

South Lake Middle School **Library Media Center**



Policies & Procedures **2011-2012**

Mission Statement

The South Lake Middle School Library serves nearly 600 seventh and eighth graders and approximately 50 faculty and staff members. The mission of the library media center is to

1. Assist our students and staff in becoming proficient, engaged users of information and ideas
2. Create an atmosphere where learning is nurtured and actively pursued
3. Provide the print and electronic resources needed to support the school's academic goals and standards

The SLMS library is a "learning common," a place where students can gather to engage in activities that will ingrain the district's goal of making all students lifelong learners. The library endorses the information literacy standards for student learning affirmed by the AASL in information power, and is working to completely align itself with the new library standards set forth by the California Department of Education.

The librarian selects materials with collaboration from the staff, and is based on reviews in professional literature and by the librarian herself. The library strives to provide a differentiated selection that holds something for students of all readiness levels, and that supports the intellectual, social, psychological, and emotional development of its students.

Library Hours

- The library is open Monday, Wednesday, Thursday, and Friday before school at 7:30 am. It is closed Tuesday mornings for PLC meetings.
- The library is open most weekdays at snack, tutorial, lunch and after school. We may have to close for testing, conferences, staff meetings, etc. The library closes at 3:30 pm.

Fun Facts about the SLMS LMC

- It is the largest middle school library in the district
- Seats over 100
- Maintains 35 computer stations in the library, and another 40 in the adjacent technology lab

Circulation Policies

- Students should bring their valid school ID to check out materials.
- The lending period is two weeks for most books.
- A \$0.10 fine will be assessed for each day a book is overdue. Maximum fine is \$10.00.
- Students may check out four books at a time.
- Students may renew a book on an as-needed basis, unless there is a waitlist for that book.
- Students may hold a book for 24 hours.
- Lost books must be replaced with the purchase price of the book (inc. tax, shipping and processing). We will not accept books purchased by patrons in lieu of lost books.
- Students must take care of overdue fines over \$1.00 before checking out new books.

Computer Usage

- Students are encouraged to use the computers for academic purposes.
- Students may play only librarian-approved games on Fridays. If another student needs to use a computer for academic purposes, the librarian or assistant may ask the student playing games to log off in order to free up the computer.
- If a student needs to use email, they should ask for permission first.
- Each computer can be used by only two students at a time.
- Please do not crowd around computers; if there is no chair, students should find another seat.
- Students using computers for purposes outside the district technology policy will receive appropriate consequences, such as the loss of computer privileges.
- Students should not download, uninstall, remove, or otherwise alter computer software, browsers or hardware. Students who do so may lose computer privileges for up to a month.

Using the Library

- Remember that this is primarily a place for learning. If you are acting in a way that distracts people from learning, you may be asked to leave. If you are asked to leave, do not return to the LMC unattended until the next day.
- Food and drinks are prohibited in the library.
- Cell phones, mp3 players, and video games are only allowed in the library after school, and they must not distract other students.
- Do not rearrange furniture, including chairs, unless you get permission from a librarian.
- If you have received permission to use the library during class time due to inability to participate in PE class or other reasons, you may only work on class assignments, homework, or appropriate reading materials. No computer games are allowed.

Textbooks

- Textbooks are checked out to students for the school year.
- Please keep them in a safe place.
- Students are responsible for the specific barcode checked out to them. If the barcode is not the one you received, you still owe us a book.
- Only return textbooks to a librarian. **DO NOT LEAVE THEM ON THE COUNTER, IN THE RETURN BIN, OR IN THE CLASSROOM.**
- Students are responsible for paying for lost or damaged textbooks. Students will be charged for damage according to the district policy.

Tutorial

- During tutorial, the library is open to students with a 3.5 GPA or higher.
- Students must work quietly and individually during the entire tutorial. This is not the place for group work.

Printer

- Please print only assignments and as much as you need. Stay green!
- Students have access to black-and-white printing only.
- If the printer jams or runs out of paper, notify a librarian. She can fix it for you.

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.

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.