



**LIBRARY POLICIES
AND PROCEDURES
FOR
FORT RILEY
ELEMENTARY SCHOOL**

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Mission Statements

USD 475 Library Media Program Mission

The mission of the Geary County Unified School District's library media program is to encourage lifelong learning and to meet the information needs of students, faculty, staff and administration by providing them with the necessary strategies and skills to do so. In order to fulfill this mission the library media program will:

- Provide intellectual and physical access to information and ideas for a diverse population whose needs are changing rapidly.
- Ensure equity and freedom of access to information and ideas, unimpeded by social, cultural, economic, geographic, or technological constraints.
- Promote literacy and the enjoyment of reading, viewing, and listening for young people at all ages and stages of development.
- Provide leadership and expertise in the use of information and instructional technologies.
- Participate in partnerships that enhance access to resources located outside the school.

(INFORMATION POWER, 1988)

The Geary County Unified School District's library media program is a force for excellence in education. The library media program and the district's educational program are interdependent. To meet recommended standards, the administration and Board of Education must support the development of a collection adequate to meet curricular needs of the students.

Fort Riley Elementary School Library Mission

The mission of the Fort Riley Elementary School library media program is to foster a love of reading as well as ensuring that students and staff are lifelong learners who can effectively access, evaluate, and use information. Furthermore, the program strives to serve as a literary, multi-media, and technological learning commons for the students, staff, and community of Fort Riley Elementary School.

Goals and Objectives

Goal #1: To foster a love of reading

Objectives:

- 1) Order high-interest materials (including books requested by students)
- 2) Maintain a nurturing, safe, and fun library environment where all visitors feel welcome

Goal #2: To ensure students and staff can effectively access, evaluate, and use information

Objectives:

- 1) Teach students and staff how to use the Destiny card catalog
- 2) Help students learn how to find books (instead of locating the book for students)
- 3) Provide lessons on evaluating the credibility of websites
- 4) Maintain a list of student-friendly search engines on the library's website

Goal #3: To provide expertise in the use of and acquisition of instructional technologies

Objectives:

- 1) Assist students and staff with technology troubleshooting
- 2) Build leadership capacity by showing older students how to troubleshoot (and allowing them to help teachers)
- 3) Implement "Tech Tuesdays" which provide information on various educational technologies to teachers after school each Tuesday
- 4) Access funding for new technology through district mini-grants
- 5) Maintain a LiveBinder of useful websites for teachers and post on the library's website

Goal #4: To participate in partnerships that support reading and enhance access to resources outside of school

Objectives:

- 1) Communicate the mission, goals, and objectives of the library to all stakeholders
- 2) Effectively utilize library volunteers
- 3) Create an after school Makers Club that allows students to collaborate, tinker, create, explore, and build.

General Information About the Fort Riley Elementary School Library

Programs and Services

The diverse needs at Fort Riley Elementary provide a unique learning community that is embraced in the library. We will strive to meet the cultural, ethnic, and educational differences among students by providing books, materials, and technology that are engaging and challenging. We will collaborate with teachers and parents to ensure we have adequate resources for all learners. The library is a fun, caring environment where students are encouraged to take risks, expand their horizons, and satisfy their curiosity.

Programs and Special Events

- Accelerated Reader
- Book Clubs
- Book Fair
- Family literacy night
- Read Across America (March 2)
- Scholastic Reading Inventory
- School Library Month (April)

Services-The Fort Riley Elementary Library provides:

- Promoting a love of reading through displays, book talks, and classroom visits
- Providing a caring, collaborative, and FUN library environment
- Helping teachers find books to enhance their lessons
- Orientation sessions for students and teachers
- Integrated curricular lessons
- Teaching students library skills
- Collaborating with teachers to plan and co-teach lessons that enhance the curriculum
- Teaching students how to use the Destiny online catalog to search for materials, create book lists, and put books on hold
- Sharing William Allen White books with students and calculating the votes
- Assistance with Accelerated Reader quizzes
- Useful online links for students, parents, and teachers (compiled on the library website)
- Access to online databases
- Help with research
- Troubleshooting technology issues for staff and students
- Professional development for staff
- Assistance with the Scholastic Reading Inventory
- Assistance with state assessments
- Assisting teachers with classroom projects

Responsibilities of the Library Media Specialist

- 1) Administer the media center program
- 2) Serve as liaison with principal and supervisor
- 3) Work with professional library staff, faculty, and administrators to integrate information literacy skills into the curriculum
- 4) Serve as an instructional partner with teachers
- 5) Initiate collaborative projects and activities with teachers relating to media resources
- 6) Plan and conduct programs of instruction in research techniques
- 7) Implement media center policies
- 8) Serve as curriculum consultant and also review curriculum
- 9) Enlist staff participation in the selection process and evaluation
- 10) Plan systems for maintenance, scheduling, and delivery of materials and equipment
- 11) Provide technological access to information, including the Internet, e-mail, listservs, and other innovations
- 12) Submit reports to district supervisor and principal
- 13) Prepare instructional programs collaboratively with teachers and conduct staff development courses
- 14) Plan and implement orientation programs for students and staff
- 15) Promote use of professional collections
- 16) Participate in resource sharing and networking with other libraries
- 17) Explore current developments in the field
- 18) Supervise staff and volunteers
- 19) Participate in curriculum development committees
- 20) Work with students and teachers in reading, viewing, and listening
- 21) Inform teachers of new services
- 22) Compile bibliographies
- 23) Read widely to evaluate and select media and websites appropriate for classroom use
- 24) Organize and reserve special collections
- 25) Perform general reference services
- 26) Meet special needs
- 27) Assist with independent study
- 28) Help students and teachers in locating and selecting media
- 29) Serve as technology and audiovisual technician

Responsibilities of the Library Media Clerk

- 1) Check in/out books and materials to students and staff
- 2) Shelf books
- 3) Prepare new books for circulation
- 4) Assist the librarian with setting up for classes in the library
- 5) Help students locate books
- 6) Create library passes for students
- 7) Maintain accurate records in Destiny by adding new students and deleting students who move
- 8) Add student holds to Destiny and notify students when their hold request is available
- 9) Repair books
- 10) Print and distribute overdue notices
- 11) Print weekly circulation report
- 12) Assist with the supervision of volunteers

Responsibilities of School Library Volunteers-Duties may include (but are not limited to):

- 1) Shelf books
- 2) Place AR colored dot on outside of books and AR label inside books
- 3) File book jackets
- 4) Update bulletin boards
- 5) Assist individual students
- 6) Prepare materials for Integrated Library Lessons
- 7) Help set up library activities
- 8) Assist with the book fair
- 9) Laminate

Formats Collected

When searching Destiny (the online card catalog), patrons may narrow their search by material type. Formats collected at Fort Riley Elementary include:

- Archival Manuscript
- Artifact
- Audiobook
- Book
- Electronic Book (eBook)
- Equipment
- Kit
- Maps, Globes, and Atlases
- Mixed Material
- Periodicals
- Picture, Study Print, Photograph, Chart
- Sound Recording (musical)
- Video

Policies and Procedures for the Fort Riley Elementary School Library

Selection Policy and Procedures

Objectives

The Library Media Centers of Geary County USD 475 will:

- Select materials which reflect the philosophy of the total school program and which support and enrich the curriculum.
- Endorse and apply the principals incorporated in the "Bill of Rights for School Library Media Programs" of the American Library Association of School Libraries.
- Provide students with materials and services which are appropriate to their growth and development.
- Encourage students to become independent users of materials.
- Provide a balanced selection of print and nonprofit materials to encourage growth in individual interests and intellect.
- Provide experiences which contribute to the formation of lifetime habits of efficient media usage.
- Provide experiences in democratic living by sharing materials, caring for school property, assuming personal responsibility, and practicing appropriate individual behavior.

Selection Criteria

In evaluating and selecting materials for the Library Media Centers, the following criteria will be considered:

- 1) Authenticity: Materials should be accurate and up-to-date. The reputation and significance of the author, composer, producer, and publisher should be considered. Out-of-date or no longer useful materials are withdrawn from the collection.
- 2) Appropriateness: The materials should be consistent with instructional aims, instructional levels, and age groups. They should represent fair and unbiased presentations of information.
- 3) Interest: Materials should arouse curiosity leading to other individual learning, creativity, and research.
- 4) Organization and Balance: Materials should be selected which will help each school meet their continuing and specific curriculum needs for a balanced collection of materials. Multiple items of outstanding and much in demand media are purchased as needed. Worn or missing standard items are replaced periodically.
- 5) Technical Quality: Materials should be of good technical quality and suitable format.
- 6) Cost of Materials: The cost of materials should be justifiable, considering the relative cost of satisfactory substitutes and the availability of money.
- 7) Guides: Professionally prepared, reputable, and unbiased selection aids should be consulted as guides.
- 8) Gifts: Gift materials are judged by the basic selection criteria and are accepted or rejected by those standards.

Selection Procedures

- 1) Selection is an ongoing process that should include how to remove materials no longer appropriate and how to replace lost and worn materials still of educational value.
- 2) Selection of materials involves many people: students, teachers, library media specialists, principals, and supervisors. The responsibility for coordinating the selection of instructional materials and making the recommendations for purchase rests with the professionally trained library media personnel.
- 3) In accordance with the criteria for selection, the school Library Media Specialists, with the approval of the school Principal and the counsel of the Coordinator of Library Media Services, will select materials for the building level Library Media Center.
- 4) Selection lists will be submitted to the Coordinator of Library Media Services who has purchasing authority delegated by the Superintendent of Schools, for the Board of Education.
- 5) In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professional prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- 6) Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Note

Selection Procedures were adapted from the ALA Workbook for Selection Policy Writing

<http://www.ala.org/Template.cfm?Section=dealing&Template=/ContentManagement/ContentDisplay.cfm&ContentID=11173>

Acquisition, Processing, and Cataloging of Materials

Policy

When acquiring materials for the Library Media Center at Fort Riley Elementary School, consideration will be given to materials following the criteria set forth in the Selection Policy. Furthermore, only the USD 475 Board of Education is authorized to approve purchases for the Library Media Center with recommendations from the Media Specialist and District Media Coordinator.

Procedures

The Library Media Specialist will

- 1) Develop a file of materials for consideration. This file should include books, periodicals, and audio visual materials.
- 2) Use professionally prepared, reputable, and unbiased selection aides (i.e., Hornbook, School Library Journal, Booklist, Language Arts, Children's Catalog, et al) while considering teacher and student requests.
- 3) Determine priorities considering budget guidelines. Budget considerations should be followed when choosing vendors, as well as the reputation of the vendor and previous experience with the vendor.
- 4) Submit order forms (online or paper copy) to the Coordinator of Library Media Services.
- 5) Place materials into circulation once received.

The Coordinator of Library Media Services will:

- 1) Order the materials.
- 2) Return a budget report of balance remaining to each library media center.
- 3) Receive the materials.
- 4) Make arrangements for payment of the materials.
- 5) Check in and stamp materials (with the school name) as they arrive at the Mary E. Devin Center for Education Support.
- 6) Enter materials into Infocentre database (catalog the materials) and prepare them for circulation.
- 7) Send materials ready for circulation to the library media center.

Gifts

Policy

Gifts given to the Fort Riley Elementary Library Media Center will be considered using the criteria set forth in the Selection Policy.

Procedures

- 1) Gifts must be first judged by the basic selection criteria.
- 2) The library media specialist will examine gifts to ensure they relate to the curriculum and are not being used for advertising purposes for the gifter.
- 3) Gifts with conditions or restrictions should be rejected.
- 4) If accepted, they should be labeled as a gift, as well as labeled, stamped, and shelved appropriately.
- 5) Acknowledgements and thanks should be sent for all gifts accepted.

Budgeting

Policy

The Fort Riley Elementary School Library will have a written annual budget developed by the Coordinator of Library Media Services and the Superintendent of Schools, and approved by the Board of Education.

Procedures

- 1) The Library Media Specialist will oversee the disbursement of the building library budget based on collaboration with staff and by selecting materials based on the district selection policies.
- 2) Materials and Equipment are to be ordered in accordance with the acquisition policies and procedures.
- 3) The Library Media Specialist may seek outside funding with the approval of building and district administration.
- 4) The total budget may not be exceeded, but the individual categories are a guide and may be adjusted to meet the needs of the school population.

Note: Budgeting procedures used with permission from Junction City Middle School.

Advocacy

Policy

The Library Media Specialist will act as an advocate for the Library Media Program and provide programs and services to promote the library program and its mission.

Procedures

- 1) The Library Media Specialist will meet with new teachers to familiarize them with the materials, equipment, procedures, and services available in the Library Media Center.
- 2) The Library Media Specialist will give presentations at Site Council and PTO Meetings to share what is happening in the library as well as any library needs (volunteers and funding).
- 3) The Library Media Specialist will meet with each grade level during Integrated Library Planning Day to plan integrated library lessons.
- 4) The Library Media Specialist will attend grade level collaborative planning meetings to learn the needs of teachers and create lists of books needed to support the curriculum.
- 5) The Library Media Specialist will hold student library orientations the first two full days of the school year.

Note: Advocacy policy and procedures were used with permission from Junction City Middle School.

Circulation

Policies

- Kindergarten students may check out one book at a time.
- Students in grades 1-5 may check out two books and one magazine at a time.
- Parents may check out five items at a time.
- Books are checked out to students and parents for a two-week period.
- Magazines are checked out to students and parents for a 48-hour period.
- Teachers are not limited in the number of items they can check out. They also have no time limitations for their checked out materials.
- Media center materials may be renewed to students and parents as long as no one else has requested the materials.
- No fine is charged for overdue materials.
- Patrons will be charged a fine for lost/damaged materials. These fines were set by the USD 475 Board of Education for all library media centers. Fines are \$3.50 for paperback books and \$12 for hard back materials.
- Students will be notified of library policies and procedures during orientation at the beginning of the year.

Procedures

- Student passes will be generated at the beginning of the school year, and identify the student's name, patron number, and homeroom teacher. Passes are kept in the classroom. Students need to bring their pass to the library when checking out materials.
- Students may come to the library at any time to check out books as long as they have obtained their teacher's permission.
- All materials to be checked in should be placed on the wooden circulation cart inside the library door.
- Students are allowed to check out their own materials at the circulation desk. After scanning the barcode on their pass, students will:
 - (A) **A**sk-Ask yourself, "Is this me?" when scanning your library pass. This helps ensure materials get checked out to the right student.
 - (B) **B**arcode-Scan each book's barcode.
 - (C) **C**lear-Scan the "clear" barcode on the pass taped onto the circulation desk. This gets the computer ready for the next student.
- Students who wish to check out an item that is currently unavailable may ask the library staff to place the book on hold for them. Homeroom teachers will receive hold notices to inform students that a book on hold is now available for them.
- This is NOT a quiet library!! Students are encouraged to discuss book recommendations with each other and to help each other find books.

Interlibrary Loan

Policy

While the Fort Riley Elementary School library strives to serve diverse needs, no school media center is totally self-sufficient, and a media center's ability to provide access to resources beyond its walls is a valuable service offered to the students and staff. For this reason, the Fort Riley Elementary library participates in an interlibrary loan program.

Procedures

- Fort Riley Elementary staff members will email the library clerk with the title of the book, date needed, and length of time needed.
- The library clerk will request items from other buildings through email, and will save a copy of this communication.
- When the item arrives in school mail, the clerk will log the book title, call number, date received, and lending school.
- Each loan will be made at the discretion of the Library Media Specialist, with the understanding that the immediate needs of the students, teachers and administration will take precedence.
- The Library Media Specialist will make sure patrons receive requested library materials and return such materials to the lending libraries.
- Requests received by the Media Center will be processed as quickly as possible. Borrowing schools should plan on waiting approximately 3 days to receive a requested item.

Note: Interlibrary loan policy and procedures adapted from Howard School District.

<http://www.howard.k12.sd.us/PDF/HowardSchoolMediaCenterPolicy.pdf>

Maintenance

Policy

- The Library Media Center staff will be responsible of the maintenance and upkeep of materials and equipment in the LMC collection.
- The Library Media Center Staff will be responsible as the first point of contact for maintenance of AV equipment in individual classrooms.

Procedures

- Library Media Specialist and Clerks will scan books as they are returned for wear and repair. They will perform needed repairs on books and periodicals upon receipt.
- The Library Media Specialist will be the initial point of contact for the troubleshooting of problems with electronic equipment. If the library staff cannot solve the problem, they will then turn it in to the district technology help-desk.
- All library equipment will be checked in at the end of the school year. The library staff will inventory, clean, and perform any maintenance needed or send the equipment for required maintenance if necessary.
- The library staff will perform monthly maintenance checks on projectors, Smartboards, and other equipment that is checked out for the duration of the school year.

Note: Maintenance Policies and Procedures used from Junction City Middle School.

Inventory, Evaluation, and Weeding

Policies

Inventory

- The Library Media Specialist and Library Clerk will use Destiny to complete an inventory of the collection annually.
- A copy of the inventory report will be given to the Coordinator of Library Media once the inventory is complete.

Evaluation-The collection will be evaluated yearly by the Library Media Specialist and staff through:

- TitleWise Collection Analysis: Use the statistics for non-fiction text. Pay attention to the average age by 100's and the Age Sensitivity for Dewey Ranges. Order new materials accordingly.
- Reviewing weekly schedule of classes taught.
- Surveying staff and students.

Weeding- Materials qualifying for weeding include:

- Out of date with inaccurate information
- In poor physical condition
- Have not been checked out in three years
- Inappropriate subject matter for students
- Duplicates of titles no longer in high demand

Procedures

Inventory

- Library staff may begin taking Inventory on or after April 1.
- Once inventory is complete, print a list of missing items. Search for these missing items and find as many as possible.
- On the last day of school, mark any items still missing on the inventory as lost.
- Print a copy of the lost items report and submit to the District Coordinator of Library Media Services.

Evaluation-Procedures for evaluating the collection at the end of each year include:

- Run a report of circulated materials for the current school year and the previous school year. Compare circulations from both years.
- Review the list of teacher book requests and compare them to the curriculum.
- Discuss the average of the collection with the District Coordinator of Library Media Services. Make adjustments as necessary.

Weeding

- Remove the book from Destiny. Click “track as weeded” when deleting each book.
- Remove the barcode from the front of the book.
- Black out the name of the school on the inside.
- Stamp DISCARD inside the front cover.
- If given permission by the District Coordinator of Library Media Services, the book may be donated to classrooms or charity.
- When disposing of books, use outside dumpsters and bags.
- At the end of the year, print a list of weeded materials and submit it to the District Coordinator of Library Media Services.

Confidentiality

Policy

The confidentiality and privacy of patrons shall be protected at all times.

Procedures

- Patron’s library records will be considered confidential and will not be released to a third party unless required by law.
- Patrons may request library reports for their own personal account and records.
- Overdue lists with students’ names only will be sent to teachers to relay those messages to students with overdue books.
- Books on hold lists with students’ names only will be sent to teachers to relay those messages to students with books being held at the circulation desk.
- Fort Riley Elementary staff members will be informed of these confidentiality policies and the Library Bill of Rights at the beginning of each school year, and will be reminded of them as the need arises.

Note: Confidentiality Procedures adapted from Junction City Middle School.

Technology

Policy

The goal of USD 475 is to maximize the educational benefits of network and Internet capacities. To better prepare students for the future, USD 475 provides opportunities for students to problem solve, manage, and retrieve information, think creatively, and communicate effectively. These skills can also be reinforced through technology, giving the students additional preparation for an information-based society and technological workplace. USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

Procedures

- Technology equipment may be checked out by teachers for a period of time reasonable for the project it is used for and to maximize availability.
- Students may check out technology equipment for if being used for an assigned and approved school project.
- The Library Media Specialist will provide tools and training for teachers to evaluate websites and online resources.
- The Library Staff will assist students in evaluating online resources on websites, in databases, and other web resources to find reliable information.
- Users of district computers, network or Internet must adhere to the Acceptable Use Policy.
- Students, employees, and guest users will confirm their assent to the Acceptable Use Policy electronically when logging into their account on a district computer.
- All staff members will monitor student use of the network and internet and work together to take disciplinary action for act of unacceptable use.

Note: Technology Procedures used with permission from Junction City Middle School.

Challenged Material

Policy

Any materials challenged by a member of the community must go through the "Procedures for Challenged Material" as set forth by the USD 475 School Board.

USD 475 Procedures for Challenged Material

If a complaint is made, the procedures are as follows:

- 1) The person to whom the complaint is made should be courteous but make no commitments.
- 2) The Principal and/or Library Media Specialist should be notified immediately. In challenges to materials in the Library Media Center, the Coordinator of Library Media Services shall be notified. The Principal shall be notified in all cases of challenges to materials in the building. In challenges to instructional materials, the Assistant Superintendent for Curriculum and Instruction shall be notified.
- 3) The Principal of the building involved shall provide the complainant with the official form for filing such complaints and shall inform the Coordinator of Library Media Services who shall inform the appropriate elementary or Secondary Central Office Supervisor, the Assistant Superintendent for Curriculum and Instruction, and the Superintendent of the challenge. Twenty-one (21) calendar days should be allowed for return of the form from the complainant.
- 4) After the complainant has completed and returned the form, the Principal shall call a meeting of the Building Level Committee for Challenged Materials to study the materials in question. The Building Level Committee for Challenged Materials will consist of the following: Building Principal, Building Library Media Specialist, two classroom teachers, and two parents appointed by the Principal. The Principal shall chair the building committee. If possible, one parent should be a current member of the building Site Council. The complainant shall be notified of the meeting. The full committee shall meet within ten (10) working days of receipt of the form. Procedure for committee study shall be as follows:

- a. Examine the full context from which the material was taken.
 - b. Determine if the material is to be withdrawn from the shelf or classroom immediately or whether it will remain accessible until the challenge has been resolved.
 - c. The material shall be evaluated in terms of the objections raised, its contribution to the curriculum and educational philosophy of our schools, and as it is related to the objectives and selection criteria stated in the Selection Policy for Library Media Centers and/or Textbooks.
 - d. The decision of the Building Level Committee shall be unanimous and a written report of its conclusions shall be submitted to the Coordinator of Library Media Services within fifteen (15) working days of receipt of the challenge form. The Coordinator of Library Media Services shall inform the Assistant Superintendent for Instruction and Curriculum, and the Superintendent of the building's decision. The Principal and Coordinator of Library Media Services will present to the complainant a copy of the report and a copy of Notice of Right to Appeal.
- 5) The following situations should be referred to the Central Committee for Challenged Materials:
- a. A case in which the complainant is dissatisfied with the decision of the Building Level Committee. The complainant may request in writing that a Central Committee further consider the complaint.
 - b. This request should be submitted to the Superintendent no later than ten (10) working days after the complainant is notified of the building level decision. All written forms and the written report will be forwarded to the Central Committee.
 - c. A case in which a unanimous decision cannot be reached by the Building Level Committee. When this is necessary, a full report shall be prepared in writing and sent within ten (10) working days to the Superintendent, Coordinator of Library Media Services, appropriate elementary or secondary central office staff, Assistant Superintendent for Instruction and Curriculum, and the complainant.
- 6) The Central Committee for Challenged Materials will consist of the Coordinator of Library Media Services who will serve as chairperson, the appropriate elementary or secondary central office supervisor, and/or Assistant Superintendent for Instruction and Curriculum, and the following people appointed by the Superintendent from each level involved: Principal, Library Media Specialist, and Classroom Teacher. The Superintendent may appoint additional members to the Central Committee at his/her discretion.
- 7) The Central Committee for Challenged Materials will meet within thirty (30) working days of receipt of the appeal request and shall review the material. There shall also be an opportunity for input from the complaining patron should he/she so wish. A majority vote of the committee members shall determine the future status of the material in question. A secretary, appointed by the staff involved, shall keep careful records of all meetings. All reports of procedures and outcomes shall be kept on file at the Mary E. Devin Center for Education

Support in the office of the Coordinator of Library Media Services. The chairperson of the Central Committee will inform the building(s) concerned and the Superintendent of the final decision. Two copies of the final report shall be sent to all attendance centers, one to be filed in the Principal's office, and one to be filed in the building Library Media Center. Copies shall be made available to the Superintendent and Coordinator of Library Media Services. The decision of the Central Committee for Challenged Materials will be observed in all buildings of the district and shall be considered final. The Coordinator of Library Media Services and the Assistant Superintendent of Instruction and Curriculum will present a copy of the final report to the complainant.

Appendix A: Bill of Rights

USD 475's Bill of Rights for School Library Media Programs (adapted from ALA)

Library 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 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 literacy, 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 Board 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.

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

<http://www.ala.org/advocacy/intfreedom/librarybill>

Appendix B: USD 475 Network/Internet Acceptable Use Policy

Geary County Schools USD 475 provides computer systems, including access to the Internet, to maximize the educational benefits of students and staff to better prepare them for opportunities to problem solve, manage, and retrieve information, think creatively, and communicate effectively. District computer systems and issued electronic devices are for educational and business use only. All information created by students or employees stored on district computer systems shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unacceptable use by students may result in disciplinary action, up to and including expulsion, or staff, up to and including termination, for violation of this policy. A person using electronic media for terrorist activities will be subject to legal action.

District computer systems and issued electronic devices includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD/DVD devices, PDAs, phones, smartphones, cameras, Smartboards, projectors, multimedia devices, storage devices, servers, workstations, personal computers, tablets, the Internet and other internal or external networks. This includes any other devices that may be used to connect to the USD 475 network or electronically stored USD 475 material.

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Use of the computer system is a privilege and not a right. Students and employees shall have no expectation of privacy when using district e-mail, network or other official communication systems. Any e-mail, network, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Technology protection measures (or Internet filters), to the extent practical, shall be used to block or filter Internet access (or other forms of electronic communications) 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. Use of computer systems to send, post, or download electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bullying is unacceptable. Unacceptable use may result in disciplinary action (i.e. cancellation of privileges, detention, and expulsion).

Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes subject to staff supervision. To the extent practical, steps shall be taken to promote the safety and security of users of the Geary County School District online computer network when using electronic messaging and media.

In compliance with FERPA and CIPA guidelines, USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

Acceptable Use

- The Network/Internet shall be used for research and educational purposes. The use of this access must be in support of and consistent with the educational objectives of the district.
- Appropriate school conduct is expected when using computers, the network, and the Internet.
- Student users will be supervised.
- Users will keep passwords secure.
- Users may encounter material that is controversial, inappropriate, or offensive and shall report any incidents to their teacher or immediate supervisor.
- Users must follow copyright laws.
- Users must follow social media guidelines.

Unacceptable Use

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but is not limited to:

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing, or cyber bullying.
- Using the network for commercial or private financial gain.
- Using the computer system for product advertisement or political campaigning.
- Damaging computers, electronic media, or computer networks.
- Vandalizing the data of another user or other networks including so-called "hacking" and other unlawful activities to hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- Using another's password, folders, or files.
- Posting material created by another without his or her consent.
- Unauthorized use of copyrighted material.
- Purposefully bypassing Internet safeguards.
- Willfully accessing inappropriate Internet content.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

USD 475 makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, service interruption, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 475 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and validity of any information they obtain on the Internet. USD 475 complies with FERPA and CIPA guidelines.

Appendix C: USD 475 Device Agreement

Note: This form is required for all students in grades 3-6 as part of the district's One to One Device Initiative.

Date: _____

Dear Parent(s)/Guardian(s),

As you may know, students in USD 475 will be using laptop computers in the classroom to increase and support student achievement. Students will spend time learning how to use them respectfully and properly.

Students will have the opportunity to bring home their laptops. Taking a laptop home requires the following commitments:

- The student must have this form on file to have a laptop checked out.
- The student must promise to handle the laptop as carefully as he or she has been handling it in class. Any intentional or negligent damage may result in paying for the repairs or a new device (up to \$500.00).
- The student must promise to keep the laptop inside the protective case when not in use. This means that the student does not show the laptop to other students on the bus or pass it around to others that do not know how to treat the laptop correctly and responsibly (this includes brothers/sisters).
- The student will bring the laptop to school fully charged each day.
- The student must return the laptop for winter break and two weeks prior to the end of the school year.
- The student must return the laptop when moving to another school in the district or out of the district.
- The laptop is the property of USD 475 along with apps or programs on the device.
- Parents/Guardians will support students by supervising care and use of the device outside of school. Parents/Guardians will report problems to the teacher or administrator. Please do not attempt to repair the device.

I, _____ agree to the terms and conditions listed above.

(Student)

Yes, my child has permission to check out the laptop computer. I will make sure he or she follows these commitments.

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

Teacher Name (Print)

Teacher Signature

11.21.2014

Appendix D: Copyright

USD 475 Copyright Compliance Statement

Note: The statement below is found on all copy machines in Geary County USD 475.

Notice-Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not “used for any other purpose other than the private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copy law.

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

USD 475 Copyright/Fair Use Guidelines

Guidelines of Classroom Copying:

These guidelines on classroom copying from books and periodicals are interpretations of the January 1978 Copyright Law (P.L. 94-553) and are based on the guidelines developed by the National Commission on New Technological Uses of Copyrighted Works (COUNT). They apply to all photocopying including spirit master copies, transparencies and Xerox copies.

Single Copying for Teachers:

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or to use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use:

Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, providing that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright.

Definitions:

Poetry: (a) a complete poem of less than 250 words and if printed on not more than two pages or, (b) from a larger poem, an excerpt of not more than 250 words.

Prose: (a) either a complete article, story or essay if less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

Appendix E: Forms for Challenged Materials

Form Letter to Accompany Citizen's Request for Reconsideration of Material

(to be typed on school letterhead stationery)

The form enclosed is furnished as a guideline for a formal request for reconsideration of material discussed in our conversation with you on (date).

Please give the requested information and state clearly your reasons for requesting reconsideration. Cite pages and line number (if print material). If nonprofit materials, please be specific in citing your challenges. You may request an opportunity to attend a meeting for considering the specific challenges listed.

Return the attached form to the principal's office by (date). If the form is not returned, we will assume you have withdrawn your challenge.

Sincerely,

Principal

***Allow 3 (three) weeks from date form is received by complainant**

Citizen's Request for Reconsideration of Materials

Issued By _____ Date _____

Author _____ Print material _____

Title _____ Non-print material _____

Publisher or Producer (if known) _____

Request initiated by _____

Telephone _____

Address _____

Have you read the entire content? _____

Did you consider the material in its entirety? _____

In your own words, please describe your complaint concerning the above material.

What would you like your school to do about this material?

____ do not assign it to my child

____ withdraw it from all students as well as from my child

In its place, what material would you recommend?

_____ Signature of Complainant

_____ Date

Notice of Right to Appeal

GEARY COUNTY UNIFIED SCHOOL
District No. 475

_____ (date)

NOTICE OF RIGHT TO APPEAL

TO:

FROM:

The _____ Building Level Committee on Challenged Materials met to evaluate _____.

The material has been examined in its full context. Its contributions to the curriculum, to the educational philosophy of the Geary County Schools, and its relationship to the objectives of the Geary County Schools were considered. The Building Level Committee unanimously decided to retain this material.

If you are dissatisfied with this decision, you may request in writing that a Central Committee further consider the complaint. This Central Committee will be composed of the Coordinator of Library Media Services who will serve as chairperson, the appropriate elementary or secondary central office supervisor, and/or the Assistant Superintendent of Curriculum and Instruction, and the following people from each level involved appointed by the Superintendent: Principal, Library Media Specialist, and Classroom Teacher. The Superintendent may appoint additional members to the Central Committee at his/her discretion. Your request for further consideration must be made within ten (10) days from this notice. This may be done by a letter sent to the Coordinator of Library Media Services at the Mary E. Devin Center for Education Support, 123 N. Eisenhower, P.O. Box 370, Junction City, Kansas 66441.