

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0008

Title: **Library**

Effective Date: June 11, 2008

Submitted By: Governance Committee

Supersedes Date:

Approved By: Board of Trustees (BOT)

Rev. No: 2

1 Purpose

- 1.1 The intent of this policy is to identify the policies and procedures that will enable the Benjamin Franklin Classical Charter Public School (BFCCPS) library to fulfill its mission effectively. This primary mission is to support the curriculum of the BFCCPS; to promote a love of reading and literature; to provide access to current, adequate and appropriate information resources; and to ensure that students become -- and that teachers, staff and parents continue to be -- lifelong learners and effective users of ideas and information.

2 Scope

- 2.1 This policy applies to the functioning of the BFCCPS Library and its use by students, faculty, staff, and parents.

3 Definitions

- 3.1 **LMS:** Library Media Specialist.
- 3.2 **HOS:** Head of School
- 3.3 **Core Knowledge Curriculum:** a curriculum based on the work of E.D. Hirsch. The Core Knowledge movement is an educational reform based on the premise that a grade-by-grade core of common learning is necessary to ensure a sound and fair elementary education. The central premise is that early schooling should provide a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge.

4 Selection Policy

- 4.1 This selection policy reflects the previously stated mission, and the "Four Pillars" of BFCCPS -- parents as primary educators, classical core curriculum, character development, and community service. The policy also supports the principles of intellectual freedom described in *Information Power: Guidelines for School Library Media Programs*, the American Library Association's *Library Bill of Rights*, and other interpretations of the Bill of Rights on subjects such as access to resources and intellectual freedom from the American Library Association.
- 4.2 Responsibility for Selection

4.2.1 The responsibility of selection of materials for the Library is delegated to the LMS, as is the responsibility of evaluation and deselection (weeding). Materials are selected to meet the professional, personal, and curricular needs of the staff and students. The LMS will apply the criteria for selection and will use standard and specific selection tools in order to guide him or her. School staff and parents are welcome to submit requests for materials for the library as well.

4.3 Criteria for Selection

4.3.1 Material supports the four pillars of BFCCPS, including the Core Knowledge Curriculum and/or supports the Massachusetts Curriculum Frameworks.

4.3.2 Material will be of an appropriate educational level and subject matter. The selected materials will also be suitable for the age level, ability level, emotional and social development of the students for whom they are intended. This will include the needs of special and challenged students.

4.3.3 Material should be in the appropriate format (print, nonprint, electronic, multimedia, etc.) to effectively teach the curriculum.

4.3.4 Material will present information with the greatest degree of accuracy and clarity possible.

4.3.5 Materials will be as up-to-date as possible.

4.3.6 Material will represent a fair and unbiased presentation of information. In controversial areas, the library media specialist, in cooperation with the faculty, should select materials representing as many shades of opinion as possible, in order that varying viewpoints are available to students.

4.4 Procedure for Selection

4.4.1 The LMS will consult the following standard review sources to aid him/her in the selection process:

4.4.1.1 Core Knowledge Foundation

4.4.1.2 The Ryan Center at the Boston University Center for the Advancement of Ethics and Character

4.4.1.3 *Library Journal*

4.4.1.4 *The New York Times Book Review*

4.4.1.5 *School Library Journal*

5 Acquisitions procedures

5.1 The LMS makes recommendations regarding what materials are purchased for the Library. The LMS must submit the list to the HOS for approval.

6 Budget

- 6.1 The budget is determined through the school wide budget process. The LMS recommends a funding level to the HOS.

7 Donations

- 7.1 Donated materials will be judged and accepted or rejected according to the school's selection policies. Primarily new materials will be considered for inclusion. The LMS will decide where to place the material in the collection.

8 Deselection

- 8.1 The Library's materials are subject to a periodic evaluation by the LMS. Library materials should be weeded if they:
 - 8.1.1 Are in poor physical condition.
 - 8.1.2 Have not circulated in three years.
 - 8.1.3 Are outdated in content, use, or accuracy. Copyright date will be considered, but the historical value or classic nature of the material will also be considered.
 - 8.1.4 Are mediocre or are poor in quality.
 - 8.1.5 Duplicate information which is no longer in heavy demand.
 - 8.1.6 Are superseded by new or revised information.
 - 8.1.7 Are outdated and unattractive in format, design, graphics, and illustrations.
 - 8.1.8 Are not in accordance with general selection criteria.

9 Inventory

- 9.1 The Library closes for the last full week of school in order to do inventory. Parent volunteers are enlisted to help in this effort. Notices of outstanding materials are sent out each week during the school year, and students receive a fine notice at the end of the year with the price of items still outstanding. Students must either replace the missing item or pay the price of a new item.

10 Copyright Policy

- 10.1 BFCCPS shall abide by the federal copyright laws. Employees are permitted to copy only materials (print or non-print) that are allowed by:
 - 10.1.1 copyright law
 - 10.1.2 fair use guidelines
 - 10.1.3 specific licenses or contractual agreements
 - 10.1.4 other types of agreements

- 10.2 Those who willingly disregard copyright law are in violation of school policy, and are doing so at their own risk and assuming all liability.

11 Position on Intellectual Freedom

- 11.1 BFCCPS subscribes in principle to the statements of policy on library philosophy as expressed in the ALA's Library Bill of Rights. A copy of this document is appended and made part of this policy.

12 Reconsideration Policy

- 12.1 It is the policy of BFCCPS that any complaint or challenge to library media center materials shall be addressed in the following manner:
- 12.1.1 The school employee who initially receives the complaint will treat the complainant in a calm, respectful manner. The complainant will be referred to the LMS.
 - 12.1.2 The LMS will ask the complainant to complete the "Request of Reconsideration of Library Materials" form (available on the bfccps.org website). The form should be signed and presented to the LMS, who will forward a copy to the HOS.
 - 12.1.3 The HOS will hear the complaint, and arrange a meeting with the LMS to go over the material and the school's selection policy. After a review of the selection policy, the HOS will reassess if the material in question meets the selection criteria and whether or not the material will remain in the Library collection.
 - 12.1.4 The HOS will advise the Board of Trustees of the complaint at its next scheduled meeting.

13 Use of the library and collection

- 13.1 The library is available for students during the hours of operation, when the LMS is working. Teachers may use the library throughout the school week. Parents are encouraged to use the Library when the LMS is working.
- 13.2 Materials are arranged in one of the following categories: Fiction, Picture Books, and Early Readers, organized alphabetically by author; Non-fiction, arranged by Dewey Decimal number; non-book items (music, CD-ROMs, videos/DVDs) arranged alphabetically by title of item; Parenting by Dewey; and books on tape/CD alphabetically by author.
- 13.3 Circulation
- 13.3.1 Students may check out two books (materials) per week, for a one week period, providing they have no materials outstanding. If they have one book outstanding they may take one book, if they have two books outstanding they cannot check out any additional materials. Students with materials outstanding will receive an overdue notice with the materials listed. Once the materials have been returned they may resume checking out materials. If a book or other material has

been lost the student may either replace the item by purchasing a copy or pay for the item.

13.3.2 Teachers may check out materials without a due date. Requests for unit materials may be made using the Materials Request Form. All materials needed will be pulled and brought to the teacher as soon as possible. Teachers will receive notification at the end of each term reminding them of the materials they have checked out.

13.4 Scheduling

13.4.1 Kindergarten through fifth grade classes are on a fixed schedule. Classes come to the library on a regular basis. Grades 6-8 classes are on a flexible schedule. They may use the library as needed for research, book selection, information literacy instruction or literary activities. Grade 6-8 students must schedule their library visits with their homeroom teacher on the days the LMS works. Students, teachers and parents may also check out materials before school starts on the days the LMS is present.

13.4.2 Teachers may use the library independently at any time the room is not already scheduled for another purpose. They may also schedule time to meet with the LMS for collaboration or technology training. Teachers may also send individual or small groups of students to the library for research or computer use during the hours of operation, if the library is not already scheduled for another purpose.

13.5 Use of the Library Laptop Lab

13.5.1 The library laptop lab is available when the library has open blocks (no scheduled classes). Students must have a signed Acceptable Use Policy Form on file prior to using the computers. Teachers must book the lab using the electronic library laptop calendar. Students and teachers may also borrow laptops from the laptop lab, after reserving them via the electronic library laptop calendar, for use outside of the library.

14 Resource Sharing and Networking Plan

14.1 Since BFCCPS is not part of the Franklin school district, district resource sharing is not available. However, the LMS does use the local public library and Minuteman Library Network to obtain need resources. BFCCPS has a Minuteman Library Card which enables the LMS to borrow needed resources through interlibrary loan services. In addition, BFCCPS is part of the Metro West Regional Library System which provides free access to databases to schools with certified librarians. This gives the school access to numerous electronic resources including InfoTrac, and newspapers such as the Boston Globe and the *New York Times*.

15 Applicable Forms

15.1 Request for Reconsideration of Library Materials

15.2 Acceptable Use Policy Form

Library 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 which 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 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Benjamin Franklin Classical Charter Public School

Request for Reconsideration of Library Materials

Please check the type of material:

_____ book _____ magazine _____ software

_____ CD _____ video or DVD

Title _____

Author (if any) _____

Publisher or producer _____

Requested by _____

Address _____

Date Submitted: _____

1. Have you read (or viewed/listened to) the entire material?

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

_____ Do not assign to my child

_____ Withdraw it from all students as well as my child

_____ Add the material to the collection

3. What is your concern regarding this material? Please cite specific pages or examples.

4. Why do you believe this material is appropriate or inappropriate for school use?

[Adapted from Chariho Regional School District's Library Media Center Policy.]