

Policy and Procedure Manual
Library Media Center

St. John Neumann Catholic School

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Mission

The mission of the St. John Neumann library is to ensure that students, faculty, and staff have access to materials that help them recognize and grow in their identity as beloved children of God by being effective users of information, ideas, and their own imaginations.

God repeatedly chose to communicate His love to human beings through stories. The story of creation, the history of the people of Israel, parables, and the stories of saints infuse the life of the Church.

The school library will help students interact as curious readers and seekers of truth with all stories they have access to and read.

Goals

The library's goal is to prepare students to meet standards in information literacy, independent learning, and responsibility to their community. These standards will prepare students to be lifelong learners and curious Catholics reaching for virtue.

The library will help students practice solidarity, an understanding that all people are one family in Christ. Students will recognize and love their neighbors as themselves as Jesus exhorts in Matthew 22:39.

The library will help students recognize and affirm the human dignity of all persons.

The library will help students prepare for and participate in society, seeking together the common good and well-being of all persons.

These goals are accomplished by:

- supporting the school's mission and curriculum
- planning with classroom teachers for curriculum integration
- maintaining a current and balanced collection of materials
- providing access for learning, enrichment, and recreation
- providing instruction that fosters skill building and stimulates interest in using information, ideas, and imagination.

Students will:

I. **INQUIRE:** Build new knowledge by inquiring, thinking critically, identifying problems, and developing strategies for solving problems.

II. **INCLUDE:** Demonstrate an understanding of and commitment to recognizing and respecting the human dignity of all people.

III. **COLLABORATE:** Work effectively with others to work toward common goals.

IV. **CURATE:** Collect, organize, and share resources.

V. **EXPLORE:** Discover and innovate in a growth mindset developed through experience and reflection.

VI. **ENGAGE:** Create and share knowledge within their community.

Responsibilities of the Library Media Specialist

The Librarian serves as *a program administrator, a teacher and an information specialist, and an instructional partner* to the school community.

Program Administrator

- Evaluates and selects materials and equipment.
- Maintains the collection according to the accepted procedures so students and teachers can access materials.
- Processes new materials in an efficient manner.
- Maintains a catalog of subject, author, and title of all materials.
- Prepares a regular inventory of all materials.
- Implements a weeding policy to keep the collection current.
- Determines and supervises circulation policies and procedures.
- Schedules classes and student use of the library.
- Prepares an annual budget, in consultation with the principal. The budget shall be commensurate with the amount spent per student at Knox County Public Schools.
- Keeps accurate records of library activities and provides reports to the principal.
- Trains and supervises volunteers.

Teacher and Information Specialist

- Assists students in locating materials needed for curricular and/or recreational reading.
- Teaches information literacy skills to students.
- Promotes reading and enjoyment of libraries in many ways, including story times, book talks, displays, and special programs.

Instructional Partner

- Serves as a consultant to curriculum planning committees and other school-wide committees.
- Collaborates with teachers to integrate information literacy skills with curriculum.
- Acts as a resource consultant to faculty and staff.
- Provides materials and bibliographies requested by teachers.

Selection Policy

Objective: The main objective of the library selection procedure is to provide the students and faculty with a collection of materials that will enrich and support the curriculum and mission of the school to help students grow in virtue, knowledge, and love.

To fulfill its mission, the library will maintain a wide range of books that appeal to the variety of age, emotional development, ability level, and learning styles of SJNCS students. Not every book in the library will be a good fit for every student, but every student will have an option of having something to read that speaks to their interests, ability, and life.

All books the Librarian will select for the SJNCS Library will:

- Provide students with a wide variety of opportunities to explore, discover, and identify the application of Catholic faith in family, friendships, community, and their own personal growth in virtue.
- Support students as they learn to recognize each person as a beloved child of God.
- Contain accurate, up-to-date, and authentic factual information from reputable and authoritative sources.

The following criteria will also be considered as books are selected:

- Support and enrich the curriculum of the school.
- Support and enrich students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality.
- Be up-to-date and appropriate for the subject area.
- Be appropriate for the age, emotional and virtuous development, ability level, and learning styles of the students.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations from credible sources.
 - Reviews will come from Our Sunday Visitor, Catholic Library World, Booklist, School Library Journal, Kirkus Reviews, Publishers

Weekly, Library Journal, Shelf Awareness, YALSA Best Books for Young Adults, and other professional sources.

- Exhibit a high degree of potential reader interest and use.
- Represent a variety of viewpoints on current and historical issues.
- Include materials by authors and illustrators of all cultures.
- Balance cost with need.

Materials provided will span all levels of difficulty and a diversity of appeal.

Procedures for selection:

Requests, suggestions, and opinions for the purchase of library materials shall be gathered from staff as an ongoing process coordinated with the librarian.

Final selection is made by the librarian, using recognized professional sources, evaluation of available resources, and curriculum needs.

Parents may suggest a book using the form on the library website.

Gifts:

Gifts of books and other materials are accepted with the understanding that the library may make whatever use of the material is appropriate in meeting its goals. The same criteria are used for gifts as for selection of purchased items. Items not needed in the collection will be disposed of on an item-by-item basis at the discretion of the librarian.

Weeding

To maintain a vital, current collection, which meets the needs of the community of St. John Neumann, examination of materials is an ongoing process.

An item is considered for discard when it is:

- Obsolete or outdated
- Worn beyond use
- Damaged
- No longer circulating and/or used for reference purposes
- One of many copies of a formerly popular item

A work chosen for discard may be replaced with another copy of the same title or another work on the same subject.

Professional sources used for selection are also used for discarding materials. The final decision of weeding an item is the responsibility of the Librarian.

Weeding is done continually, with an annual record provided of the number of items weeded, the call number, and notation of whether the item was discarded or moved.

Use of the Library Media Center

The librarian schedules all classes for literature enrichment, information literacy skills, independent and group reference work, and circulation of materials. Any other use of the library must be scheduled with the librarian.

Technology

Computers in the library are primarily for student use to access the library catalog, the online research sources, and Accelerated Reader.

One of the resources used online is the Tennessee Electronic Library (TEL). The TEL databases include Gale in Context, World Book, and PebbleGo. Knoxville News Sentinel and the Tennessean newspapers are also available.

Volunteers

The St. John Neumann Library Media Center uses volunteers to function efficiently to meet the demands of operation, service to students and staff and collection maintenance.

The librarian will train volunteers. They may be asked to participate in the following activities as well as other tasks that occur within the operation of the program and the library.

- Assist in circulating materials to students and staff
- Prepare new materials for circulation
- Maintain shelves to insure correct placement of materials
- Repair materials
- Pull requested materials from the shelves for teaching units or bibliographic maintenance
- Assist with the bookfair
- Assist with inventory

Circulation

PreK students do not check out books.

Kindergarten and First Grade students check out one book at a time for a period of one week from the E section of the library.

Second Grade students check out two books at a time for a period of one week.

Third and Fourth Grade students check out three books at a time for a period of one week.

Fifth, Sixth, Seventh, and Eighth Grade Students check out three books at a time for a period of three weeks.

Seventh and Eighth graders may check out books with the small orange dot which denotes books geared more towards older students either in the topics they address or the way they are written.

The librarian will help each student on a one-on-one basis to find appropriate and interesting materials. Parents are welcome to communicate with the librarian about certain books and/or topics they do not want their child(ren) to check out.

Materials may be renewed as needed with consideration given to popular items and items requested for reserve.

Teachers may check out materials for the duration of a teaching unit with consideration given to materials needed by other teachers.

No fees are charged for overdue items.

Charges will be assessed on all lost or damaged items. Items are considered lost after 30 days. Lost or damaged items will be charged at the current replacement cost of the item.

Reference materials may not be checked out.

Reconsideration of Materials

A specific item in the collection may be questioned by a parent or other individual involved in the school community. The following policies and procedures are applicable in the reconsideration of all library materials.

Statement on Freedom for Intellectual Exploration:

The SJNCS library subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of Rights, a copy of which is appended to and made a part of this policy. In the event materials are questioned, the principles of freedom for intellectual exploration should be defended, not a specific item.

The Catholic Library Association is an affiliate of the ALA and promotes accepted standards of library service

Steps for Reconsideration:

1. The individual making the request to reconsider an item should first speak directly with the librarian, communicating their specific concerns.
2. A written report of the discussion will be submitted to the principal, with subsequent reports detailing further action.
3. The librarian will confirm that the criticism of the work is made judging the work as a whole rather than any part taken out of context.
4. No selected material whose appropriateness is challenged shall be removed from the library pending a final decision of a review committee.
5. If the individual wishes to pursue the matter, s/he must complete the "Request for Reconsideration" form (on the following page) and return it to the librarian within two weeks of the initial complaint.
 - a. If the formal request is not received within two weeks, the reconsideration shall be closed.
6. A committee comprised of the Leadership Team (which may include, but is not limited to, the principal, parish priest, librarian, two teachers, behavior interventionist, a member of the School Advisory Board, and two parents) will be formed.
 - a. The librarian will provide the committee with professional sources that review the specific material.

7. Every member of the committee will read the challenged material in its entirety before taking the matter into consideration.
8. The committee will recommend whether the challenged material will be kept in the collection, removed from it, or kept in the collection with restrictions.
9. The final authority on the reconsideration rests with the principal and the parish priest.
10. A written summary of the decision will be provided to the complainant within thirty days of receipt of the formal complaint.

A book may only be reconsidered one time. Once a book has been reconsidered, it cannot be reconsidered again.

Request for Reconsideration of Materials

Name: _____

Address: _____

Email: _____

Telephone: _____ Date: _____

Work to be Reconsidered:

Title: _____

Author: _____

Publisher: _____

Copyright Date: _____

Please respond to all these questions with your concerns:

1. How was this material brought to your attention?
2. Have you read this material in its entirety?
3. What do you object to in this material? Be specific. Cite pages, paragraphs, scenes.
4. Why do you object to this material?
5. For what age group do you think this material would be appropriate?
6. What, in your opinion, is the main idea of this material?
7. Have you discussed the material in question with the librarian?
8. What action would you like the school to take in this matter?
9. What book do you recommend to replace this item if it were removed from the library?

Letter to Complainant

Dear _____

We appreciate your concern over the appropriateness of _____ in the St. John Neumann Catholic School Library. The school has developed procedures for selecting materials but realizes that not everyone will agree with every selection made. We are sending you a copy of the Materials Selection Policy Statement.

If you are still concerned after reviewing our selection policy, please complete the Request for Reconsideration of Material form and return it to me within two weeks. You may be assured of prompt attention to your request. The matter will be presented for careful consideration to a committee of the principal, the parish priest, teachers, parents, and librarian.

Your interest in our school and students is appreciated.

Sincerely,

Instructions to Evaluating Committee

Freedom of inquiry is vital to education in a democracy and within the Church.

Bear in mind the principles of the freedom to learn and to read that all students have, and to explore, discover, and identify the application of Catholic faith in family, friendships, community, and, in so doing, grow in virtue that all students in a Catholic school have.

Base your decision on these broad principles rather than the defense of individual materials.

Study thoroughly all materials referred to you and read available reviews.

Consult standard evaluation aids and local holdings in other schools to check the general acceptance of the materials.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions formed based on the material as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of the discussion of the questioned materials.

Evaluating Committee Report

Title: _____

Author: _____

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews, etc) _____

The committee recommends:

Reasoning and comments: (include majority and minority positions)

Signatures of Committee Members:

Date: _____

This report will be forwarded to: _____

Library Bill of Rights

All libraries are forums for information, ideas, and imagination that the following basic policies should guide their services.

I. Books 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.

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

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

V. All people, regardless of age, possess a right to privacy and confidentiality in their library use. Libraries should protect people's privacy, safeguarding all library use data.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Copyright Policy

It is the policy of St. John Neumann Library to abide by the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines that govern copyright in educational settings. The purpose of copyright laws is to protect the authors of original works, whether they are books, music, graphics, audiovisuals, computer programs or other protected works.

There are four factors which must be considered in determining "fair use" for educational purposes.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Fair use and copyright infringement are often difficult to distinguish. These four factors must be considered before any material is copied. The safest avenue is to receive written permission from the owner before copying; bibliographic citation alone does not eliminate the need for permission.

Section 108 of the Copyright Act gives permission to libraries to make or distribute a single copy of a printed work if certain conditions are met. These are:

1. The copy is made without commercial advantage.
2. The library is open to the public.
3. The copy includes a notice of copyright.

These are applicable to:

1. Copying unpublished works currently in the collection for preservation, security, or deposit in another library.
2. Copying published works solely for the replacement of a copy that is damaged, deteriorated, lost, or stolen, if an unused replacement cannot be obtained at a fair price.
3. Copying at a user's request. No more than one article or other contribution to a copyrighted collection or periodical, or a small part of any other copyrighted work.