty members will not be assessed a fine for overdue materials.

**Challenged Materials Policy:**

The South Lake Middle School library understands that not everyone agrees with the selection of materials in the library; therefore, the SLMS library provides any individual the chance to challenge selected materials. The challenge policy is based on the American Library Association's "Bill of Rights," which references the First Amendment of freedom of expression. Any individual who would like to pose a challenge must follow the following procedure:

1. Locate, print, and complete the Challenge Material form on the school website.
2. Submit to Principal or administration
3. Wait to hear response from administration and librarian
4. Come to an agreement
5. If not, the district will be notified and a meeting will be scheduled.

**Donation of Library Books**

All donations are welcome; however, donation items must meet the selection guidelines set forth by the librarian. The librarian holds authority on all donation materials and must meet the standards for all materials selected to be housed in the library media center.