

Number: 109

Section: PROGRAMS

**Title: SCHOOL LIBRARY
POLICY STATEMENT**

Adopted: JUNE 20, 1988

Revised: REVISED DEC. 18, 2008

**Mifflin County
School District**

	<p><u>I. INTRODUCTION</u></p> <p>The purpose of this document is to provide a framework for the development of the library collections of the Mifflin County School District to meet the needs of the students, faculty and staff within the guidelines established by the school board. This policy will (1) assign responsibility for the development of the collection, (2) describe the methods used to develop the collection, and (3) establish the guidelines for selecting, weeding, and evaluating the collection.</p> <p>The school library program is an essential part of the total school program, and shares a common commitment to the educational goals of the school district. Today's students must possess basic information literacy skills. They must be able to access information efficiently and effectively and evaluate information critically and competently, and use information accurately and creatively. In order to obtain these skills, the Mifflin County School District currently has in place a planned course of instruction in information literacy skills at each organizational level; elementary, middle, and high school.</p> <p>The Mifflin County School District recognizes the need to provide each student with access to an effective, integrated school library media program that reflects the curriculum and the needs of an increasingly culturally diverse school community. Collections may contain a wide variety of materials, such as both hardback and paperback books, periodicals, vertical files, electronic databases and multimedia formats. Students have access to the internet, according to the district's technology policy. Interlibrary loan is possible throughout the district and through Access Pennsylvania, a statewide interlibrary loan program.</p> <p>The school librarian provides leadership in promoting the principles of Intellectual Freedoms consistent with the <u>School Library Bill of Rights</u> and the American Library Association's <u>Freedom to Read Statement</u>.</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38</p>
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	<p>II. <u>OBJECTIVE</u></p> <p>The Mifflin County School District recognizes the need to provide each student with access to an effective, integrated school library media program that reflects the curriculum and the needs of the school community.</p> <p>III. <u>OVERVIEW OF THE LIBRARY COMMUNITY</u></p> <p>The school district is comprised of 8 elementary, 3 middle, and 2 high schools with students in kindergarten through grade 12. Eligible students district-wide receive Title I Math and Reading services.</p> <p>IV. <u>SELECTION GUIDELINES</u></p> <p>The legal responsibility for the purchase of all instructional media is vested in the Mifflin County Board of Education. Through the principal, the school librarian is responsible for the selection of media that reflects input and recommendations from the professional staff, the use of reliable guides, and reviews in professional journals.</p> <ul style="list-style-type: none"> • The resources should reflect the developmental, cultural, and learning needs of all the students. These needs should continuously be assessed by observing the trends of standardized test scores, student demographics, reading levels, and other profiling tools. • The resources should support and enhance the curriculum and promote authentic learning by maintaining a variety of traditional and electronic formats to meet varied needs, abilities, and interests. • The curriculum needs should continuously be assessed through collection mapping, curriculum mapping, teacher interviews, and other appropriate collection development strategies and techniques to maintain a current and relevant collection. <p>Gifts to the library shall meet the district's selection guidelines and will be added to the library collection at the discretion of the principal and school librarian.</p> <p>V. <u>MAINTENANCE OF THE LIBRARY COLLECTION</u></p> <p>The existing collection of resources must be reviewed in a systematic and ongoing fashion in terms of usage and growth, new or discontinued topics in the curriculum, and identified content and format needs. Weeding is the process of eliminating from our library media materials that are no longer useful.</p> <p>It shall be the responsibility of the school librarian to complete an annual inventory of all library books and media prior to the end of each school year. As a result of the annual inventory, and following the guidelines recommended by the Pennsylvania Department of Education, Library Division, the school librarian will withdraw from circulation or weed any media that meet the following criteria:</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p>
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	• unattractive in appearance i.e. yellow pages, worn covers, and outdated	1
	• poor physical condition i.e. torn, dirty, missing pages	2
	• seldom circulated (within a five year period)	3
	• old copyright date that makes material outdated in content and accuracy	4
	• duplications of titles no longer in heavy demand	5
	• superseded by new or revised editions	6
	• no longer relevant to curriculum	7
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	VI. <u>RECONSIDERATION PROCESS</u>	9
	Review of questioned material should be treated objectively, unemotionally, and as a routine matter. Criticisms of library media must be submitted in writing to the Superintendent, must be signed and must include specific information as to author, title, publisher or producer, and definite citation of objection (form attached).	10
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	A review committee will be appointed by the Superintendent to determine the validity of the objection. Appeals from the decision of the committee may be made through the Superintendent to the School Board for final decision.	15
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