

Desert Hills Middle School Library Media Center

MISSION STATEMENT

Our mission in the DHMS Library Media Center is committed to developing a community of learners in which all students acquire knowledge, skills and confidence to meet the challenges of a changing society. We will provide activities and resources that will assist students in becoming effective and discriminating users of information, developing a pattern of lifelong learning, and in fostering a love of reading. We will work closely with the staff and faculty members by providing materials and assistance with their Utah State Core course curriculums.

PHILOSOPHY

The primary mission of Desert Hills Middle School Library Program and its curriculum is to empower students to be effective users of ideas and information in all formats in a continually changing learning environment.

GOALS AND OBJECTIVES

Desert Hills Middle School library staff will apply the following principles in order to improve service and increase library usage.

- Knowledge of resources
- Courtesy to students and teachers
- Focusing on solutions
- Communicate and coordinate
- Professionalism

The librarian of Desert Hills Middle School will collaborate with teachers to initiate and guide students and teachers in the use of library resources and tools in order to increase student achievement as driven by the curriculum.

- Attend department PLC to be involved in the planning process and provide curriculum specific resources.
- Librarian will instruct and guide teachers and students in the use of technology with appropriate library resources
- Librarian will be involved with the school's CSIP about the media program.

Desert Hills Middle School library staff will support a rigorous curriculum through collection development, which includes selection and purchasing of new items and weeding of dated materials.

- Librarian will select and purchase new materials in the 800 and 900's weeding materials and bring the collection up to date.
- Librarian will select and purchase appropriate books and update and replace according to the weeding policy all other sections of the library.

POLICIES

PROCEDURES:

To keep the library running smoothly

- Regular book checkout period is 10 school days.
- A student may check out a total of three books for personal reading.
- All items taken from the library must be checked out.
- Books can be renewed with or without the book.
- If a student has an overdue book, the students need to resolve the issue before being able to check additional materials.
- A student can check out as many textbooks as needed.
- Overdue fines are \$.05 per school day per book.
- All lost and damaged books must be paid for. There may be a replacement cost plus handling charges of \$2.00.
- The current periodical (magazine) is not available for check out.
- Periodicals, two months to twelve months, are available for one week checkout.

Rules:

What a student can do to make this a better place for everyone.

- Speak quietly and behave in a manner consistent with study
- Students will be asked to sit while in the library.
- During class time you must have a hall pass to use the library.
- Do not bring or eat food, candy, or drinks into the library.

Library hours are from 7:50 am till 3:10 pm.

Selection:

A. Responsibility

The Desert Hills Middle School Librarian assumes final responsibility for the selection of materials.

Materials shall be chosen by the librarian and with the cooperation of faculty, staff, parents and students.

B. Criteria for Selection

Materials selected for inclusion in the collection of Desert Hills Middle School Library shall satisfy the following:

1. Materials shall be chosen to enrich and support the curriculum and the educational, emotional and recreational needs of the users,
2. Materials shall meet high standards of quality in:
 - Physical format
 - Treatment of subject
 - Accuracy and currency of information
 - Literacy style

3. Materials shall be appropriate for the subject area and the age, emotional development, ability level, learning styles, and social development of Desert Hills Middle School students.
4. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior and to make intelligent judgments in their everyday lives. For future information on library selection policies in general, please see the following ALA documents:
 - **Evaluating Library Collections:**

An Interpretation of the Library Bill of Rights

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of each library and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials that might be viewed as controversial or objectionable. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the Library Bill of Rights, which state:

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.

The American Library Association opposes internal censorship and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

- **Diversity in Collection Development:**

An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "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." Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

Selection Tools

The following professional resources are available to assist the Desert Hills School Librarian in the selection process; however, selection is not limited to the use of these tools.

Reviewing Media: School Library Journal, Follett Library Resources, Amazon Books, Goodreads, Bookverdict, Booklist, Blogs "I am a reader, not a writer" and "Kiss the Book" and other resource periodicals

PROFESSIONAL SELECTION

In order to serve the needs of Desert Hills Middle School faculty and staff, the Desert Hills Middle School Library maintains a small professional collection of materials relating to the fields of education and library science.

- The librarian selects titles appropriate for a core journal collection of interest and use to educators, administrators, and librarians, especially those at Desert Hills Middle School.
- In addition, on-line bases provided by Utah State Office of Education provide an extensive on-line resource. (pioneer.uen.org)

ELECTRONIC INFORMATION POLICY:

In keeping with our role as a source of information, the library provides internet access to information beyond the confines of our collection.

- The Internet affords us an exciting opportunity to have immediate access to timely and comprehensive information as well as wide variety of primary sources. Providing connections to global information services and networks outside the library is different from selecting and purchasing materials for the library collection. The Internet changes rapidly, frequently, and unpredictably.
- As the vast amount of information on the Internet is generated outside the library, the library cannot be responsible for the accuracy, authenticity, currency, availability or completeness of information. We cannot insure that Internet communications are secure or private.
- Because of the library's limitations, the user is responsible for using discretion when considering the quality of material, questioning the validity of information, and choosing what is individually appropriate.
- In the Desert Hills Middle School Library setting, the internet is a resource which provides timely access to students' information needs. Unfortunately, limited computer resources do not permit the library to support all types of Internet and computer usage. Therefore, in order to best allocate these finite resources, student use of the library's computers will be limited in the following ways:
 1. Academic use will always have priority over recreation use.
 2. Game playing, email, chat, online shopping, personal "productivity" activities (e.g., word processing, web page development, etc) and other inappropriate computer usage as determined by library staff are not permitted.
 3. Printing privileges are restricted to academic use. Exceptions to this policy will be made at the discretion of the librarian and writing lab assistants.
 4. The library is also guided by the Acceptable Use Policy of the Washington County School District, the Desert Hills Middle School Policy and Procedures Guide, and the Desert Hills Middle School Library computer lab rules.
 5. For further information on Electronic Information Policy, please see the following ALA policy Statements:

AV POLICY

1. The library provides AV materials and services for the following purposes:
 - To supplement its collection of materials
 - To implement, enrich, and support the curriculum of Desert Hills Middle School.
 - To meet the individual, educational, emotional, and recreational needs of students, faculty and staff.
2. Format
 - The library's AV collection consists primarily of Videos, DVDs and CDs, but also includes DVD's provided by the consortium through our district Media Center, which provide an extensive section for all the disciplines.

Weeding

A. Purpose

Desert Hills Middle School Library recognizes the importance of maintaining a collection of current, appropriate, and useful materials.

Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials, which are no longer useful. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal of replacement of materials rests with the Desert Hills Middle School Librarian.

B. Guidelines

1. Weeding by Appearance
 - a. Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
 - b. Badly bound volumes: soft, pulpy paper and or shoddy binding.
 - c. Badly printed works
 - d. Books of antiquated appearance which might discourage use
 - e. Audio-visual materials with missing or broken pieces
2. Weeding of Superfluous of Duplicate Volumes
 - a. Unneeded duplicate titles
 - b. Older editions
 - c. Highly specialized books if library holds more general or up to date volumes of same subject
 - d. Books on subjects of little interest to the local community
 - e. Books which no longer relate to the curriculum
3. Weeding Based on Poor content
 - a. Information is dated
 - b. Information is inaccurate
 - c. Stereotypes are present
 - d. Book is poorly written

4. Weeding According to Use

- a. Non-fiction: Book has not been checked out within last 10 years
- b. Fiction: Book has not been check out within last 5 years (classics excluded)

Categories of Books which may be quickly outdated:

- a. 000s: computer
- b. 100s: psychology (especially popular literature)
- c. 300s: college & career materials
- d. 400s: grammars with dated examples and/or illustrations
- e. 500s: astronomy, chemistry, physics, biology
- f. 600s: electronics, engineering, health, technology
- g. 900s: popular biographies
- h. Mistakes in selection/acquisition

Categories of Books which are not quickly outdated:

- a. Dictionaries
- b. Biographical sources
- c. Literary Criticism
- d. Classics of Literature
- e. Foreign language literature
- f. Art books
- g. Local history/geography
- h. Books providing general principles of a subject or discipline

RECONSIDERATION OF MATERIALS

A. Statement of Policy

1. The Desert Hill Middle School Library subscribes in principle to the philosophy expressed in the American Library Association's Bill of Rights and its supporting documents, and the American Association of School Librarian's School Library Bill of Rights for School Library Media Programs.
2. Desert Hills Middle School Library also recognizes that occasionally materials selected may be challenged or questioned, despite the care taken in selecting them.
3. A procedure for processing and responding to criticism of approved material has been established and shall be followed.
4. This procedure shall include a formal signed complaint of standard format and an appointed committee to re-evaluate the material in question.

B. Procedure for handling Challenged or Questioned Books and Materials

1. Upon receiving a complaint, the Desert Hills Middle School Librarian shall hold a conference with the patron making the complaint. The Principal of Desert Hills Middle School shall be notified and may be present at the conference.
2. If the problem cannot be resolved in the conference, the patron will be given a "Citizen's Request for Reconsideration of Library Materials form.

3. The patron will return the completed form to the Librarian, who will forward a copy to the Principal of Desert Hills Middle School.
4. The Principal of Desert Hills High School will appoint a committee to review the complaint. This committee shall be composed of the Desert Hills Middle School Librarian, the Principal of Desert Hills Middle School or an appointed designee, a member of the Desert Hills Middle School PTSA board, one faculty member from the department where the materials are used, and one other faculty member from Desert Hills Middle School.
5. The committee will review the complaint and make a written report and recommendation to the Principal of Desert Hills Middle School.
6. If the decision is not satisfactory to all parties, the principal upon receiving a written request shall forward the appropriate information to the District administrator for Secondary Education. District Policy shall then dictate the outcome of the challenged material.

GIFTS

The Desert Hills Middle School Library welcomes gifted materials. These materials shall be subject to the same criteria as those obtained through the regular selection process.

Materials not chosen for inclusion in the Desert Hills Middle School Library's collection shall be sent to the Desert Industries, Catholic Thrift Shop, or Washington County Library, where they shall be made available either for purchase in their store, or shipped to areas in the world recognized as needing written resources.