

ROXBURY SCHOOL DISTRICT



Media Center Policy Manual

Organization of Library Media Materials

April 2013

Updated: November 2022

Roxbury School District Media Center Policy Manual

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THE LIBRARY AND ITS USERS

THE ROXBURY SCHOOL DISTRICT VISION

Preparing the children of today for tomorrow...

THE ROXBURY SCHOOL DISTRICT MISSION

The Roxbury Township Public Schools, a dynamic and thriving district, in partnership with a supportive and collaborative community, inspires and empowers all learners to flourish as ethical and global citizens in the 21st century.

THE MISSION STATEMENT OF THE ROXBURY SCHOOL LIBRARIES

As stated in the Roxbury District School Purpose Statement (2008)

The mission of the school library media center program is to prepare students to become effective and efficient users of resources, ideas, information and other intellectual properties.

- Information Literacy Standards for Student Learning, American Association of School Librarians

The Roxbury Public School Media Centers serve a variety of purposes within Information Literacy. Each aspect of their purpose is essential to our students' intellectual, academic, emotional, vocational, social, and personal growth. They provide our students with the knowledge and skills that are necessary for success in our multicultural, multi-media world.

The Roxbury Public School Media Centers...

- Provide instruction that fosters an appreciation for the various forms of media and stimulates an interest in reading
- Encourage students and faculty to become effective users of ideas and information
- Offer accessibility to a comprehensive collection of materials that support and extend our students' informational, recreational and cultural needs
- Support all educators in the design and implementation of Roxbury Public Schools curriculums, so that the needs of all students are met
- Inspire a life-long desire to learn

The Roxbury School District consists of the following schools:

- Roxbury High School: Grades 9-12
- Eisenhower Middle School: Grades 7-8
- Lincoln Roosevelt School: Grades 5-6
- Franklin Elementary School: Grades K-4
- Jefferson Elementary School: Grades PreK-4
- Kennedy Elementary School: Grades K-4
- Nixon Elementary School: Grades PreK-4

DEFINITION OF A SCHOOL LIBRARIAN

The School Librarian is a:

1. Teacher / Leader – The School Librarian partners with the classroom teacher to promote and deliver the curriculum. The School Librarian encourages students to use their imaginations and foster critical thinking skills. The School Librarian reinforces learning and evaluates student progress throughout the year.
2. Information Specialist – keeping current with changing technologies, the School Librarian should be the point of contact for locating, accessing, and evaluating information.
3. Reading Advocate – Through book fairs, the Read Across America program, the Reading Buddy program, and general media center interaction, the School Librarian’s primary goal should promote voluntary reading to all students.
4. Resource and Program Administrator - The School Librarian provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources in multiple formats. The School Librarian manages the daily operation of the Library, including collection organization, program development, and management of the budget.

(Moose-Jaw, 2004)

POLICIES AND PROCEDURES

CIRCULATION POLICY

Each School Librarian will establish check-out procedures suitable for individual school situations. At the elementary school level, check-out will begin after proper training by the School Librarian has taken place. At all other levels, check-out may begin on the first day of school. Circulation will cease three weeks before the end of school and all materials must be returned two weeks prior to the closing of the school year. Each School Librarian will establish circulation dates to coincide with the District Calendar.

Required Books:

In addition to personal library material limits, students may borrow necessary materials for research papers, book reports, or other classroom activities. Students must specify at checkout that these books are for project use and should not be counted against their personal limits. Students will be encouraged to return any additional books they have checked out so as not to be over their book limit.

Hold Policy:

If the book a student requests is not available, that book may be placed on hold. Once the book is returned and available, the Follett System will generate a Hold Notice and the student will be notified. If the book is not claimed within one week, it will be taken off hold and returned to circulation.

Renewal Policy:

Students may renew books as many times as needed, as long as there are no holds on that copy. Students will be encouraged to return books which have been deemed popular. If the book is requested to be returned and is not, an Overdue Notice will be sent to the student's homeroom.

Lost Books:

If a book is determined to be lost, a Lost Notice is sent home with the student. The student is required to pay for or replace the book in its original format. The student's Genesis account may be blocked if a lost book is not paid for or replaced.

System Failure:

If the Follett Circulation system fails, it will be left up to the discretion of the School Librarian to:

- suspend checkouts until the system is up and running
- allow checkouts by logging student name, book name, and barcode on spreadsheet. In this instance, checkouts will be limited to one book per student.
- in the event the Destiny 'offline' system is available, checkouts may be continued in this manner.

Books will continue to be collected for check-in.

SELECTION POLICY

The School Librarian will be responsible for the selection, acquisition, and review of all new and current materials in the library's collection. The School Librarian will work independently to support the process of building and maintaining the collection to serve its users and cooperatively with the building principal, teachers and staff to ensure the collection meets the current and ever-changing needs of the curriculum and the students.

Criteria for Selection

According to the American Library Association, the principle criteria for selection are the following:

1. Readership Level – Subject matter is level appropriate for patron use.
2. Content – The works selected are educationally significant, complement the curriculum, and promote personal choice.
3. Quality – Authors, illustrators, or producers display a command of the subject matter in both factual content and presentation.

Materials Selection

The School Librarian will consult a variety of sources to select materials for library use. Resources used to help in selection of new library holdings may include, but are not limited to, the following:

- Recommendations from staff, students, and parents will be accepted and investigated for appropriateness
- Using Follett's Collection Statistic Report, additional books may be purchased based upon the frequency of checkouts
- Reviews:
 - School Library Journal
 - School Library Monthly
 - Booklist Magazine
 - Booklinks Magazine
 - Teacher Librarian
 - Library Sparks
 - and others

Selection Priority

Our Libraries endorse the Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to ensure the following priorities will be taken into consideration when making selection decisions.

1. Materials which support the curriculum – included here are materials which support classroom instruction such as DVDs, videos, and software.
2. Research Materials – current year almanac, updates for encyclopedias, etc.

3. Award winning books – including but not limited to the following notable ALA Awards (American Library Association):
 - [Randolph Caldecott Award](#)
 - [John Newbery Award](#)
 - [Alex Awards](#)
 - [Mildred L. Batchelder Award](#)
 - [Pura Belpré Award](#)
 - [Theodor Seuss Geisel Award](#)
 - [Coretta Scott King Award](#)
 - [William C. Morris Debut YA Award](#)
 - [Odyssey Award for Excellence](#)
 - [Michael L. Printz Award](#)
 - [Schneider Family Book Award](#)
 - [Stonewall Book Awards](#)
4. Materials that support Ch. 7 of the [New Jersey Administrative Code N.J.A.C. 6A:7](#) which states: "The purpose of this chapter is to ensure all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, are provided equal access to educational programs and services by district boards of education."
5. Recreational reading materials – including books and magazines
6. Professional materials – aids for teacher's use
7. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
8. Provide a background of information that will enable students to make intelligent judgments in their daily lives
9. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking
10. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
11. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library

NJ State Standards

NJ State law requires that School Libraries adhere to the [following](#) while selecting materials:

[NJ Education Standards:](#)

- a. [Holocaust/genocide Bill](#) (1994; revised 2018): N.J.S.A. 18A:35-28
- b. [Amistad Commission Bill](#) (2002): [P.L.2002, c.75 \(A1301 1R\)](#)
- c. LGBTQ Bill (2019): [P.L. 2019, c.006 \(S1569\)](#)
- d. Diversity and Inclusion in Curriculum Bill (2021): [P.L. 2021.032 \(A4454\)](#)

- e. [QSAC](#): All schools in NJ are required to be QSAC compliant; compliance specifically requires inclusion of Holocaust (p 23), Amistad (p 23), LGBTQ (p 62).
- f. [SEL Competencies](#) approved by SBOE, August 2017
- g. [Asian American & Pacific Islander History 18A:35-4.44 S4021/A6100](#) and [S3764/A3369](#) (Jan 2022)
- h. [Culturally Responsive Teaching](#)
- i. [Equity and Inclusion](#)
- j. [Climate Change \(2020\)](#)

Requests for Purchases

Requests for purchases of specific items should be put in writing and submitted to the School Librarian. Requests will be taken from staff, students, and parents. Specific requests will be evaluated using the Criteria for Selection.

Donated Materials

Donated materials are gladly accepted. They will, however, be evaluated by the School Librarian using the Criteria for Selection. If they do not meet the selection criteria, the gift will either be returned or donated to a more appropriate site.

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

The Roxbury School District Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and Students' Right to Read of the National Council of Teachers of English. The Roxbury School District School Libraries recognizes the student's right of free and equitable access to many different types of books. The Libraries also recognizes the right of teachers and administrators to select books and other materials in accordance with current trends in education and to make them available in the schools. It is therefore the policy of the District Libraries to require the materials selected for our school be in accordance with the following:

1. Books and other reading materials shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, identity, gender, sexual orientation, nationality, political, ethnic, cultural, or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the trends, problems, and issues of our times (international, national, and local). Books or other materials of sound factual authority shall not be prescribed or

removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval.

3. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment. In accordance with this, the Board has adopted Policy [9130](#) and [2530](#). Regulations can be found at [9130](#) and [2530](#).

Reconsideration of Instructional Materials form can be found in the Appendix.

BUDGET

The Media Center budget is determined by the Administration for the upcoming school year. The monies allotted to the Media Center are to be used for purchasing books, electronic resources, CDs, DVDs, magazines, and all other library holdings. Additional items such as Library and technology supplies may also be purchased from budget monies. Allocation of funds is at the discretion of the School Librarian.

ACCESS

Roxbury School District utilizes the Follett Destiny system to manage its Media Center / Learning Commons holdings.

Follett System – The completely automated system manages library holdings and allows the School Librarians to create reports, manage inventory, view circulation statistics, create MARC records, and manage checkouts.

BIBLIOGRAPHIC INSTRUCTION

The current curriculums are approved by the Board of Education. They are developed in accordance with the American Association of School Librarians (AASL) Standards Framework for Learners, NJSL Computer Science and Design Thinking, and NJSL Career Readiness, Life Literacies, and Key Skills. The K – 12 curriculum requirements are specific to each grade level.

In addition to the approved library curriculum, the School Librarians will collaborate with the classroom teachers to meet the Common Core Curriculum Standards. As a partner with the classroom teacher, the School Librarian provides knowledge and resources to support core curricular objectives.

SCHEDULED ACTIVITIES

INVENTORY

In order to properly manage the collection, the School Librarian must ensure all items in the library are present and accounted for. It is suggested the inventory process begins during the last four weeks of the school year. Its purpose is to determine which holdings are missing, check in all items previously believed missing, properly arrange all shelves in the library, and do a methodical weeding of the library's holdings.

Inventory Process

- Four weeks before last day of school –
 - In order to ensure all circulated materials are returned to the library, students may check out only one book, if, and only if, all books and magazines have been returned.
 - Students who still have outstanding materials are strongly encouraged to return all items.

- Three weeks before last day of school –
 - This is the last week students are allowed to check out materials. Again, only students who have returned all materials may check out one item.
 - Students who still have outstanding materials are strongly encouraged to return all items.

- Two weeks before last day of school –
 - Materials may no longer be borrowed
 - Outstanding materials forms are generated for students who still have not returned items
 - Media Center staff (and volunteers if available) will go through each shelf to make sure all books are shelved in their proper place.

- Last week of school –
 - Continue to accept material returns and carefully shelve all materials ensuring everything is in its proper place.
 - Run Follett inventory report and generate Marked Book List – any book on hold, checked out, lost, or missing.
 - Review the Marked Book List against holdings on shelf. If any of the items are found, they are to be checked into the system.
 - A determination must be made for items not found – not returned, missing, or lost.
 - Not returned – note sent to notify main office and Genesis may be restricted

- Missing – noted as such in system
- Lost – note sent home with student to pay for or replace item before the last day of school or Genesis may be restricted.

WEEDING

The Media Center's collection should reflect the interests and needs of its users, and as such, the Library's holdings need to be systematically reviewed to eliminate any outdated, damaged, irrelevant, or poorly circulated items. Inventory weeding is twofold, as an ongoing procedure during the school year, and systematically during the final weeks of school in conjunction with the year end inventory process.

- Ongoing - As materials are checked into and out of the system, the School Librarian will assess each item and will determine if the item should be returned to the shelf.
- End of Year – As shelves are examined during the last weeks of school, each holding is examined, and if necessary, will be taken off the shelf.

Weeded books, magazines, and other materials will be collected and offered to classroom teachers. If there are any remaining books, they may be displayed in the library and offered to students on a first-come, first-serve basis. Any remaining items will be recycled according to the Board of Education's yearly resolution: Disposition of Instructional Property.

NEW ACQUISITION PROCESSING

Books and materials come into the media center from a variety of sources – catalogs, book fairs, web resources – and are purchased using a Roxbury School District Purchase Order form. When books or materials are delivered, they must first be checked against the purchase order to ensure the correct item has been received.

The item must be entered into the Follett System as necessary

LIBRARY SCHEDULE

Pre-K to 4th grade is a fixed schedule set at the start of the school year by the building principal.

5th – 6th Grade schedule is developed by the School Librarian and the classroom teachers.

7th – 12th Grade is open schedule

LIBRARY MANAGEMENT

Hours and Patron Usage

The Media Center is open during all school hours. Teachers and staff may use the Media Center before and after school hours.

Conduct Policy

Students are expected to adhere to the school's code of conduct when they enter the Media Center. Expectations for Pupil Conduct and Discipline Procedures can be found at District Policy [R5500](#) and [R5600](#)

In general, the following guidelines are expected to be adhered to in the Media Center:

- Respect the library and everything that is in it
- Respect the librarian and parent volunteers
- Respect the rights and properties of others
- Food and drink are allowed only with permission
- Electronic devices are allowed only with permission

Volunteers

Parent volunteers are scheduled as needed and perform tasks as requested by the School Librarian.

Equipment

The Media Center is responsible for the use, distribution, and upkeep of AV Equipment specific to each school.

Other Uses for the Media Center

Occasionally the Media Center will be used for special functions. Librarians will adjust instruction as necessary. Special functions may include:

- Book Fair
- State Testing
- In-house seminars for teachers and staff
- Author visits or other special presentations

APPENDIX

**Roxbury School District
Request for Reconsideration of Library Materials**

The Roxbury Township School District has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. See [Resource Materials Policy 2530](#) for more information. Completion of this form in its entirety 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 principal. Please note that the challenged material will remain in use and shall not be removed until the formal due process procedures have been completed.

Please note you must use a separate form for each item you wish to be reviewed and you cannot submit more than one request until the Board of Education acts on the first request.

Roxbury Township Public Schools
42 N. Hillside Ave
Succasunna, NJ 07876

Date:
Name:
Address:
City:
Phone #:
Email:
Parent / Legal Guardian of:
School the child attends:

Do you represent yourself? Or an organization?
Name of Organization _____

1. Resource on which you are commenting:

- | | | | |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Book (e-book) | <input type="checkbox"/> Movie | <input type="checkbox"/> Magazine | <input type="checkbox"/> Database |
| <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Digital Resource | <input type="checkbox"/> Textbook | <input type="checkbox"/> App |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Game | <input type="checkbox"/> Streaming Media | <input type="checkbox"/> Other |

Title _____

Author/Producer _____

2. Is the resource part of the curriculum, library collection, or other?

3. What brought this resource to your attention?

4. In what way does the material fail to comply with the selection objectives and criteria specified in [District Policy 2530](#)? District Policy 2530 directs the selection of material to support curriculum and student needs, stimulate growth and creativity, show opposing viewpoints, represent society and today's world, possess artistic, historic, and literary qualities.

5. These are the State mandated requirements we must follow in School Libraries. Describe ways in which this resource does not meet these requirements in any of the following:

- A. Holocaust/genocide Bill (1994; revised 2018): [NJSA 18A:35-28](#)
- B. Amistad Commission Bill (2002): [P.L.2002, c.75 \(A1301 1R\)](#); [Amistad Commission](#)
- C. LGBTQ Bill (2019): [P.L. 2019, c.006 \(S1569\)](#)
- D. [Diversity, Equity, and Inclusion](#) in Curriculum Bill (2021): [P.L. 2021.032 \(A4454\)](#)
- E. [QSAC](#): All schools in NJ are required to be QSAC compliant; compliance specifically requires inclusion of Holocaust (p 23), Amistad (p 23), LGBTQ (p 62).
- F. Social Emotional Learning [Competencies](#) approved by SBOE, August 2017
- G. [Asian American & Pacific Islander History](#) [18A:35-4.44](#) [S4021/A6100](#) and [S3764/A3369](#) (Jan 2022)
- H. [Culturally Responsive Teaching](#)
- I. [Climate Change \(2020\)](#)
- J. In what ways does the material fail to support the district's commitment to intellectual freedom? ([First Amendment rights](#), [ALA Library Bill of Rights](#), [NCTE Students Right to Read](#))

Provide specific examples:

6. Have you examined the entire resource? If not, what sections did you review?

7. What specific concerns do you have about the resource? Provide specific examples in the text that support your concerns. Cite page numbers or specific location and quote specific passages in the material that demonstrates your concerns.

8. In place of the challenged material, what high-quality educational resource do you suggest to provide additional information or other viewpoints on this topic.

9. What action are you requesting the principal and/or committee consider?

10. Do you believe this material contains any worthy qualities? If so, what?

11. In what way does the material fail to support the district's mission and goals?

12. How do you believe students will be affected by this material?

Signature of Complainant

References

- American Library Association (1998). *Selection Policy – Criteria for Selection*. Retrieved January 22 2013, from <http://www.ala.org/Template.cfm?Section=dealing&Template=/ContentManagement/ContentDisplay.cfm&ContentID=11173>
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