

# Fairfield Intermediate School



Library Media  
Center

## Policy and Procedures Manual

2011-2012

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# Community and School Analysis

## Community Analysis

Fairfield is located off of Interstate 45 between Dallas and Houston and has a population of roughly 3,500 people. The distribution between male and female is 50/50 for the projected numbers in 2008. About 45% of the population is spread out between ages 25 to 65. Another 10% is age 5-13 and age 39 is the median age according to the projected 2008 numbers. The ethnic and racial groups figures show approximately 72% white, 20% African American, 15% Hispanic, and 4.9% are other than those listed. Of those that are 25 years and older, which is projected to be around 2,400 people, 35% are high school graduates, 6% have received an associate degree, around 7% a bachelor's degree, and 3% have received a graduate degree. Another 21% have had some college, but no degree has been received.

The projected average household income for 2008 was around \$50,000 a year for Fairfield. Approximately 12% of the population makes under \$10,000 a year per household. Another 9% earns between \$10,000-15,000. Around 14% make between \$15,000-25,000, while 26% make between \$25,000-50,000. Economic levels of the population show that approximately 19% make around \$50,000-75,000 per household. Another 19% of the population makes more than \$75,000 a year per household.

The main industries in Fairfield are services, retail, construction, and mining. The major businesses available for employment in Fairfield are mining companies, the prison system, various electric companies, restaurants, government, and the education system. Other employers include health and medical care, construction, oilfield services, and finance. The most popular mode of transportation to work is to drive alone, which is about 78% of the population. Small percentages, 11%, are carpoolers, and about 7% of the population walks to work.

Educational institutions include Fairfield Independent School District, which offers an Elementary campus (Pre-K-2), an Intermediate campus (3-5), a Junior High campus (6-8), and a High School campus (9-12). There are around 5 Junior colleges in the area that are approximately 60 miles or less from Fairfield. Students can take classes in high school that count

as credit for junior college courses. There are many opportunities available for a high school student to gain a substantial amount of college hours. Texas A & M at Navarro College in Corsicana, which is 30 miles away, and Baylor University in Waco, approximately 60 miles from Fairfield, are the closest universities.

There is one public library, housing approximately 29,000 volumes, and a historical museum located in Fairfield. There are also fair, rodeo, and park grounds, soccer/football fields, baseball fields, a country club, golf course, and tennis courts. A state park, five lakes, peach farm, strawberry farm, and a historic town square are also available for recreation in the area. There is one radio station, two newspapers and around 50 television stations are available to be received in Fairfield. Internet capabilities are dependent upon where you live, but can be accessed through high speed connections, cable connections, and other methods.

Fairfield offers 25 Protestant Churches and one Catholic Church. There is one hospital, one nursing home, and three clinics available in Fairfield. The government is comprised of a city council/mayor, police staff, and fire department with trained EMT. The housing in Fairfield is estimated at 1,650 houses, with 57% owned and 29% rented.

### **School Analysis**

Fairfield Independent School District (FISD) is classified as 3A and Fairfield Intermediate School (FIS), which includes third, fourth and fifth grades, has about 433 students.

Approximately 62% of the student population is Anglo American, 19% represent African Americans, and 17% make up the Hispanic population. American Indian and Asian each represent 1 percent of the student population at FIS.

The number of students whose second language is English is around 26, which is about 6% of the student population. FIS has approximately 53% of the student population that is considered socially and economically disadvantaged. Free and reduced lunch is being given to 56% of the student population. There are 24 students in special education and 12 students with dyslexia. Students that are in the gifted and talented program are about 17 at this time. This is the only advanced class offered on campus. There are no extracurricular activities at this level. Units of study that are emphasized include states, countries, sciences, folklore/fairytales, erosion, and colonies. There are also studies each month over different genres in the library.

The Intermediate school will have approximately 35 teachers on staff, along with 10 instructional aides. Of the teachers, there are two that have an advanced degree. A majority of the faculty is Anglo American. Many are from this area and live in local neighborhoods. Around seven live in the country and three near the lake with an approximate 15 mile drive. Current assessment scores can be viewed on the [Fairfield Independent School District \(FISD\) web page](#) within the accountability link. (Fairfield Independent School District, 2010)

## Mission Statements

### **Fairfield Independent School District (FISD)**

“The Mission of Fairfield Independent School District is to educate all children attending our school. All students will develop essential skills and a knowledge base on which to build lifelong learning” (Fairfield Independent School District, 2010).

### **Library Media Center (LMC) Mission Statement, Goals and Objectives**

The mission of the media center is to become an extension of the classroom in supporting the advancement of technology and research skills of students while serving as the center of resources and learning for the school.

The following objectives will support this mission:

- A wide range of formats will be offered including print and electronic resources to meet the curricular needs of the students to promote academics.
- An appreciation for reading will be encouraged by meeting the personal needs of students and offering programs and incentives.
- The media specialist works in collaboration with administration and teachers to prepare the students with 21<sup>st</sup> century skills that will assist in lifelong learning.

# Programs and Services

## **Accelerated Reader (AR)**

This program is used as a supplemental aid in the classroom to enhance comprehension skills and promote an interest in reading. The students will take a test to determine their reading level and points scale. The books are labeled with AR reading levels and points. After the students read a book, they will test and earn the number of points the book is worth. The students will need to reach a certain number of points in a specific time. Incentives for this program are determined by the teachers and given within the classroom. The library media specialist is responsible for providing the books with appropriate labeling, the tests, and assisting students with finding a book that meets their needs.

## **Birthday Book Club**

The birthday book club is an excellent way to honor your child on their birthday and support the library media center. The student will be able to pick out an age appropriate book from the “birthday cart” and be the first one to check out and read the book. A label will be placed in the front cover of the book including the child’s name, birthday, a short message, and a picture of them holding the book. Participation in the program involves a \$20.00 donation per book. The money is used to purchase a book to be kept in the Library Media Center.

At the end of each month, the members that had a birthday that month will be invited to a breakfast birthday party in the library media center from 7:30-7:50 a.m. The students’ picture will be taken for the local newspapers at this time.

## **Bluebonnet Book Club**

All grades are encouraged to join the book club and read the books that are recognized state-wide. There are 20 books on the list and the students will need to take the AR test for accountability after reading or hearing the book read aloud. The following are incentives for each grade awarded after the students reach a certain number of books. The students will be expected to make an 80 on the AR test and write a short summary of the book to show that they have read or heard the book read aloud and understood. The different levels for each grade are listed below.

### **3rd grade**

- 5 books -- entered in a bi-weekly drawing
- 10 books -- certificate, pizza party
- 15 books -- medal, field trip, t-shirt
- 18-20 books -- trophy at awards assembly

### **4th grade**

- 10 books -- certificate, entered in a bi-weekly drawing
- 15 books -- medal, t-shirt, pizza party
- 18-20 books -- field trip and trophy at awards assembly

### **5th grade**

- 10 books -- certificate, entered in a bi-weekly drawing
- 15 books -- medal, t-shirt, pizza party
- 20 books -- field trip and trophy at awards assembly

### **Scholastic Book Fair**

The media center hosts a book fair each year to raise money to buy new books for the library. Books, software, games, and other items are available for the community to purchase. The book fair lasts a week and a family night will be scheduled to allow the community a chance to visit the fair.

### **Six Flags Reading Club**

A reading program sponsored by Six Flags to promote the love of reading. Students in grades 3-5 are given a form in December and will need to log at least 6 hours of reading. The forms will be turned in at the end of February and the students will be given a free ticket to Six Flags Theme Park.

## **Personnel Job Description**

### **Library Media Specialist**

There are various roles of the library media specialist including a teacher, instructional partner, information specialist and program administrator. As a teacher, the media specialist assists in



expanding technology and research skills in students. The media specialist also partners with instructional teachers in meeting the curricular needs of students. As an information specialist, the librarian dedicates time in locating current, authoritative information for student use and encourages the use of databases and resources that are beneficial in researching. The administrative duties of a library media specialist include collection development and evaluation, managing a budget, programs, and equipment, scheduling time with teachers to collaborate and supervising the daily operations of the library.

### **Library Media Specialist Assistant**

The role of the assistant is to support the library media specialist in the daily operation of the library. The assistant will help manage the library computer system, assist students with research and technology skills, and instruct library lessons. The assistant will need to manage classes for check out during specific times of the day. Some other duties include shelving books, repairing books, and assisting in the evaluation and inventory of the collection. In the absence of the media specialist, the assistant will supervise the daily activities of the library.

### **Volunteers/Student Helpers**

Volunteers and student helpers are welcome to assist the media center staff in the library. Volunteers need to check in with the office upon arrival and receive a visitor's badge. Activities the volunteers may be involved with include assisting students with locating a book, shelving books, delivering materials to classrooms, keeping the shelves in order, operating the check out system, and helping students research. Student helpers can assist in all of the activities mentioned above excluding the check out system. Volunteers and student helpers are expected to uphold the policies and procedures of the LMC outlined in this manual.

### **Evaluation of LMC Program and Personnel**

The LMC program and the personnel housed therein will be evaluated by the principal of FIS and other district administration on a continual basis throughout the school year.

# Collection Development

## **Formats Collected**

The library media center collects the following formats and makes them available to students, parents, and/or teachers and staff. Some of the materials are for check out by students and parents and others are available for check out only by teachers and staff.

- Books
- Reference materials
- Magazines
- Newspapers
- Videos
- E-books
- Technology

## **Selection Policy**

The selection of materials will support the philosophy and mission statement of the media center. The collection will be appropriate for the age levels served and represent the diversity of student needs and reading levels, as well as support the curriculum. There are several formats available in the media center, including print, non-print, and electronic materials. The media center supports intellectual freedom and the students' rights to access information. Collection development is an on-going process that needs to be continually evaluated and accessed.

## **Selection Objectives**

- Support curricular needs and objectives
- Provide leisure reading materials
- Offer current and relevant information
- A wide range of formats to choose from including print materials, videos, electronic, and periodicals

## **Selection Responsibility**

The responsibility for the selection and de-selection of materials is delegated by the school board to the library media specialist that is trained to develop and maintain a library collection. The media specialist is responsible for recommending the purchase of new materials for the collection and keeping the collection current and relevant. The cooperation of staff, students, and parents are valued by the media specialist. Staff is consulted on what areas of the collection they would like to see improved. Student recommendations are always welcome and will be evaluated for appropriateness. Parents and other members of the community can also make recommendations by contacting the media specialist.

## **Selection Criteria by Format**

All materials, including gifts and loans, will also be evaluated for the accuracy, quality, and value that will be added to the collection, as well as the reputation of the author, illustrator, and/or publisher. The following are some of the recommended criteria that are considered, but are not limited to by the media specialist:

Print Materials including books, reference materials, magazines and newspapers:

(The criteria are not in priority order)

- Appropriate interest level
- Award nominees and winners for age level
- Notable lists
- Relevancy to current topics
- Accuracy, validity and depth of information
- Meets curricular and instructional needs
- Commendable reviews
- Recommended by staff, students, parents, and/or other community members
- Budget considerations
- Value to the collection
- Need for materials in specific area

Electronic Materials including videos, e-books, and online databases:

(The criteria are not in priority order)

- Accuracy, validity and depth of information
- Budget considerations
- Ease of use
- Technical support from vendor
- Need of the material

Technology Equipment:

(The criteria are not in priority order)

- Reputation and service support of company
- Budget considerations
- Ease of use, quality and durability
- Need of the material

### **Selection Tools**

These tools may be utilized to evaluate materials that are under consideration to be added to the collection. The evaluation process is not limited to these tools.

- Professional journals and other sources that contain reviews such as *Library Media Connection*, *School Library Journal*, *Booklist*, *Horn Book*, *Kirkus Review*, *Publishers Weekly*, etc.
- Professional resources including *Children's Catalog*, *Middle and Junior High School Catalog*, etc.
- Award winning honor books and winners
- Notable lists
- Personal evaluation of collection
- Recommendations from faculty, administration, parents, and students
- Interlibrary loan requests
- Catalogs and other materials from publishers, vendors, and other distributors

## **Budget and Fundraising**

The school district financially supports the media center. Additional fundraising may be done if there is a specific need.

# Acquisition and Processing

## **Acquisition of Materials**

Once the media specialist has developed a list of materials using the selection process, the materials will need to be acquired using the most efficient means. There are various methods of acquiring materials for the library media collection. The following methods may be used to purchase materials, but are not limited to by the media specialist.

- Jobbers, such as Follett Library Resources
- Publishers, such as Scholastic
- Other independent or local vendors
- Local bookstores may be used for immediate needs
- Lowest bid for equipment and technology
- Online subscriptions through various companies

## **Processing and Cataloging of Materials**

Materials that are purchased through jobbers are processed and catalogued by the company. Materials from other vendors, publishers, technology and gifts will be processed and catalogued by the media specialist.

## **Gifts and Donations**

Gifts and donations to the library media center are welcomed and will be accessed for appropriateness to the collection. The same criteria for selection and de-selection will be applied to these materials. The library does not guarantee that any material will be kept permanently.

# Maintenance and Preservation Policy

## **Collection Evaluation**

The media center staff is responsible for deciding whether to repair, replace, and/or remove materials from the collection. Collection evaluation can be done through a physical walk-through evaluation, age analysis, circulation reports, and other studies and analyses. The staff will inform the students of proper care for library materials.

## **Inventory of Materials**

Inventory will be done annually, usually at the end of the school year, to keep the catalog records current and allows the staff to evaluate the physical condition of materials as well. A current inventory analysis allows the media staff to evaluate the areas that need to be enhanced and outdated areas that need to be weeded. The collection will continuously be evaluated to ensure that the appropriate materials are current and relevant to the needs of the students and teachers.

## **De-selection of Resources**

The CREW (Continuous Review Evaluation Weeding) method manual is one source that will be utilized in the de-selection, also known as weeding, of the media center collection. Weeding is a necessary part of maintaining a collection and ensuring the quality of the materials that are made available. The [\*CREW: A Weeding Manual for Modern Libraries\*](#) can be found by following the link provided. (Texas State Library and Archives Commission. Revised and Updated by: Jeanette Larson, 2008)

## **Criteria for Weeding**

The following are recommended criteria that are considered, but are not limited to by the library media center staff.

- Physical condition and appearance of the material
- Low circulation record
- Age of the material is outdated
- Content is not accurate

- Not suitable material for age group
- Reading level is not appropriate
- Material is biased
- Topic is no longer in curriculum or no longer popular

Materials that are not to be discarded include local, state and national history materials, yearbooks, and classics. Classics may be discarded if a newer version has been purchased.

### **Disposal of Discarded Materials**

One method for disposing of materials is to donate them to classrooms, hospitals, churches, or nursing homes if they are still accurate and suitable. Another option is to recycle the discarded materials that are no longer accurate or in good condition.

## **Circulation Policy**

### **Book Loans**

Books may be checked out by students in the library media center for a period of two weeks. Students may check out two books at a time and have one renewal period for each book. If more renewals are needed, the popularity of the book will be taken into consideration, as well as if the book is on hold for another student. A student may place a hold on a book if their account is clear of fines and/or overdue books. A student may not check out a book if they have an overdue book still out. Staff may check out as many books as they would like with no time limitations or late fees for these materials. Parents may also check out books after an account has been set up for them in the system and their loan periods and quantity are the same as the students.

### **Video/E-book/Technology Loans**

Videos can be checked out only by teachers for a three day period. E-books can be previewed through Destiny and checked out by teachers, students, and parents for a 24 hour time period. There are no limitations to the amount of videos or e-books that may be checked out at once and no fees are applied to these items. Technology equipment, including digital and video cameras, may be checked out for three consecutive days. There will be an opportunity to renew these

materials if another teacher does not already have them on hold. This is due to the short supply and high demand of technology equipment in the library media center.

### **Reference Material/Newspaper/Magazine Loans**

Reference materials, newspapers, and magazines are available to be viewed in the media center; however these items will not circulate. Copies may be made of reference materials and teachers may check them out for a project. Back issues of newspapers and magazines are available for teachers to have for their use in the classrooms.

### **Overdue/Lost/Damaged Items**

Students will not be able to check out other materials until overdue books are returned or the book is paid for in full if it is lost. Students and parents will be charged the full amount of replacing the book for a lost material. A complete refund will be given to books that are found and brought back to the library in the same condition within the same school year. Damaged books will be assessed and the media center staff will apply a fee that is equivalent to the damage. Notices will be sent every three weeks as a reminder of materials that are overdue and/or fines that need to be paid by students to the media center.

### **Interlibrary Loans**

Interlibrary loans for books, e-books, videos, reference materials, and newspapers/magazines are welcome from faculty throughout our district. Please contact the media specialist and the materials will be sent through interoffice mail. Limitations and fees will not be applied; however notices will be given as a courtesy reminder of the materials checked out in their name. Students may check out books through interlibrary loans as well; however, the policies, including the fines and limitations, for that campus are applied.



# Challenged Materials

## **Request for Reconsideration of Materials/Intellectual Freedom**

The library media center supports the values of intellectual freedom expressed in the First Amendment of the *United States Constitution*. These principles include free access to information and ideas for all people. The media center staff develops policies and procedures to evaluate a collection and keep it current and appropriate for the age levels it serves; however, there will be materials that some consider to be inappropriate and request for reconsideration will be made informally or formally. The person requesting the material needs to read, view, or listen to the entire material to ensure that they fully understand the context.

The [Freedom to Read Statement](#) can be found by following the link provided. (American Library Association Council & Association of American Publishers Freedom to Read Committee, 2004)

## **Request for Informal Reconsideration**

1. The principal and media specialist will be informed of the complaint and the school will try to resolve the problem informally.
2. The policies and procedures followed in the selection process and the criteria used to develop the collection will be explained to the complainant.
3. If the complainant wishes to file a formal complaint, the *Request for Reconsideration of Challenged Materials* will be provided as well as a copy of the procedures followed for challenged materials.

## **Request for Formal Reconsideration**

1. The *Request for Reconsideration of Challenged Materials* will need to be filled out and given to the library media specialist or the principal of the school.
2. Once the completed form is received, the superintendent will be informed of the formal complaint.
3. A reconsideration committee will be formed consisting of a building administrator, a library media specialist, two classroom teachers, a counselor, and a parent. The classroom teachers will represent two different grade levels.

4. A chairperson will be assigned and a meeting will be scheduled within ten working days of receiving the completed form from the complainant.
5. At the first meeting, the committee members will be given a copy of the completed *Request for Reconsideration of Challenged Materials* form and a copy of the material that is being challenged. Copies of reviews on the material will also be collected by the media specialists and given to the committee members. Each member will be given ample time to read, view or listen to the material in question, the form and the reviews. The members are to form their own opinions and considerations about the material as a whole before the next meeting.
6. At the second meeting, a discussion will be held about the material and a majority vote will decide whether to keep or remove it from the collection.
7. The chairperson will write a report of the procedures and the decision that was made by the committee. A copy of the report will be given to the principal and the superintendent of schools.
8. The principal will send a copy of the report to the complainant and discuss the decision with them if necessary.
9. The complainant can seek further action through the superintendent and the school board if they are dissatisfied with the decision of the committee.
10. The material in question will remain in circulation until a decision is made by the committee.

See Appendix A for the *Request for Reconsideration of Challenged Materials*.

## Ethical Issues

### **Copyright and Fair Use**

The media specialist is responsible for ensuring that copyright laws and guidelines are being followed and not being violated at the school. This can be done by staying up to date on the laws and informing the staff and students of the guidelines. The following link is a chart of [Copyright and Fair Use Guidelines for Teachers](#). (Technology & Learning Magazine by Hall Davidson, 2002) There are also [Copyright and Plagiarism Guidelines for Students](#) outlined in the linked document. (Simpson, 2007)

## **Acceptable Use of the Internet/Technology**

The Internet provides a wealth of information and is beneficial to students, teachers and media specialists in their researching needs. Each student signs an acceptable use policy at the beginning of the year that expresses they understand the rules and policies set forth by the district. The students may not access the Internet until this form is signed and returned to the school.

Students are expected to be responsible for the following in the media center:

- Use the computers for educational use only
- Be careful to not share personal information on the Internet
- Follow copyright guidelines
- Abide by district and school policies
- View sites that are appropriate for a school setting
- Accessing only their computer accounts

The [\*FISD Internet and Network Acceptable Use Policy\*](#) can be viewed on the district web site located within the link for downloads or by following the link provided above. (Fairfield Independent School District, 2010)

## **Confidentiality of Records**

The library media center staff will keep the records of students confidential including circulation, internet history, material requests, and registration information. This information may need to be provided if requested legally by an authority, written permission of the student, or to uphold the daily activities of the library media center.

# Behavior Guidelines

The following rules and guidelines need to be followed at all times in the media center.

- Be on your best conduct as outlined in the student handbook
- Have respect for adults, peers, and yourself
- Remember that others are working, reading, and/or studying and need a quiet working environment
- Find an adult if you have a question or concern
- Respect the equipment, materials and furniture that are made available to you
- Leave your work area clean

Students are expected to follow the guidelines and rules outlined in the FIS student handbook. This can be reviewed by accessing the FIS web site.

## Request for Reconsideration of Challenged Material

**To: Fairfield Intermediate School – Library Media Center**

Initiated by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### REPRESENTING (Fill in or circle all that are appropriate)

(Your Name) \_\_\_\_\_ on behalf of

(Your child's name) \_\_\_\_\_

Who does / does not attend Fairfield Intermediate School

Group Name \_\_\_\_\_

Organization Name \_\_\_\_\_

### RESOURCE QUESTIONED

**Book:** Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright \_\_\_\_\_ Edition \_\_\_\_\_

**Non-Book:** Type of Resource (circle as appropriate): Magazine, Video, Audio-tape, Internet site,

Other \_\_\_\_\_

Title/Name \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

Other Details \_\_\_\_\_

**Please respond to the following questions.** If insufficient space, please attach additional sheet(s) of paper.

1. Did you view the entire item? \_\_\_\_\_ If no, what sections did you view?

\_\_\_\_\_

2. To what do you object? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you believe is the main idea of this material?

\_\_\_\_\_

\_\_\_\_\_

4. What do you feel might be the result of a student's use of this material?

\_\_\_\_\_

\_\_\_\_\_

5. Is there any aspect of this material of which you approve? \_\_\_\_\_

What is that?

\_\_\_\_\_

\_\_\_\_\_

6. Are you aware of any reviews of this material by professional critics?

\_\_\_\_\_

7. In your opinion, for what age group would this material be appropriate? \_\_\_\_\_

8. Could you recommend other similar material that you consider to be more appropriate, and why do you consider it more appropriate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form to the Fairfield Intermediate School Principal or Media Specialist***

(Phillips, 2009-2010)

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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.

Adopted June 19, 1939

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>

(American Library Association Council, 1996)

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