



Butler County School System
“Boldly Committed to Student Success”

**Library Media Specialist
Information Handbook**

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Library Media Program

Butler County School System Vision & Mission Statements

Our Vision

Boldly Committed To Student Success

Our Mission

Our mission is to enable every student to graduate college-and career-ready and competitive in a global economy. We will accomplish this mission by providing a rigorous education in a safe, supportive environment that promotes self-discipline, motivation, and excellence.

Our Beliefs

1. Teach to the standards for each of the required subjects (Alabama College And Career-Ready Standards-Courses of Study)
2. Through a clearly articulated and locally aligned K-12 curriculum
3. Supported by aligned resources, support, and professional development
4. Monitored regularly through formative, interim/benchmark assessments to inform the effectiveness of the instruction and continued learning needs of individuals and groups of students
5. With a goal that each student graduates from high school with the knowledge and skills to succeed in post-high school education and the workforce without the need for remediation as evidenced by multiple measures achieved through multiple pathways to meet the graduation requirements set for students in Alabama

Butler County Library Media Mission and Vision Statements

Mission Statement

The mission of the Butler County Library Media Center Program is to promote the joy of reading, to nurture the development of lifelong independent learning, to support the curriculum by providing access to information in all forms, and collaborate with staff members to provide engaging learning experiences.

Vision Statement

The Butler County Library Media Program seeks to create a 21st century environment that promotes learning for all students by providing equitable access to information, teaching information literacy skills, and encouraging lifelong learning.

Philosophy

The philosophy of school media centers reaffirms the philosophy of the Butler County Schools.

The school media center is an instructional center for the entire school. The school media center must provide well-organized materials in adequate quantities to stimulate students to want to learn and grow to the fullest extent of their capabilities.

The school media center should provide areas for quiet reading, for exploring, for individual and group instruction, for reference work, for listening and viewing, and for preparation of media needed by students, teachers, and media specialists.

The philosophy, which underlies the school media center, is based on a combination of serving the needs of the teachers and students, and meeting the needs of the educational curriculum of the school. In order to implement this philosophy, the media center should be planned and located so that it constitutes the “heart” of the school with readily accessible resources.

Butler County Library Media Goals and Objectives

The Primary objective of the school's media center is to enrich and support the curriculum of the school and to serve the individual educational needs of students and staff. The general purpose of the media center is to provide the right media for the right person at the right time. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

The Butler County Board of Education reaffirms the objectives adopted by the Alabama State Board of Education with their approval of the Alabama Library Media Handbook on September 11, 2008.

The objectives of the media center are:

1. To provide teaching and learning experiences which will meet individual student needs, interests, goals, abilities, maturity levels, and creative potential.
2. To function as an integral part of the total school program.
3. To provide informed guidance in the use of library services and resources.
4. To provide educational services and materials for the teachers of the school.
5. To build the media collection according to a definite plan on a broad general foundation.
6. To provide materials and experiences that will produce growth in factual knowledge, social adjustment, literary appreciation, aesthetic values, and ethical standards.
 - a. The media center will support socially acceptable indoctrination of the child into the ways of our society.
 - b. The media center will insure that no race, nationality, profession, trade, religion, school of thought, or local custom is overlooked.
 - c. The media center will provide materials on opposing sides of controversial issues.
 - d. The media center will place principle above personal opinion and reason above prejudice in the selection of materials that meet the established written criteria for selection.

SCHOOL LIBRARY BILL OF RIGHTS
For School Library Media Center Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.

To provide qualified professional personnel to serve teachers and students.

(Approved by American Association of School Librarians Board of Directors, Atlantic City, 1969.)

The AASL Literacy Standards For the 21st-Century Learner

Standard 1: Learners use skills, resources, & tools to inquire, think critically, and gain knowledge.

Standard 2: Learners use skills, resources, & tools to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.

Standard 3: Learners use skills, resources, & tools to share knowledge and participate ethically and productively as members of our democratic society.

Standard 4: Learners use skills, resources, & tools to pursue personal and aesthetic growth.

Procedures for Dealing with Challenged Materials

A. Statement of Policy

Any resident or employee of the school district may formally challenge media center learning resources used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and community who are not directly involved in the selection process.

B. Request for Informal Reconsideration

The school receiving a complaint regarding material from the media center shall try to resolve the issue informally. The superintendent shall be informed of the complaint.

1. The principal or other professional staff shall explain to the questioner to the school's selection procedure, criteria, and qualifications of those persons selecting the resources.
2. The principal or other professional staff shall explain the particular place the questioned media center material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal complaint, a copy of the Butler County School's "Policy for Selection of School Media Center Instructional Materials" and a "Request for Reconsideration" form shall be given to the party concerned by the principal. The superintendent shall be informed immediately.

C. Request for Formal Reconsideration

Preliminary Procedures

1. Each school principal and media specialist will keep on hand and make available the "Request for Reconsideration" forms. All formal objections to media center materials must be made on these forms.
2. The "Request for Reconsideration" form shall be signed by the questioner and filed with the principal or someone so designated by the principal.
3. The superintendent shall be informed of the formal complaint received.
4. Requests for reconsideration of materials in district collections shall be referred to the superintendent's office for reevaluation of the media center materials. The superintendent will then appoint a reconsideration committee to reevaluate the resource.

D. The Reconsideration Committee

1. Upon receipt of a request for formal reconsideration of media center material, the principal shall:
 - a. Appoint a reconsideration committee including the following membership as appropriate:
 - i. One member of the district staff chosen by the superintendent;
 - ii. One member of the school's teaching staff chosen by the school staff;
 - iii. One member of the Media Center professional staff;

- iv. Two parents who are members of the school's PTA/PTO or in the absence of a PTA/PTO, two parents representing support groups within the school;
 - v. Two students chosen by the principal (high school level)
 - vi. The principal.
- b. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.
 - c. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
 - d. The reconsideration committee shall review the challenged media center material and judge whether it conforms to the principles of selection outlined in the district's selection policy.

E. Resolution

- 1. The reconsideration committee shall:
 - a. Read, view, and listen to and otherwise examine the challenged media center material;
 - b. Determine professional acceptance by reading critical reviews of the media center materials;
 - c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
 - d. Discuss the challenged media center material in the context of the educational program;
 - e. Discuss the challenged item with the individual questioner when appropriate;
 - f. Prepare a written report.
- 2. The written report shall be discussed with the individual questioner if requested.
- 3. The school principal shall retain the written report with a copy forwarded to the superintendent.
- 4. Written reports, once filed, are confidential and available for examination by the members of the Butler County School Board only.
- 5. The decision of the reconsideration committee is binding for the individual school.
- 6. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Butler County Board of Education as the final review panel.

F. Guiding Principles

- 1. Any resident or employee of the school district may raise objection to media center materials used in a school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting learning resources.
- 2. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.

3. Butler County Board of Education supports the “School Library Bill of Rights” adopted by the American Library Association. (A copy of the “School Library Bill of Rights” is attached to this policy). When media center materials are challenged, the principles of freedom to read/listen/view must be defended as well.
4. Access to challenged material shall not be restricted during the reconsideration process.
5. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
6. A decision to sustain a challenge shall not necessarily be interpreted as judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the material.

Request for Reconsideration

Initiated by _____

Telephone _____ Address _____

School _____

Materials Questioned:

Book: Title _____ Author _____

Publisher _____ Copyright date _____

AV Material: Type of Media _____
(Video, software, cd, etc.)

Title _____

1. To what do you object? Please be specific. _____

2. What value is there to this work? _____

3. What do you feel might be the result of reading or viewing this material? _____

4. For what age group would you recommend this material? _____

5. Did you read or view the entire material? _____

If no, what parts? _____

6. What reviews of this material have you read? _____

7. What is your recommendation concerning this material? _____

Signature of Complainant

Date

Procedures Concerning the Copyright Law/Fair Use

The reproduction and use of materials on Butler County Board of Education equipment or by Butler County Board of Education employees or students in pursuit of Board of Education business or instruction shall be in accordance with copyright law (as set forth in Title 17, United States Code) and the manufacturer's condition of sale.

1. No Butler County Board of Education employee or student shall reproduce or allow the reproduction of material in violation of copyright law and/or the conditions of sale/rental.
2. No Butler County Board of Education employee or student shall accept or use copyrighted materials or software which is not known to be provided in accordance with copyright law of condition of sale.
3. It is the individual responsibility of each user to determine that his/her use of the copyrighted material is in accord with this policy.

Selection and Acquisitions

Responsibility for Selection of Media Center Materials

The legal responsibility for the purchase of all instructional materials for the school media centers is vested in the Butler County Board of Education, but the responsibility for the selection of library materials has been delegated to the school media center specialists of the district.

While selection of materials for media centers involves many people (administrators, supervisors, teachers students, community person), the school media specialist has been charged with the responsibility of identifying, ordering, and organizing materials for the media center as approved by the school principal.

Criteria for Selection of Media Materials

The following criteria will be used as they apply:

1. Materials for media centers shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses.
2. Materials for media centers shall be chosen to enrich and support the curriculum and the personal needs of users.
3. Materials for media centers shall meet high standards of quality in the appropriate categories, including the following: presentation; physical format/performance; educational significance; readability; authenticity; artistic quality and/or literary style; factual content; and reputation of the publisher, producer, etc.
4. Materials for the media center shall be appropriate for the subject area and for the age, emotional develop ability level, learning styles and social development of the students for whom the materials are selected.
5. Requests that meet the aforementioned criteria from faculty and students are given priority consideration.
6. The selection of materials for media centers on controversial issues will be directed towards maintaining a balanced collection representing various views.
7. Lost and worn materials that are still of educational value should be replaced.

The selection process is a continuous process. The school media specialist should be aware of new materials, methods, and theories. The school media specialist should discard all old and useless materials that requires the same degree of attention as initial selection and deserves careful study.

Procedure for Selection

In selecting materials for media centers, the school media specialist will evaluate the existing collection, available resources, and curriculum needs and will consult reputable, professionally prepared aides to selection and other appropriate sources.

The media specialist will consult and involve administrators, teachers, students, and parents in a systematic manner.

Types of Materials Included

Books and non-book materials should be selected on the basis of the best available format that conveys desired concepts. Regardless of format, all material should meet high standards of excellence.

Collection Development

Processing of Materials

A well organized collection is vital to the success to the library media program. A detailed procedure is outlined for the processing of books.

1. Compare new books against the purchase order and the company's invoice or packing slip after unpacking contents of shipping container.
2. Indicate books received and discrepancies on all copies of invoice.
3. If there is a defect with a book notify the vendor immediately.
4. Stamp the book with the library media center stamp. Stamp the following places: inside back and front cover, random internal page.
5. Assign classification number or check given number.
6. Assign barcode number to book.
7. Label spine with call number.
8. Label with Accelerated Reader information.

Weeding of Materials

Weeding is not a once a year project, but a continuing process throughout the school years. Media Specialist will work on weeding the collection as needed for a successful library media program.

1. Consider weeding the following:
 - a. Badly damaged materials
 - b. Old editions that have been replaced with newer copyright editions
 - c. Outdated or discriminatory materials
 - d. Titles that are no longer popular and never circulate within the library media program.
 - e. Duplicate copies that no longer circulate within the library media program.
2. Consider NOT weeding the following:
 - a. Any item which is out of print and may be occasionally used.
 - b. Items of historical value in the school or local community.
 - c. If your library does not meet accreditation standards.
 - d. Classics
3. After the items have been removed from the shelves or storage areas:
 - a. Remove record from Destiny management software.
 - b. Mark the cover as discarded.
 - c. Withdrawn books may be destroyed, given away, sold or recycled.

Cataloging Procedures

Butler County media centers use Follett’s Destiny Library Management System for cataloging and circulation. Destiny is a web-based library management system. The program provides students with a fast, federated search that leads to results that show print materials alongside digital books. The circulation features of the program include check-in and check-out of resources, view of patron accounts, and monitor copy or item statuses.

All books in the library media center’s collection should be classified according to the latest edition of the *Dewey Decimal Classification and Relative Index*.

The following designations should be used in classifying books:

<u>Category</u>	<u>Call Number Designation</u>
Easy	E 3 letters of author’s last name
Fiction	F 3 letters of author’s last name
Story Collection	SC 3 letters of author’s last name
Collective Biography	920 3 letters of author’s last name
Individual Biography	92 3 letters of of bio’s last name
Nonfiction (000-999)	Dewey # 3 letters of author’s last name
Reference	REF 3 letters of author’s last name
Professional	PRO
Big Book	BB Dewey # 3 letters of author’s last name
College/Career	CC 3 letters of author’s last name

Circulation Procedures

Circulating Books - Library books should be circulated for a period of one to two weeks based on the discretion of the library media specialist.

Circulation Period - The length of circulation period is determined by the size of collection, number of borrowers, and the way in which material is used.

Reference Materials - Materials may be circulated overnight with permission of the library media specialist.

Renewals - May be granted on all regular loans, but a limit to the number of renewals should be set based on the needs of the media center.

Circulation Information - Information should be distributed that contains specific policies pertinent to the operation of that particular library, such as class schedules, hours of operation, assessment of fines, procedures for lost and damaged materials, regulations for use of library materials, and other needed information to clarify library policy.

Overdue Books - An attitude of responsibility should be emphasized to the students concerning the importance of returning materials on time. Overdue notices should be distributed in a timely manner.

Damaged or Lost Fines - The amount charged for damaged or lost library materials is determined by county guidelines. The value of the book is kept in Destiny management program. When a student transfers, a receiving school may be contacted for assistance in recovering the book or money.

Monies Collected - Monies collected through the library should be receipted and deposited into the library account. These funds should be used to purchase library materials.

Magazines - If space and funds are available, magazines should be available at all times to be used for reference. Magazines should be circulated only at the discretion of the library media specialist.

Technology Use & Internet Safety Policy

Introduction

The purpose of technology and the Internet in Butler County Schools is to support research and education by providing access to unique resources and an opportunity for collaborative work. Use of technology or the Internet, including e-mail, must be in support of and consistent with the educational objectives and within the guidelines of the approved curriculum of the Board of Education.

It is the policy of the Butler County Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Technology Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Butler County Board of Education online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. All use of computers, Internet, and email programs are subject to monitoring by electronic means. Any

device (regardless of ownership) suspected to be used inappropriately on school grounds is subject to immediate inspection in order to determine the contents and recent utilization of the device. The devices subject to inspection include, but are not limited to, laptops, handhelds, cell phones, gaming devices, calculators, or any other device that can be used to communicate electronically.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The following local regulations will also apply:

- (a) All use of the Internet must be in support of education and research and consistent with the purpose of the Butler County School System.
- (b) It is not permitted to create, send, or forward electronic chain letters.
- (c) Use of the Internet which results in any copyright violation is prohibited.
- (d) Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
- (e) Hate mail, harassment, cyber bullying, discriminatory remarks, spam, and other antisocial communications using local area networks, wide area networks, or the Internet is prohibited.
- (f) Personal information such as name, address, or telephone number should not be revealed on the Internet.
- (g) Use of the Internet for product advertisement, political lobbying, commercial, for profit, buy/sell/trade/order goods, or services, or illegal activity is prohibited. Fraudulent copying, communicating, or modifying of materials in violation of law is prohibited and will be referred to appropriate authorities.
- (h) Malicious use of technology or the Internet to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer or system is prohibited.

- (i) Installing, downloading or uploading of unauthorized games, programs, files, or other electronic media (including music and movies) is prohibited.
- (j) Technology or the Internet shall not be used to disrupt the work of others.
- (k) The hardware, software, or programs of the Butler County Board of Education shall not be destroyed, modified, or abused in any way.
- (l) Hacking is prohibited. Use of technology, local area networks, wide area networks, or the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords, or data belonging to other users is prohibited.
- (m) All encountered or observed problems in system or network security should be reported to an administrator in your building.

Supervision and Monitoring

It shall be the responsibility of all members of the Butler County Board of Education staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

Any person found to be in violation of this policy, applicable state and federal laws (including copyright laws), posted classroom rules, or other relevant Board of Education policy will be subject to appropriate disciplinary measures as outlined in (a) for a Student, the Student Code of Conduct or (b) for an Employee, the Butler County Policy and Procedure Manuals. Violators will also be subject to immediate revocation of Internet and/or computer privileges.

Pursuant to the State of Alabama law, any unauthorized access or attempted unauthorized access may be subject to criminal prosecution.

Education

Each year, School Administrators will ensure that students are being educated about proper online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

Adoption

The Butler County Board of Education adopted this Internet Safety Policy at a public meeting, following normal public notice, on June 21, 2012.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. *The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:*

- 1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;*
- 2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or*
- 3. Harmful to minors.*

HARMFUL TO MINORS. *The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:*

- 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;*
- 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and*
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

SEXUAL ACT; SEXUAL CONTACT. *The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.*

Budgeting Procedures

The Foundation Bill 95-314 states “The library enhancement appropriation shall be for K-12 Public School Library/Media Centers...Not less than of the above appropriation is to be expended for books. Other expenditures may include:

1. Book binding
2. Repair
3. Computer software
4. Computer Equipment
5. Cataloging
6. Audio-Visual Materials
7. Newspapers
8. Magazines
9. Recordings
10. Video tapes/DVD’s

The Accountability Bill 95-313 states “Library enhancement funds must be budgeted for all teachers based on rate appropriated per teacher unit by the legislature in the foundation program.” This bill then quotes the following statements from the Foundation Bill.

1. By law each school must submit a budget for the expenditures of library enhancement monies.
2. All faculty members will be given the opportunity for input; therefore, the budget must be developed and approved in a faculty meeting.
3. The faculty, librarian, and principal of each school shall cooperatively develop a budget for the purchase of library enhancement expenditures, and a majority vote of the faculty, approve the budget for the school.
4. Each teacher must sign that they have participated in the budget process.
5. After the budget has been developed, each teacher should vote by secret ballot. Ballots should then be counted and filed in the school office for examination by state auditors.
6. A minutes of the meeting with the results of the vote should be taken, a copy filed in school office and a copy forwarded with the budget and other supporting documents to the central office.

Purchases made with state allocations must be submitted on a county Library Enhancement purchase order form. Purchases made with local school money should be made on a local purchase order form.

Librarian/Media Specialist Job Description and Responsibilities

Qualifications: Hold appropriate Alabama certification for a school librarian.

Reports to: LEA School library supervisor and building principal

Supervises: If applicable, paraprofessional(s) who compromises the school library staff, volunteers, and student assistants.

Evaluation: Performance of job will be evaluated in accordance with district policies.

The Librarian/Media Specialist serves as a school leader, instructional partner, information specialist, teacher and program administrator.

The school librarian/media specialist demonstrates his or her role as a visible and active leader with the school community, an advocate for the school library program (SLP), and a professional member of the school library community by:

1. Serving on decision making teams in the school.
2. Taking an active role in school improvement and accreditation activities.
3. Sharing expertise by presenting at faculty meetings, parent meetings, and school board meetings
4. Creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
5. Sharing with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
6. Encouraging the use of instructional technology to engage students and to improve learning.
7. Collecting and analyzing data to improve instruction and to demonstrate correlations between the SLP and student achievement.
8. Remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs.

The school librarian/media specialist demonstrates his or her role as an essential and equal partner in the instructional process by:

1. Serving as a resource in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners.
2. Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking.

3. Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities.
4. Joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning.
5. Providing and planning professional development opportunities within the school and district for and with all staff, including other school librarians.

The school librarian/media specialist ensures equitable access and responsible use of information by:

1. In accordance with district policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
2. Cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school.
3. Modeling effective strategies for developing multiple literacies.
4. Evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers.
5. Providing guidance in software and hardware evaluation, and developing processes for such evaluation.
6. Understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.
7. Organizing the collection for maximum and effective use.

The school librarian/media specialist supports student's success by guiding and teaching them in:

1. Reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure.
2. Using information for defined and self-defined purposes.
3. Building on prior knowledge and constructing new knowledge.
4. Embracing the world of information and all its formats.
5. Working with peers in successful collaboration for learning.
6. Constructively assessing their own learning and the work of their peers.
7. Becoming their own best critics.

The school librarian/media specialist maximizes the efficiency and effectiveness of the school library program by:

1. Using strategic planning for the continuous improvement of the program.

2. Ensuring that school library program goals and objectives are aligned with school and district long-range strategic plans.
3. Using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives.
4. Using evidence of practice, particularly in terms of learning outcomes, to support program goals and planning.
5. Preparing, justifying, and administering the school library program budget to support specific program goals.
6. Establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed.
7. Creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning.
8. Selecting and using effective technological applications for management purposes.
9. Ensuring equitable physical access to school library facilities by providing barrier-free, universally designed environments.

(adapted from the ALSDE website from Londonderry (NH) School District, © 2000; revised 2017)

Library Scheduling

The library media center program requires equitable access to information and resources to support student learning. Each library media center's schedule will be unique based on its school demographics. Essential to a successful schedule is collaborative planning between the library media specialist and the teacher to develop curriculum based library media activities that provide student centered learning and classroom related activities.

Storage/Maintenance of Equipment

All equipment under the control of the library media program will be securely stored in a designated area within each local school. Fixed asset accountability is maintained at the district level. Supplemental equipment and/or technology will be stored in a secured location within the library media center unless it is checked out by a patron. All technology is maintained by the Butler County Technology Department.

Record Keeping and Reports

All statistical reports required by administration are available through the circulation software system and can be prepared upon request. The local library media center will cease operation and close in an appropriate amount of time to allow for proper accounting of all materials and resources at the end of each year. It is the responsibility of the media specialist to collect all appropriate fees/fines accrued at that site. Every effort should be made to resolve fines so as to make a smooth transition of student records.

Donations and Gifts

Acceptance of gift materials will be based on the criteria of selection. Once accepted the gifts will become property of the Butler County Schools and may not be reclaimed. Disposal, retention, and use of gifts will be left to the discretion of the school library media specialist. Monetary donations will follow board-approved accounting procedures.

Public Relations/Advocacy

The public relation goals of the Butler County Library Media program are:

1. To promote stakeholder awareness and active participation in library services and programs
2. To develop understanding and support of the library and its role in the community

The professional library media specialist may provide leadership and advocacy in information fluency, technology initiatives, policy creation, instructional design, and professional development.

Services Offered

The library media program consistently provides equitable access to archived, current, and new resources to meet the learning needs of the school community:

1. The library media program uses a district/system-approved automated management system to enable location of desired resources.
2. The library media program provides a climate that encourages information access and is conducive to learning.
3. The library media program provides services as well as opportunities to access text, media, current and new technologies to meet the 21st Century learning needs of the school community.

Disaster Preparedness

All precautions will be made to avoid disasters. The local school safety plan will be adhered to in the rare occurrence of a disaster. In the event of damage to the library media center, materials will be salvaged according to the judgment of the library media specialist and stored in an appropriate location until recovery efforts have been completed.

Evaluations/Assessments

Library media services are evaluated annually by the district/system according to a written program plan based on assessed needs consistent with the goals of the school and school system.

The library media specialist is certified, has a plan for professional development, and is evaluated periodically by appropriate, predetermined criteria as determined by the district.

General Library Media Center Policies/Procedures

It is recommended that there be no overdue fine charges.

It is recommended that a replacement cost should be charged for lost books. Charges for damaged books may also be assessed.

While students cannot be denied access to the library, the privilege of checking out books is to be relinquished until lost books are returned or paid for. Students may not check out additional books until all fines are paid.

It is recommended that no class (study hall, driver's ed, or content area) be held in the library.

A maximum capacity number should be set for each library. The exact number will depend upon the size of the facility and the number of librarians present.

When an entire class utilizes the library for an assignment, the classroom teacher will accompany them and remain during the class period.

When a class misses its scheduled library time, there will be no make-up days.