

## **School District of Thorp Library Media Centers**

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning.

### Procedures and General Notes

The School District of Thorp is proud to have two Library Media Centers to serve students and staff in grades K-12! Our staff is here to help educate your students and provide them with resources to expand their knowledge and enjoyment of reading and learning.

These procedures are to be a guide for the operation of the Thorp Elementary/Middle School and High School Library Media Centers. Changes and updates to this document will be made as necessary by the Library Media Specialist and School Administrators.

### Hours of Operation

The Thorp Elementary/Middle School is open from 7:30 a.m. until 3:30 p.m. every school day. The High School Library Media Center is open from 7:30 a.m. until 3:45 p.m. every school day. Students must come with a purpose for learning or with a classroom pass for checkouts if not with a teacher/class. Faculty members are welcome to browse and pick up materials in person or notify a librarian of needs via email or phone.

### Student Conduct:

#### Expectations

1. Use a quiet voice so as not to disturb other media center patrons.
2. Take care of all library media center materials.
3. Keep hands, feet, and objects to self.
4. Leave food and drink outside the library media center.
5. Follow Internet Acceptable Use Policy guidelines.
6. Listen and follow directions from all library media center staff.

#### Consequences \*

1. Verbal warning from a media center staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Student may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe and/or repeated despite previous warnings, the student will be sent to the office and may lose media center privileges which will be determined by School Administrators.

\*The High School Library Media Center will follow standard High School classroom consequences for student misbehavior.

## Materials Checkout Procedures

### Elementary/Middle School

4K-8<sup>th</sup> grade have a weekly fixed time to visit the library media center for 30 minutes. Students may check out books for a period of three weeks. Teachers should refer to the library schedule and avoid sending students during scheduled classes. Visitation for students throughout the school day remains flexible when there are not scheduled library classes. Teachers may send up to 3 students at a time with a library pass to check out books as needed.

The checkout limits are as follows:

- 4K-K: 1 book
- 1<sup>st</sup>-2<sup>nd</sup>: 2 books
- 3<sup>rd</sup>: 3 books
- 4<sup>th</sup>-8<sup>th</sup>: 4 books

Additional books may be checked out for research or special circumstances.

Books may be returned before the due date for the option of additional checkouts.

### High School

Visits and checkout limits to be as needed and coordinated with High School Librarian.

### Young Adult Material

Students in 6<sup>th</sup> grade and up can check out material from the Young Adult shelves. Students in 5<sup>th</sup> grade will receive a permission slip to be signed by a parent/guardian and returned to the Library Media Center if that student will be allowed to checkout Young Adult material. Grades 4 and under will not be allowed to check out Young Adult material unless special notification or permission is provided by parent or guardian.

### Reference Materials

Reference materials are to be used by students in the library media center. Teachers may borrow reference materials for use in the classroom when necessary.

### Faculty Checkouts

Faculty may checkout unlimited numbers of materials (within reason) for as long as needed. Please be courteous when taking new materials so that others can select from the new titles as well. *All materials, including periodicals and equipment, must be signed out at the circulation desk if taken outside the library media center!* All items should be returned as soon as possible so others may use them. Books checked out by teachers for students to use in the classroom (book boxes, research books, etc.) should NOT leave the school.

**Teachers may be financially responsible for any lost items on their library account, so please use care when taking numerous items back to a classroom.**

## Overdues and Lost Items

Overdue reports will be printed out once a week for each class. Overdue notices will be printed and distributed daily to students at school if material is overdue. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned or paid for. After an item is four months overdue, it will be considered lost and the charge for that item will go on the students' record and must be paid (or item returned) prior to graduation. Refunds will not be given once the item is paid for and the student may keep the item. For unusual or exceptional circumstances, the Library Media Specialist will consider lost or damaged items on a case by case basis.

## Damaged Books

If a book is damaged beyond repair, the book must be paid for before additional books can be checked out. After an item is paid for, a refund will not be given. If the item is found, it may be kept by the student or staff. Debts remaining at the end of the school year will be given to the office and added to the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

If staff members do not return material by the end of the year (unless arrangements have been made with the library staff to use over summer), fines must be paid or materials replaced. Any issues must be resolved before year-end checkout.

## Selection Policy

*The School District of Thorp Library Media Centers strive to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the library media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library media center or school advocates or endorses the contents of that item.*

The needs of the Library Media Center are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. The School District of Thorp Library Media Centers adhere to the Thorp School Board of Education's policy regarding selection of materials.

*PRG Series 300: Instruction, Number 361.2 - Library Materials Selection Policy and Procedures for the Selection, Management, and Reconsideration of Library Media Center Materials*

## Selection Criteria

Along with the guidelines outlined in the District's policy, the following criteria are recommended as a guide to selecting the best resources for the library media center:

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Appeal to media center patrons
- Suitability for intended use

## Request for Media Center Purchases

Because the library media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in suggesting media center purchases. Requests for purchases are always welcome. Student suggestions are also encouraged. The Licensed Media Specialist will make the final determination for which items are purchased.

## Challenges of Material

If there is a challenge to a title in the Library Media Center, the Thorp School Board of Education's policy will be followed to allow for appropriate consideration and discussion. Please see Thorp School Board of Education Policy 361.2 (Section E) *Procedures for the Selection, Management, and Reconsideration of Library Media Center Materials* for more information.

This document is intended to cover basic procedures and operations of the School District of Thorp Library Media Centers. Please contact the Library Media Specialist at 715-669-5548 ext. 1350 if you have any concerns or questions. Thank you!

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