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1. Introduction

The St. Martin's Episcopal Preschool (SMEP) library is staffed by one part-time professional. The terms "library," "library program," and "media center" are used interchangeably in this document.

Volunteers also assist the library staff by performing a variety of tasks which enhance the library programs. Parents interested in becoming library volunteers are welcome.

The Librarian looks forward to instructing and assisting each one of your SMEP students and St. Martin's Episcopal Church parishioners. We want you to consider the library as a location for learning, enjoyment, and enrichment.



2. Library Mission Statement and **Library Goals**

The mission of the Media Center is to assist students in the development independent lifelong learning, with emphasis placed on the appreciation and enjoyment of literature and the motivation of reading for pleasure as well as information.

The library mission at SMEP is student-centered in focus. It is committed to these goals:

- Providing a program that nurtures the enjoyment of literature, thus helping students develop skills needed for lifelong learning.
- Exposing students to state-of-the-art information resources and technology by providing activities enabling them to the develop skills needed to become independent learners.
- Establishing opportunities for all students to visit the library to pursue an activity of their choosing.
- Providing a wide array of student library experiences that link the library media program directly to all areas of the classroom curriculum.
- Fostering a lifetime love of reading, literature appreciation, and pursuit of knowledge.

3. Selection Policy

The library currently only houses books. These materials have been selected by the Librarian and administers to the reading levels and interests of students, parents, and staff. The library maintains a collection of professional resources available to be checked out by staff and parents.

In order to assure that the school media program is an integral part of the educational program of the school, SMEP adopts the following selection objectives.

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, Christian values, and ethical standards.
- Provide a background of information that will enable students to make intelligent judgments in their daily lives.

The selection of all library/media materials is the responsibility of the Librarian in collaboration with the faculty. Selection is based on bibliographies and reviews from professional library organizations and other media. Suggestions from students, teachers, administrators, counselors, parents, and guardians of enrolled students are encouraged and seriously considered in the selection process. Consideration of materials for acquisition stresses authorship authority, content accuracy, literary merit, and curriculum relevance. In selecting materials for addition to the collection, the library takes into account the intellectual, social, psychological, and emotional development of the students.

Evaluation and Selection of Library Materials

The following criteria may be used in selecting materials for the school library media center collection:

- Relevance to the curriculum
- Relevance to students' informational and recreational needs
- Suitability of subject
- Format and level for intended audience
- Importance of subject matter to the collection
- Scarcity of materials on the subject
- Published and/or broadcast reviews or inclusion in special bibliographies and indexes
- Authority and significance of the author, composer, film maker, etc.
- Reputation of the publisher or producer
- Timeliness and/or permanence
- Provision of alternate viewpoints
- Quality of writing, design, illustrations, or production
- Relevance to school community standards
- Potential and/or known demand
- Cost

4. Weeding Policy

The Librarian is responsible for maintenance of the school library media collections.

Materials withdrawn from the collection which are determined to be damaged or no longer needed in the school library media collection may be donated to any other nonprofit institution. In the judgment of the Librarian, withdrawn materials may be disposed of by any other means deemed appropriate by the Librarian including, but not limited to, sale or donation to teachers, students and the community.

The Librarian will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. The following criteria are considered when withdrawing materials:

- Physical condition
- Currency of information
- Availability
- Permanent value
- User demand
- Other coverage of subject material
- Available space

Replacement of school library media materials is not automatic but considered in relation to the school collection.

5. Gift Policy

All gifts of materials or money to the SMEP Library will be reviewed by the Librarian. Gifts of books and other materials may be accepted, but incorporation into the school library media center's collection is based on collection needs and the judgment of the Librarian. Gifts and unsolicited materials must meet the general selection criteria in order to be accepted and become a part of the library collection.

General criteria for Accepting Gifts and Unsolicited Materials

- Gifts of books and other materials are accepted with the understanding that the library may make whatever use of the material it feels appropriate.
- The same criteria is used for gifts as for collection development, and therefore, all gifts are subject to evaluation by the general and specific criteria listed in the Collection Development policy for the relevant collections.
- The Librarian reserves the right to add only selected items from any donation.
- All items not added to the library collection become the property of the SMEP Library, for disposition as the Librarian determines best benefits the library.
- Materials may be added or discarded without consulting the original donor.
- The library is actively used, and sustains losses through theft, mutilation and wear, and therefore, no guarantee that any gift will be a permanent part of the collection.

Monetary Donations

Money donated to the SMEP Library will be used to acquire items in accordance with the Library Collection Development Policy.

Birthday Book Gifts

The Librarian will purchase age-appropriate books for the library in honor of the recipient's birthday.

6. Intellectual Freedom and Challenges

SMEP Library maintains a collection which includes opposing viewpoints, rather than supporting any one view of a particular topic or issue. Some of the materials may be offensive to individuals or groups because of individual perceptions of profanity, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. The library does not approve nor endorse any particular viewpoint or belief represented in its collection. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. It is the responsibility of individuals to limit their reading to books and materials which are congruent with their individual tastes. While a person may reject materials for him/herself and his/her children, he/she may not restrict access to the materials by others.

Self-Selected Materials

The Librarian works with students to ensure that they become good library users who are capable of using a variety of selection skills in choosing their library books. As time permits, personal guidance and assistance is given to any student who requests it or seems to need it. Students are encouraged to select items that they will find interesting, useful, enjoyable, relaxing or challenging to read. They are rarely dissuaded from checking out a book they have chosen. If a parent feels that a particular selection does not meet his or her child's reading interest or need, the child may make an additional selection or return the item and make a different selection at his or her next library visit.

Challenges Procedure

The responsibility for selection and evaluation of library resources is delegated to the Librarian. If a parent wishes to address concerns about these resources, reconsideration procedures are established. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Librarian.

A review committee will be composed of the Head of School, Curriculum Coordinator, Librarian, and at least one member of the SMEP Board of Directors.

The Review Committee will

- Read, view or listen to material in its entirety.
- Check general acceptance of material through recommended referencing sources.
- Determine extent to which this material supports educational program.
- Meet as a group & complete checklist & recommendation.
- Reconsideration of Challenged Materials.
- Challenged materials will be retained, withdrawn or restricted, as indicated by the committee's decision.
- Written notification of the decision must be given to the complainant within 4 weeks of receipt of the written objection.

7. Acceptable Use

The use of the network system will be in support of instructional and learning activities consistent with the educational mission of the SMEP. SMEP reserves the right to prioritize use and access to the system.

Security

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

Personal Security

- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system.
- Students should never reveal such information without permission from their teacher.
- Students should never make appointments to meet people in person that they have contacted on the system without parental permission.
- Students should notify their teacher whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

- The unauthorized installation, use, storage, or distribution of copyrighted software or materials on SMEP computers is prohibited.

General Use

- Students may not have access to the system without having received appropriate instruction.
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Students may use library computers to

- Search the library catalog.
- Check out books.

Students may not

- Play games on library computers. This includes all Windows accessories games, games on disks or CDs, and online games.
- Enter chat rooms, social networking sites, send personal email or IM.
- Change the screensaver or any other display item.

8. Circulation Policy

Library Hours

Books may be checked out at anytime, using the self-checkout at the Circulation computer. In the event of a computer failure, borrowers may manually input information on the checkout sheet under the keyboard.

The library catalog may be accessed anytime from any location:
<http://www.g3online.com/stmartin/>

Books may be requested online with the use of a borrower PIN, which may be obtained by contacting the Librarian.

Books can be returned anytime by placing them in the book basket return at the front of the library.

Who can use the library?

The library is open to the entire school community – students, parents, parishioners, and faculty and staff.

Circulation

* Borrowers with overdue or lost books will have circulation privileges suspended until their record is reconciled.

** If an item is needed longer than the due date, it must be renewed. Otherwise, it is considered overdue.

	Items Allowed	Checkout Period	Renewals	Late Fines
Students	3	1 week	2	No
Parents/Parishioners	5	2 weeks	2	No
Faculty & Staff	10	4 weeks	2	No

When there are extenuating circumstances preventing a student from returning library materials, the loan period may be extended by contacting the Librarian.

Each SMEP borrower is entered into G3, the library's circulation system. Bar-coded library cards, provided to each borrower, are kept at the circulation desk in the library.

Periodicals and reference books do not circulate to students. They are for library use only.

Lost or Damaged Materials

All library users are expected to cover the cost of replacing a lost or damaged item. Replacement costs for a lost book will be requested after 30 days and after a search by the student and Librarian has been made.

Replacement Costs

Books are considered overdue on the day after the books were originally due. Overdue notices are generally sent home twice a month. Overdue fines are not charged for books that are returned late. Borrowers with delinquent (overdue) books may not check out additional books until the overdue books are returned.

Borrowers will receive a bill notice if they do not return their library books within a reasonable amount of time. They will be required to either return their books or pay for them in order for checkout privileges to be resumed. If the replacement cost of an item is not available, then the standard replacement fee will be \$20.00

All borrowers must pay the replacement cost of any material not returned to the library.

Request for Reconsideration of Materials Form

Please check type of material: Book Periodical Pamphlet
 Audio Visual Electronic Information
 Other

Title _____

Author

Publisher, Producer

Request initiated by

Telephone _____

Address _____

City _____ ZIP

Email _____

Complainant represents:

Self

Organization, name:

 Other (identify)

1. Did you read, view or listen to the material in its entirety?
Yes _____ No _____

2. What concerns you about the resource? Please be specific. Cite pages, words, etc.

3. Have you discussed your concerns with the classroom teacher, librarian or principal?

4. Have you discussed this material with your child?

5. Are you aware of the judgment of this material by reviewers or critics?

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

Signature of complainant

_____ **Date** _____