



*Growing Together,
Learning for Life*

Rockwood R-VI School District

Library Media Center Handbook



Approved by the Rockwood Board of Education
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Acknowledgement

The Rockwood Library Media Center Handbook was created by a collaborative committee of Rockwood School District library media specialists.

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Once the handbook was drafted, the document was sent to all Rockwood School District library media specialists for review and comment before submitting to the curriculum department for review and Board of Education for approval.

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Rockwood Mission Statement

We do whatever it takes to ensure all students realize their potential.

RSD Library Media Mission Statement

The Rockwood School District believes inclusive library media services and access for all students and staff will raise levels of student performance. Therefore, the Rockwood Library Media Program strives to provide welcoming library spaces, robust collections of materials, and dynamic library media instruction that will empower students to become critical thinkers, ethical users of information, responsible and engaged citizens, and lifelong learners and readers.

Role of the School Library Media Center and Library Media Curriculum

The role of the school library media centers in the Rockwood School District is to provide an inclusive, collaborative, dynamic learning environment which bridges the gap between access and opportunity for all learners. Our goal as RSD library media specialists is to empower learners with diverse skills and to promote innovative practices. Each library media program is infused in the culture of the school, and the library media specialist focuses on providing opportunities for students to think critically and creatively, to engage thoughtfully and respectfully, and to explore our world. We teach students the skills necessary to succeed in the digital age through the robust library media curriculum which includes objectives focused on becoming lifelong readers and learners, accessing and evaluating information, and using print and digital resources responsibly and ethically. We ensure quality resources are available through both physical and virtual means, allowing for the library media center to be a 24/7 hub of learning. The mission of the RSD school library media center is to foster an environment in which all students have the tools and skills necessary to prepare for an ever-changing future.

Written in 2016, the library media curriculum was developed around the American Association of School Librarians (AASL) Standards for the 21st Century Learner while also taking into consideration the Missouri State Learning Standards and the International Society for Technology Education (ISTE) Standards. In 2017, the AASL Standards for the 21st Century Learner were replaced by the AASL National School Library Standards, which are developed around six Shared Foundations: Include, Inquire, Collaborate, Curate, Explore and Engage. The Rockwood library media

specialists have received training on these Shared Foundations and take them into consideration as they implement the library curriculum in their daily practice.

Enduring Understandings of the Library Media Curriculum:

- Reading for pleasure or information has life-long application.
- Library Media Centers are organized to aid in the location and access of materials.
- Library Media materials require proper care and use.
- Information can be accessed through print and electronic sources.
- All information needs to be critically evaluated.
- Information comes in a variety of formats.
- Evaluating information for reliability, accuracy, and credibility is essential to its use.
- Being part of the digital world requires legal and personal responsibility.
- All digital information leaves a trail, or digital footprint.
- There are laws that govern intellectual property, copyright, and digital use.

Intellectual Freedom

“Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.” (American Library Association)

Intellectual freedom, as guaranteed by the First Amendment, is a core value of the library media profession and a basic right in our democratic society. The school library media program in the Rockwood School District will play a role in the promotion of intellectual freedom and serve as a point of voluntary access and offer opportunities for all students to learn in an atmosphere of free inquiry. Every student regardless of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation shall be given equal access to library media resources.

The school library media centers of the Rockwood School District affirm that all libraries are forums for information and ideas, and that the following basic principles set forth in the *ALA’s Library Bill of Rights* should guide its services to patrons and the community:

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.

The Rockwood School District supports the right of parents or guardians to monitor the reading and viewing and listening activities of their own children.

Confidentiality

[RSD Policy 6315 - Circulation and Confidentiality](#)

RSD library media specialists have an ethical obligation to protect and promote student privacy. However, as school employees, library media specialists are obligated to follow the regulations contained in the Family Educational Rights and Privacy Act (FERPA) which includes the release of records to parents or guardians who request them.

All confidentiality procedures in RSD are developed to create a supportive environment in the library media center which allows for the promotion of student privacy while also building positive relationships with parents and colleagues. RSD library media specialists must strive to educate students and staff about the significance of confidentiality.

RSD library media specialists and other library media staff should make every effort to protect student privacy by adhering to the following best practices:

- Student records should be cleared from computer monitors once a transaction is complete.
- Student borrowing history should not be shared with staff. If requested, parents have a right to their child's borrowing history per FERPA.
- Library media staff should be trained in confidentiality policies. Faculty and staff should be made aware of the library media center's legal and ethical responsibilities in safeguarding student privacy.
- If a requested material is checked out to another patron, neither students nor staff should be given the name of the patron who currently has the material checked out.

- Students' reference requests and questions should be kept private.

Acceptable Use

[RSD Policy 6321 - Internet Usage](#)

[RSD Regulation 6321 - Internet Usage](#)

Before being given access to an Internet account and a password, each student and employee will receive instructions from the district regarding the appropriate use directives, learn about proper use of the network, and be provided information regarding Internet etiquette.

Collection Development

[RSD Policy 6310 - Library Materials Selection](#)

[RSD Regulation 6310 - Library Materials Selection](#)

While the legal responsibility for the purchase of all instructional materials is vested in the Rockwood School Board, the final responsibility for selection of library materials is delegated to the school library media specialist. In selecting materials for purchase, the school library media specialist should consider suggestions from teachers and requests from students. Some school library media specialists embed a materials request form on their school's library website for this purpose.

In managing the library collection, the library media specialist shall be mindful of the objectives listed in [Regulation 6310](#). In addition, the library media specialist shall also:

1. Consider the importance of diverse literary representation. The collection should provide literature that serves as both mirrors, windows, and sliding glass doors so students are exposed to books and characters that reflect their own experiences as well as experiences of others.
2. Consider the degree of user appeal as measured by reviews in professional library journals and inclusion on award lists, including but not limited to the Missouri Association of School Librarians Readers' Awards lists, the Young Adult Library Services Association Awards lists, and the Association for Library Services to Children Awards lists.

Acquisition Procedures

Processing New Materials: When an order is received, check the packing slip and original order to determine the accuracy of shipment.

- Note any discrepancies between the original order and items received
- Attach a copy of the received invoice/packing slip to the purchase order (PO). Keep PO on file (physically or digitally) for a minimum of three years
- Check condition of materials
- If there are discrepancies or damaged materials, notify the vendor
- Return the original invoice or packing slip to the building financial secretary (or follow building procedure)
- Authorize financial secretary to pay vendor if the order is correct

Cataloging New Materials: Once an order is received and accuracy is verified, the materials in the order need to be cataloged using the following steps:

1. Download MARC records from the vendor. If MARC records are not available, manually enter information using the online catalog management system. If unsure of where something should be placed in the Dewey system, check other school catalogs, the public library catalog, or use relevant professional materials (Ex: Sears List of Subject Headings, WorldCat).
2. All materials need a call number and barcode. Print if needed. When available (and appropriate), use the author's last name when assigning call numbers.
3. Ensure the following are include before materials are circulated:
 - stamp each item with the school library media center's name
 - secure due date sticker or due date pocket (optional)
 - attach barcode label and label protector
 - attach spine label and label protector
 - affix additional labels as needed
4. Consider doing a copy status check to make certain labels are affixed to the correct item/material.
5. Once materials have been cataloged and processed, they should be circulated through the library system or displayed to promote new materials.

Weeding

Weeding, or deselection, is the removal of library materials that are no longer useful, no longer appropriate, or rarely used. Deselection of materials allows for a collection that is

credible, useful, and timely, and aligns the collection with Rockwood School District users' needs and the district's current curriculum. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials.

The library media specialist will examine materials while doing the end-of-year inventory and during routine day-to-day circulation of materials. Anything meeting the criteria for weeding will be withdrawn from library records and discarded. If it is an item for which there is still a need, a replacement will be purchased; if a purchase is not possible at that time, it shall be added to the Teacher/Student Request List for future consideration.

Effective weeding requires using good, subjective judgment and should be carried out by the library media specialist responsible for the selection of new materials. Clerical staff or volunteers may pull worn or damaged books from the shelves to be evaluated for weeding. However, the final weeding decision must be left to the professional judgment of the library media specialist.

The most obvious candidates for weeding include the following:

- Materials/Books of poor content, which contain outdated and obsolete information, gender bias, stereotype, trivial subject matter, mediocre writing style, inaccurate or false information.
- Materials/Books which are multiple copies of materials no longer in demand or are superseded by new and revised editions.
- Materials/Books of poor appearance or too badly worn or damaged to be mended.
- Materials/Books containing small print, poor quality pictures, yellowed, torn, or missing pages, and brittle Mylar film.
- Material/Books beyond the comprehension of the library media center's users.
- Material/Books in obsolete formats if the content is available elsewhere or if the material is in poor condition.
- Media/Equipment which is in deteriorating condition or is broken and deemed too costly to repair.

Donations

RSD acknowledges that gifts and donations from generous community members can benefit our library media centers and schools. Gifts and donations of materials are reviewed using the same criteria as purchased materials. The library media specialist will determine how to best incorporate donated materials. Materials can be added into

the library media collection, gifted to students as part of a give away program, donated to teachers to support classroom libraries, or made available to restock free school or community libraries (take one/leave one programs).

Challenged Books

[RSD Policy 6241 - Challenged Materials](#)

[RSD Regulation 6241 - Challenged Materials](#)

[Review of Instructional Materials Form](#)

[RSD Reconsideration Material Committee Forms](#)

Despite the careful selection of library media resources and the qualification of those involved in the selection process, objections to library media resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the Rockwood School District may express an informal concern or formal request for reconsideration of a library media resource. Informal discussion with the challenger is encouraged before formal reconsideration procedures are initiated. Oftentimes a discussion between the library media specialist and the resident, employee or student may resolve the concern without the need for the formal reconsideration process.

Borrowing / Circulation

Teacher Materials: Teachers may borrow materials for as long as needed. There is no limit to the number of materials a teacher may borrow. Teachers will need to return or account for all materials by the end of the school year. Teachers may be asked to pay for lost or damaged materials.

Student Materials: The number of materials a student may borrow will be determined by the library media specialist. Student materials can be checked out for a period of time as determined by the library media specialist. Students may renew materials; some renewal limitations may apply if there is a waitlist for a specific title/item.

Interlibrary Loans: Materials for teachers or students may be requested by library media specialists. The decision to loan materials to another school is at the discretion of each library media specialist. Teachers and students are responsible for damages and lost materials regardless of the library media center origin.

Overdue Materials, Fines and Lost/Damaged Materials

RSD Library media specialists strive to be good fiscal stewards of district funding while also encouraging student accountability.

Overdue Materials are defined as any item(s) checked out by the library media center which is(are) not returned by the due date. Students have access to check due dates by logging into their library media account. Students and/or guardians will be notified of overdue materials through printed/email generated notices or other communications by the school's library media staff. Students are responsible for renewing or returning library materials on time.

RSD does not charge fines for overdue materials at the elementary level. At the secondary level, schools may charge a fine of five cents per day (excluding weekends, holidays, and any days school is not in session) for each overdue book up to a maximum of \$2.50 per item. Fines for other materials such as videos and equipment may also be assessed at the library media specialist's discretion. Schools may also limit circulation privileges until overdue materials are returned and/or fines are paid.

At both the elementary and secondary levels, materials that are lost or damaged beyond repair will be removed from the library media catalog and the cost of the material listed in the catalog record will be assessed to the student's account. Damages to materials considered beyond repair include, but are not limited to: water damage, significant markings/writing in the material, multiple torn or missing pages, or other accidental or purposeful damage which makes the material unable to circulate. Minor damage to materials that can be repaired and remain in circulation may be assessed a monetary fine to pay for repair supplies or rebinding fees.

When funds (cash or check) are received for a lost or damaged item or overdue fine, the library media specialist will follow all district policy and school procedures for handling money. In addition, the patron record will be updated to show payment and a receipt can be generated if the patron wishes.

If a lost item is found and returned in good condition, the student will be issued a refund minus any overdue fines (secondary level only). Refunds for lost items will not be issued if either of the following have occurred: 1. If the funds have been utilized to purchase a replacement item or 2. If more than a semester has passed since the item was lost. If a

refund is unable to be issued, the student may keep the material or donate it back to the library media center.

Library media fines and fees may be reduced or waived or at the discretion of the school's library media specialist if there are extenuating circumstances.

Inventory

An annual inventory of the library media center's collection is essential in ensuring that the catalog accurately reflects what items are available to users, helps to identify lost items, and is useful in finding areas in the collection that need improvement. Timing will depend on staffing availability and is at the discretion of the library media specialist.

Because every item is scanned during inventory, copies that were checked out or marked lost but on the shelf will be checked in. Copies circulating during the time that inventory is being completed will automatically be counted as accounted for. Before inventory is finalized, items not found during the process should be marked lost after attempting to locate the item in case it was missed during scanning. Items marked lost should be deleted within two years.

For step by step instructions for completing inventory using Destiny Library Manager, refer to the [instructions](#) provided by Follett.

Volunteers

RSD library media specialists appreciate volunteers to help support our library media centers. Library media specialists encourage parents and community members to consider volunteering in our schools' library media centers. Please see the RSD Library Media Center Volunteer Handbook for additional information.

Important note for RSD library media specialists and library media center volunteers: Library media center volunteers will not have access to student records, and therefore are unable to check in or check out library media materials to patrons (students and staff).

[RSD Library Media Center Volunteer Handbook](#)

End-of-the-Year Procedures

This section is meant to be an overview of best practices for the end of each school year for RSD library media centers. New library media specialists are encouraged to work with their mentor on end-of-the-year processes, and all library media specialists are able to work with the district's lead librarian if questions arise when wrapping up the end of the school year in the library media center.

1. Library media specialists should work diligently to have all library media materials checked out to students returned by the end of the school year. This is especially important in grades five, eight, and twelve as these students will not be returning to the same school building the following year.
2. Library media materials checked out to staff need to be returned or accounted for during the Teacher Check Out process for the end of the school year at each school building. Staff not returning to their school building must return all library materials before summer break.
3. Circulation records should be updated to include any lost books not returned by the end of the year.
4. All fines and fees should be recorded and if needed given to the school's financial secretary to process over the summer if payments are made.
5. Patron records should be updated to remove any notes or comments for students in grades five and eight so they are not in the student's record the following year at their new school.
6. Library media specialists need to complete any state or district required reports before summer break.
 - a. Statistical records should be kept for circulation, collaborated lessons, numbers of classes served, individual students visiting the library on passes before and after school as well as during the school day, and other non-library media related events that take place in the library media center.
 - b. Collection statistics will also be part of the year-end reporting including the total number of materials in fiction, nonfiction/reference, visual, periodicals, and databases. The average age of each subsection will also be reported or may be limited based on the decision by the lead librarian.
 - c. Financial records should be kept including building library media materials budget, building library media supply budget, district library media materials budget, district library media supply budget and any other

funding (gifts or donations) including those from book fairs or gifts from PTO or other organizations.

- d. Ordering records/copies of POs and invoices should be filed and kept for three to five years.
7. The library media center should be left organized; STEM or other activity areas cleaned or put away; circulation area materials stored for the summer; library media supplies packed away.

Appendix

[RSD Library Media Specialist Job description](#)

[RSD Classroom Assistant Job description](#)

[RSD Library Assistant Job description - FOR REFERENCE ONLY, NO LONGER USED
IN RSD](#)

[RSD Library Media Curriculum](#)