

Poulsbo Elementary School

Kristin Mann

Teacher Librarian



Library Policies & Procedures

Mission Statement

"All Who Enter are Welcome."

Our goal is to support our staff, students and community in their love of reading, their search for information and to instruct and ensure the safe use of digital technology.

Library Hours and Rules:

The library is open Monday through Friday before school at 8:40 am. The library stays open Monday, Tuesday, Thursday and Friday until 4:15 pm. It is closed Wednesday at 3:00 for PLC meetings. The library will remain open for the duration of the school day except for 1:05-1:35 pm when the library has a staff lunch break. Students must come with a purpose for learning or a classroom pass for checkouts. Staff members are welcome to browse and pick up materials in person or notify the librarian or library secretary of needs by email, phone or student messenger.

Library Media Curriculum:

Our library program is planned and implemented by a qualified teacher librarian working collaboratively with the district's administration and instructional staff and will include the following:

- * support of the overall school curriculum
- * collaborative planning and teaching
- * promotion of reading and literacy
- * information literacy instruction
- * access to diverse and appropriate school library collection and
- * learning enhancement through technology

Objectives:

The goals of the teacher librarian are:

- * To teach students to access, evaluate and use information
- * To maintain a well balanced collection of media appropriate to the needs of the

school.

- * To provide assistance in locating and using instructional materials
- * To promote instruction in information literacy to students and staff.
- * To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
- * To manage a planned program and welcoming environment.

Student conduct:

Rules

1. Use a quiet voice so as not to disturb other library patrons.
2. Take care of all library materials.
3. Keep hands, feet, and objects to self.
4. Leave food and drink outside the library media center.
5. Follow Internet AUP guidelines.
6. Do not print from computers without permission.
7. Listen and follow directions from all library staff.

Consequences

1. Verbal warning from a library staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

Programs and Services

Library materials are circulated using the automation program, Destiny. A web- based part of the program provides look-up stations in the library and classrooms. A website (<https://nk-destiny.nkschools.org/cataloging/servlet/>)

presentadvancedsearchredirectorform.do?l2m=Library%20Search&tm=TopLevelCatalog&l2m=Library+Search) provides access to classrooms and homes for library catalog access.

Books

Kindergarteners may checkout one book per library visit. The loan period is two weeks. Students in the 1st-5th grades may borrow two books at a time. Books must be returned to the library to renew checkout. Renewals are limited to two. Special permission for more materials may be granted when necessary for an assignment.

Reference Materials

Reference materials are to be used by students in the library media center. Teachers may borrow reference materials for use in the classroom when necessary.

Periodicals

Current issues of our Magazines are not to be taken out of the library. Older issues may be checked out by students and staff.

Staff Checkouts

Staff may checkout unlimited numbers of instructional support materials as long as needed. In demand student novels are limited to two novels per teacher. If teachers are leading book groups and would like to check out a large selection of chapter book novels, they will be checked out to individual students. Special permission will be given for students to exceed the limit of two books if it is to for a teacher assigned reading group or project. Equipment like the projector must be signed out at the circulation desk if taken outside the library. Items should be returned after use so that others may use them.

Overdues and Fines

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

Selection Policies and Procedures:

The Poulsbo Elementary School Library strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the library to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library or school advocates or endorses the contents of that item.

Library Collection Development

To best meet the unique needs of the school, the Teacher Librarian will strive to create a library collection based upon an assessment of student and staff needs. This will be accomplished by:

1. Providing resource materials, both curricular and personal for students and faculty;
2. Providing materials that meet the interest, vocabulary, maturity and ability levels of all students;
3. Fostering reading as a lifelong activity through pleasurable exposure to printed and digital materials; and
4. Including materials in the collection because of their academic, literary and/or artistic value and merit.

Library Materials and Electronic Resources

Library materials or digital services are those items accessible through the library information and technology program that provide support for an area of the curriculum, information for independent study, or resources for enrichment and recreational interest. Electronic resources include access to electronic documents, databases and websites.

Suggestions for Acquisition:

Suggestions for acquisition of literary electronic resources may originate from students, parents, community members and teachers. Library information and technology staff will weigh requests, evaluate materials and select those which fulfill the needs of the instructional program. Teacher-Librarians will determine final selections.

Selection

1. Sources for the selection of materials include but are not limited to: Vendor catalogs, American Historical Fiction, Basic Book Collection for Elementary Grades, the Best in Children's books, Children and Books, Children's Catalog, Elementary School Library Collection, European Historical Fiction and Biography, Guide to Sources in Educational Media, Subject Guide To Children's Books in Print, Subject Index to Books for Intermediate Grades, Subject Index to Books for Primary Grades, and Westinghouse Learning Directory.

2. All items selected for placement in the school library will:

- a. Support and be consistent with the general educational goals of the State of Washington and North Kitsap School District and the aims and objectives of individual schools and specific courses;
- b. Support and be consistent with school library media and information literacy standards established by the American Association of School Librarians as well as content area standards established by the Office of the Superintendent of Public Instruction of the State of Washington;
- c. Meet high standards of quality in factual content and presentation;

- d. Contain appropriate subject matter for the age, emotional development, ability level, learning styles, and social development of the students for whom they are selected;
- e. Serve the intended purpose, in both physical format and appearance for library materials;
- f. Help students gain an awareness of our pluralistic society;
- g. Motivate students and staff to examine their own duties, responsibilities, rights, and privileges as participating citizens in our society, and to make informed judgments in their daily lives;
- h. Withstand scrutiny based on their strengths rather than rejected for their weakness; and
- i. Clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

Request for Library Purchases

Because the library strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

Gifts/Donations

Materials donated to the school library will be accepted or declined in accordance with the criteria applied to the purchase of materials.

Collection Assessment

De-selection (weeding) of outdated and damaged materials is a natural part of the library's life cycle and maintenance of the quality and integrity of the collection. The Teacher-Librarian will evaluate the library collection on a continuing basis in order to assure that the collection meets the mission statement and goals of the North Kitsap School District.

Considerations for De-selection

1. Currency – The subject matter is out of date or no longer relevant to the instructional program;
2. Physical Condition – Item is worn, soiled, missing pages, antiquated in appearance or unattractive;
3. Not circulating for a reasonable amount of time;
4. Superseded by newer editions;
5. Perpetuates cultural, ethnic, or sexual stereotypes;
6. Inappropriate reading level; or
7. Unneeded duplication of materials.

Request for Reconsideration of Library Media Materials/Intellectual Freedom

When a concern is expressed about library resources, the Teacher-Librarian will consider both the citizen's right to express an opinion and the principles of intellectual freedom.

Informal Reconsideration

Persons wishing to make a complaint regarding library resources will be asked to direct their complaint to the Teacher-Librarian. The Teacher-Librarian will attempt to resolve the issue informally by:

- a. Discussing the request with the complainant and listening carefully to the concerns expressed;
- b. Explaining why the material was selected, and how its inclusion in the collection was guided by the district collection development policy/procedure; and
- c. Share review sources for the item in question;
- d. If the informal process does not resolve the matter, the complainant may submit a formal request for reconsideration of Library resources. Library materials in question will remain in the collection until the process is completed and a final decision is made.

Formal Reconsideration

The building principal will be informed whenever a citizen asks for a Request for Reconsideration of Library/Media Materials form.

The Request for Reconsideration of Materials form, together with a copy of the challenged materials process will be furnished to the complainant by the principal. The formal process will follow the process required by Procedure 2020P for a written challenge, with the understanding that the criteria and rationale for reconsideration of library materials differs from classroom/district adopted materials. When reviewing a challenge to library materials the instructional review committee will:

1. Examine the Request for Reconsideration form;
2. Read and evaluate the book/material in question;
3. Study thoroughly all materials referred and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and holdings in other schools;
4. Discuss the book/material in the context of the educational program and the audience for which it was selected;
5. Consider the entire work, rather than extracting passages or parts. Weighing the values and faults against each other and weighing the conflicting opinions based on the materials as a whole; and
6. Base the final decision upon the appropriateness of the material for its intended educational use.

The decision of the Instructional Materials committee may be appealed by a concerned party to the Board of Directors, by submitting a written request to the office of the superintendent or designee. The purpose of the Board of Director's review will be to determine whether the committee applied the appropriate criteria and followed the proper process. The superintendent or designee will notify the concerned parties of the findings of the board's review.

If the correct criteria and process were followed by the Instructional Materials Committee, the decision of the committee stands. If it is determined they were not followed, the Board of Directors will determine the outcome of the challenge. The decision regarding challenged materials will not be subject to reconsideration for a minimum of three years, unless there is a substantive change of circumstances as determined by the superintendent.

Computer Usage:

1. Students may use the computers for academic purposes.
2. Each computer can be used by only two students at a time.
3. Students using computers for purposes outside the district technology policy will receive appropriate consequences, such as the loss of computer privileges.
4. Students should not download, uninstall, remove, or otherwise alter computer software, browsers or hardware. Students who do so may lose computer privileges.
5. Students must ask permission before printing.

North Kitsap School District Student Internet User Agreement Policy is as follows:

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the North Kitsap Schools support and respect each family's right to decide whether or not to apply for access.

Publishing to the World Wide Web/Copyright and Fair Use

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Copyright Compliance

Staff may make copies of copyrighted school district materials that fall within the following guidelines. Where there is reason to believe that the material to be copied does not fall within these guidelines, prior permission shall be obtained from the principal. Staff members who fail to follow this procedure may be held personally liable for copyright infringement. Please take time to make yourself familiar with copyright reminders and compliance for our district:

(http://www.nkschools.org/UserFiles/Servers/Server_419503/File/Our%20District/Board%20of%20Directors/Policies/2000/2025P%20Final%20052215.pdf)