

ABERDEEN CATHOLIC SCHOOL SYSTEM
LIBRARY DEVELOPMENT PLAN

ADOPTED BY ACSS SCHOOL BOARD: JUNE, 2006

MISSION AND PHILOSOPHY STATEMENT

The Aberdeen Catholic Schools Library Media Centers are dedicated to instilling Catholic values and promoting excellence by nurturing mind, body, and soul.

Roncalli's media centers believe that the school library programs promote and encourage reading for enjoyment, academic achievement and life-long learning. The school library program should provide, integrate and utilize a technology rich environment to support teaching and learning.

We believe information literacy is knowing how to learn. Information literate people recognize when they need information, know how to find information, effectively evaluate the information they find, and apply the information to solve problems and/or communicate their new knowledge with others.

Roncalli's media centers aim to provide services and information to support the academic, artistic and recreational needs of the staff, students and broader school community. We aim to promote literature appreciation and information skills; and to provide a stimulating environment, which encourages a love of reading and learning.

POLICIES AND PROCEDURES

Current Situation (Spring 2006)

LIBRARY SELECTION POLICY

The Roncalli school libraries exist to support the goals of the institutions, the curriculum needs and the needs of the students. The purpose of this policy is to serve as a guide in our attempt to achieve consistent excellence in the choice of materials. This implies that careful recorded or visual forms be applied.

The goal of this selection policy is to promote the planned and systematic development of a collection that supports the goals of the library. These goals are:

1. To acquire and maintain a live, growing collection of books and materials in line with the demands of the curricula and the needs of the students.
2. To make books, magazines and other materials freely accessible in order to provide reference and bibliographical tools essential to independent study.
3. To stimulate the student's curiosity to using the library as an investigating center for satisfying an aroused curiosity.
4. To provide materials for student recreational and inspirational reading.
5. To provide an instructional program on using the library effectively.
6. To encourage lifelong education through the use of books and materials.
7. To work cooperatively and constructively with the instructional and administrative staffs of the school.

The school library should function as an integral part of the school experience by supporting and enriching instruction in all phases of the school curriculum.

The library is a service area and the librarian is a service person; both are there to meet the needs of the students and staff.

The library must be a center where students and staff can acquire and use library-related skills and be able to obtain, interpret and apply information.

While the primary purpose of the library is to provide resource information to students, the facilities should also provide materials, for recreational interests.

The American Library Association's Library Bill of Rights, School Library Bill of Rights and Freedom to Read, in conjunction with our Christian beliefs should serve as a guiding force in the total library program.

In order to assure that the school media program is an integral part of the educational program of the school, the following objectives are adopted:

1. To provide facilities, materials, equipment, and assistance that will enrich and support the curriculum, taking into consideration the varied interests and learning styles of the students served.
2. To provide services in an appropriate time frame.
3. To provide a background of information which will enable students to make intelligent judgments in the daily lives.
4. To provide help in pursuing self-directed learning of all kinds in exploring and satisfying curiosities and interests.

5. To teach students the library media skills necessary for both their school careers and their lifelong pursuit of knowledge.
6. To provide an atmosphere conducive to learning and study.
7. To cooperate with other types of libraries, schools, and community resources in meeting the informational needs of students, staff, and other user.

RESPONSIBILITY FOR MATERIALS SELECTION

Although the Aberdeen Catholic School Board is legally responsible for the operation of the school, the responsibility for the selection and purchase of library materials is delegated to the librarian. As guides, standard selection tools and catalog recommendations will be relied on for their evaluations and reviews.

Administrators, faculty, and students are encouraged to suggest materials to be added to the collection and to share in evaluating materials. (see appendix for form.)

CRITERIA FOR SELECTION

Following are factors which influence the selection of library materials:

1. Overall purpose
2. Timeliness and factual accuracy of material
3. Importance of the subject matter
4. Quality of the writing/ production
5. Readability and popular appeal
6. Authoritativeness
7. Reputation of publishers or producer
8. Reviews in selection aides or professional journals
9. Price

Current periodicals are used for source material not found in books, and are needed both for reference work and for general reading. Criteria for selection includes:

1. Accuracy and objectivity
2. Local interest in subject matter
3. Need in reference work to supplement book collection
4. Price

GIFTS

The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the school library. The same criteria used for the selection of all other materials will be used in evaluating gift materials.

Gift materials will be shelved in the regular collection where they are most useful, rather than on separate shelves that take them out of the logical sequence.

WITHDRAWAL OF LIBRARY MATERIALS

A good collection development plan must include weeding. The process of weeding is a key part of assessing the collection. It helps keep collections relevant, accurate, and useful; and it facilitates more effective use of space in the library media center. The final decision of items removed will rest with the librarian. Library media materials should be weeded if they:

1. Are in-poor physical condition
2. Have not been circulated in the last five years
3. Are outdated in content, use, or accuracy (Copyright date should be considered; however, do not make a decision to weed based solely on the copyright date of the material. Some older material may be considered classic or may be of great historical value to your collection.)
4. Are mediocre or poor in quality.
5. Are biased or portray stereotypes
6. Are inappropriate in reading level
7. Duplicate information which is no longer in heavy demand
8. Are superseded by new or revised information
9. Are outdated and unattractive format, design, graphics, and illustrations
10. Contain information which is inaccessible because they lack a table of contents, adequate indexing, and searching capabilities
11. Are not selected in accordance with general selection criteria

CENSORSHIP

The selection of library books and materials is predicated on the library patron's right to read and similarly, their freedom from censorship by others. The principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School Librarians are supported by the Roncalli school libraries.

Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but on the merits of the material in relation to the building of the collection and to serving the interests of the readers. The intention of this library is to select material that does not sensationalize the undesirable, nor undermine our Christian beliefs.

The library promotes Christian beliefs and views, but also presents quality material containing differing views. The presence of an item in the library does not indicate endorsement of its content by the library.

Occasional objections to a selection of library material will be made by the public despite the care taken to select valuable materials for student and teacher use.

When materials are questioned, the following procedures are to be used for reconsideration of curriculum and library materials:

1. The complainant is informed of the selection procedures and is asked to submit a Formal "Request for Reconsideration of Library Materials" form. Be courteous, but make no commitments.
2. The appropriate administrative personnel are informed of the complaint.
3. Challenged materials continue to be used during the reconsideration process.
4. Upon receipt of the completed form the principal requests review of the challenged material by an ad hoc or permanent review committee and notifies the dean that such a review is taking place. The review committee shall, when available, include an administrative representative, library media specialist, one or more classroom teachers, one or more parents, and one or more students or community members when appropriate. The committee shall be appointed by the principal. A date for the material to be reviewed by the committee will be set within fifteen school days.
5. The review committee takes the following steps after receiving the material:
 - a. Reads, views, listens, and/ or examines the material.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended list.
 - c. Determines the extent to which the material supports the curriculum
 - d. Committee will hold a hearing with the complainant if a hearing is requested.
 - e. Completes the appropriate report for judging the material for its strength and value as a whole and not in part.
6. The review committee presents a written recommendation to the dean and the school board.
7. In the event that the complainant is not satisfied with the decision of the review committee, the complainant may then take his/her objection in the form of a formal complaint to the school board.
8. The challenged materials are retained or withdrawn as mandated by the school board.

REQUEST FOR RECONSIDERATION OF MATERIAL

Author _____

Title _____

Publisher or producer (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Complainant represents:

Himself

Name or organization

Identify other group

1. To what in the work do you object? Please be specific; cite pages or selections.

2. What of value is there to this work?

3. What do you feel might be the influence of this work?

4. For what age group would you recommend this work?

5. Did you study the entire work? What pages or sections?

6. Are you aware of the judgments of this work by critics?

7. Are you aware of the educational purpose of this work?

8. What do you believe is the theme or purpose of this work?

9. What would you prefer the school do about this work?

Do not assign or recommend it to my child.

Withdraw it from all students.

Send it to media committee for reevaluation.

10. What work would you recommend in its place that would convey as valuable a picture and perspective of a society or a set of values?

Signature of complainant

SAMPLE LETTER TO COMPLAINANT

Dear (name of complainant):

We appreciate your concern over the use of (name of material in question) in our library. Our library had developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the libraries:

1. Materials selection policy statement
2. Procedure for handling objections.

If you are still concerned after you review this material, please complete the "Request for Reconsideration of Materials" form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, I will assume you no longer wish to file a formal complaint.

Sincerely,

Librarian

PERSONNEL

The Aberdeen Catholic School System (ACSS) currently has two full-time librarians and one library aide on staff. The system has three separate library locations. The grade 7 - 12 librarian currently holds a library science degree and the K-6 librarian is working on the South Dakota Library Media Endorsement. They are members of the South Dakota librarian organization.

Adult volunteers at the elementary and primary schools help with the library workload, but professional duties are the responsibility of the librarian.

COLLECTION

Collection	RPS	RES	RHS
Non-fiction	1960	3553	4703
Fiction	366	2633	2399
Easy	1740		
Reference	38	153	695
Periodicals	5	7	36
Professional			60
Short Story			108
Video/DVD	80	25	469
Totals	4189	6371	8470

PERIODICALS

The high school library has copies that go back three years for about 36 different magazines, and the elementary library has two years of 5 different titles. The high school library provides the Reader's Guide to Periodical Literature, one regional Sunday newspaper, one national daily newspaper, and one local daily newspaper. The K-6 libraries subscribe to 7 different magazines. The K-6 libraries have no guide to children's periodical literature at this time and does not subscribe to any newspapers.

EQUIPMENT

Equipment and A V materials are housed in the work room at the high school library and is available for long and short-term checkout. AV materials have been cataloged through the Dynix Library software program. Each classroom is equipped with a TV and VCR/DVD at RES and RPS.

SERVICES

The library is open from 7:30-3:45 on school days. Services include circulation of all print and nonprint materials selected to supplement the curriculum and to provide for leisure reading. Efforts are made to secure material from outside sources if not locally available.

The librarian provides assistance in locating answers, finding materials, and developing bibliographies. Library skills are taught one-on-one or by group, whichever fits the needs of the student or particular assignment. The most concentrated unit of library skills and orientation at the high school library is given early in the seventh grade as part of their English class; however, the librarian is available for assistance to any class at the request of the instructor.

In the K-6 library, classes come in on a regular basis, and the librarian works in conjunction with the teachers to reinforce the teaching of library skills. (see appendix for South Dakota School Library Standards that were adopted in February of 2005.)

Roncalli libraries have a sharing agreement with the Aberdeen Public School System. We use the interlibrary loan system to borrow books and other library materials.

It is the librarian's responsibility to provide for maintenance and repair of library media equipment, put library materials on reserve when requested, and maintain a file of information on new acquisitions in the different areas of the curriculum.

CHECKOUT

Library media services are available to every child and staff person in the Roncalli School System. All books and magazines may be loaned for two weeks. Encyclopedias and other reference material may be loaned for overnight use.

The school library promotes student responsibility in returning all borrowed material to the library. Notices are sent to individual students or are posted if materials are not returned. After two notices the librarian may refuse check out privileges to the student. Report cards are held at the end of each nine weeks period for any student failing to return materials and /or pay fines. Replacement costs are based on the cost of the item.

FACILITY

The high school library is at ground level, centrally located in the building, with easy access on both sides. It consists of the library proper, a media storage room and a smaller room that houses the periodical collection and serves as a storage room for library supplies.

The high school library contains 2,277 square feet and contains the reference, fiction, and non-fiction sections and newspapers. There are 6 computers situated in a circle with adequate space in between. There are 2 card catalog computers next to the check-out area.

Display areas include counter tops in the reference section, the fiction section and 2 bulletin boards. Students and faculty have accessibility to all reference, fiction, non-fiction, periodicals, and newspaper materials. Checkout is handled at a desk in the library proper. Audio-visual software and equipment are available under supervision.

The Roncalli Primary School library was newly built in 2003 and the Roncalli Elementary School library was newly built in 2005. Both libraries are centrally located in the buildings. Each library also has a work room and a media storage room.

The elementary school contains approximately 2150 square feet and contains the fiction, non-fiction, reference books and magazines. There are 2 computers for student access and for card catalog searches. Checkout is handled at the desk in the library proper.

The primary school contains approximately 1400 square feet and also shelves the easy, fiction, and non-fiction materials. There are 7 computers for student access and 1 computer for card catalog searches. Checkout is also handled at the desk in the library proper.

FACULTY RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

Teacher's Name: _____ Date _____

Subject Area: _____ Grade Level: _____ Reading Level: _____

Curriculum Unit: _____

Special Needs (Visually impaired, ESOL, G/T):

Type of media requested, e.g., book, video, computer software, CD-ROM:

Please list specific recommendations. Provide review source, if known:

- Author
- Title
- Type of Media
- Publisher/Producer
- Copyright Date

- Author
- Title
- Type of Media
- Publisher/Producer
- Copyright Date

- Author
- Title
- Type of Media
- Publisher/Producer
- Copyright Date

- Author
- Title
- Type of Media
- Publisher/Producer
- Copyright Date

STUDENT and PARENT RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

Name _____ Date _____

Address _____ Telephone _____

Would like materials on these subjects in the library media center:

Would like the following books in our library:

The library needs more information on the following subjects:

Would like to have the following non print or electronic resources in the library media center: