

Woodlawn Media Center

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Mission Statement

The mission of the Woodlawn Media Center is to unite students and staff with the community to provide active, authentic learning opportunities for students to become effective users of ideas and information by providing a variety of materials and services to meet individual needs and to enhance classroom instruction.

Student Expectations

Students should be respectful to staff and students at all times. Students need to be responsible for taking care of all materials used in and borrowed from the media center.

- Be respectful to all staff
- Be responsible – arrive with a purpose
Students must have a signed planner, indicating the purpose for their visit.
- Respect all media center resources by taking care of them
- Be responsible - stay on task
- Respect the rights of others to learn
Talking should be appropriate to the task.

General Policies and Procedures

Computer Lab (Room 138)

The computer lab is available for individual student use before school (7:30 – 8:00) and after school (3:15 – 4:00) for computer based assignments, research, and Gaggie. Students must have a signed planner to use the lab during these times. Students must sign in upon arriving to the lab and sign out when they leave. Any student who violates the media center's student expectations or Woodlawn/ABSS policies will not be allowed to use the lab during these times.

Homework Haven

The library is available for individual student use before school (7:30 – 8:00) for computer based assignments, research, Gaggie, and homework completion. Students must have a signed planner to use the library before school. Students must sign in upon arriving to the library and sign out when they leave. Any student who violates the media center's student expectations or Woodlawn/ABSS policies will not be allowed to use the media center during this time.

After School Detention

The media center will provide school wide after school detention on Tuesday and Thursday from 3:15 until 4:15 PM, students who arrive after 3:20 or who leave before 4:15 PM will have their detention rescheduled or will need to make-up the missed time.

Borrowing Materials - Students

Students may check out three (3) fiction and/or nonfiction books for two (2) weeks. Students are allowed one renewal for most items. Materials that have a hold request will not be renewed. Additional books needed, for major classroom assignments (e.g. biographies, research materials, etc.), may also be borrowed. Upon request, the materials can be borrowed for longer than three weeks as needed to complete the assignment. Students may checkout out one (1) reference book (excluding encyclopedias) for one (1) night without the option to renew.

Due dates are posted in the media center and written in student's planners on the media pass page as a courtesy. Students are encouraged to ensure that they return materials on time by using their planner.

Materials from the library are provided to meet the diverse needs of our patrons. Therefore, materials cover a wide range of interests and reading levels. Students are encouraged to return materials that do not meet their individual needs.

Fines

The media center encourages students to take care of borrowed materials and emphasizes that it is the responsibility of students to check out materials and to return them on time and in good condition. Students are encouraged to let us know about damages when they occur.

Overdue Materials

- After a two –day grace period, students will be charged \$0.05 per day for all overdue fiction and nonfiction books. Maximum fine is \$5.00 per item.
- Students will be charged \$0.25 per day for overdue reference books. Maximum fine is \$5.00 per item.

Lost/Damaged Beyond Repair

- Students will be charged the replacement cost of the book plus a \$2.00 processing fee.
- If a student finds the book they have paid for it, the book belongs to the student.

Damages

- Fines for damaged books will be set based on the extent of the damage and the materials and time needed for repair. Fines will be a minimum of \$0.25 and will not exceed a maximum of \$3.00 per item.

All fines/fees are nonrefundable. Unpaid media center fines/fees will result in the loss of privileges as noted in the Woodlawn student handbook. Students will be blocked from checking out additional material if they owe fines/fees or have overdue materials. Students are expected to settle fines/fees with other schools prior to borrowing books from the Woodlawn media center.

Borrowing Materials - Staff

Staff patrons may borrow and use materials as needed; however, as a professional courtesy staff should return materials as soon as they are no longer needed. Materials that are given to

students, but checked out in a staff person's name (e.g. novels from a class set, laptops, classroom library sets, etc.) should be recorded by the teacher in a manner that individual student users can be determined.

Periodicals are available for staff/classroom use. Interested staff should sign up to be included in rotation for the periodical(s) which they are interested in using. As the information contained in the periodicals is often most useful for staff and students when it is timely, it is important to give the materials to the next individual on the rotation quickly and to return materials to the library as soon as possible.

The following technology is available for staff/classroom use:

- Digital video cameras
- Digital cameras
- Tripods
- Document cameras
- Overhead projectors
- Laptops
- SmartBoards
- Computer Lab Room 138
- Cassette players
- Media retrieval system
- USB drives
- Classroom Performance System (CPS)

Please see the teacher-librarian to schedule use of any of the technology available through the media center. It is the teacher's responsibility to monitor the use of technology with their classes and to follow library procedures to ensure that the technology is well taken care of. Staff members who return borrowed technology damaged or in disarray will not be able to use the available technology from the library.

Collection Development

Objectives

The Woodlawn media center's primary objective is to support and enrich the instructional program of the school. The library makes available, through the school's collections, a wide range of print, nonprint, and technology materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers. The [North Carolina Standard Course of Study](#) provides curriculum guidance.

In keeping with the ideas expressed in the [Library Bill of Rights](#), the responsibility of the media program is as follows:

- 1) to provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, socio-economic backgrounds, learning styles, and developmental levels of the students served.
- 2) to provide resources that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- 3) to provide a background of information enabling students to comprehend their role as citizens in society and to make intelligent judgments in their daily lives.
- 4) to provide resources on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and of critical analysis of all media.
- 5) to provide resources representative of the many religious, ethnic, and cultural groups in our nation and the contributions of these groups to our American heritage.
- 6) to place principle above personal opinion and reason above prejudice in selecting media of the highest quality in order to assure a comprehensive collection appropriate for all users.

Collection Guidelines

The media center seeks to maintain a collection which supports the North Carolina Standard Course of Study and to meet the diverse needs and interests of its patrons in the following general subject areas:

- 1) Generalities, including bibliographies of core and elective subject areas, recent editions of encyclopedias and other general reference works, computer handbooks, censorship materials and school librarianship practical manuals
- 2) Philosophy and related disciplines including paranormal phenomena and arts, metaphysics, adolescent psychology, ethics, ancient, medieval and modern Western philosophy, and Oriental philosophy
- 3) Religion, including natural religion, Christian denominations and sects, world religions and comparative religions
- 4) Social Sciences, on statistics, political science with an emphasis on the U.S. Civil Rights Movement, economic, law, social problems and services, education, customs, etiquette and folklore
- 5) Languages, including linguistics, dictionaries and grammars for English and other languages
- 6) Pure Sciences in all physical and life sciences
- 7) Technology, including computer science, medical sciences, engineering, agriculture, home economics and family living, chemical and related technologies
- 8) The Arts, including civic and landscape architecture, plastic arts, sculpture, drawing, decorative and minor arts, painting and paintings, graphic arts, prints, photography and photographs, music and recreational and performing arts
- 9) Literature including children's and young adult fiction, English and Anglo-Saxon literatures and literature in Spanish
- 10) General Geography and History

Special Collections include: North Carolina, Parent Resources, Spanish, Class Sets, and High Interest-Low Readability (Hi-Lo) Sets.

Materials in the collection include: monographs, periodicals, maps, reading and mathematics manipulatives, VHS, DVD, audio tapes, compact discs, mp3, multimedia, and computer software. Other resources include: a media retrieval system, mobile DVD/TV and VCR/TV units, cassette players, document cameras, digital cameras, digital recorders, USB drives, Classroom Performance Systems, and SmartBoards. The school library maintains relevant online resources through [Delicious](#).

Selection Policy

In accordance with PUBLIC SCHOOL LAWS OF NORTH CAROLINA, General Statute 115C-98 (b) “Local boards of education shall adopt written policies concerning the procedures to be followed in their local administrative units for the selection and procurement of supplementary textbooks, library books, periodicals, and other instructional materials needed for instructional purposes in the public schools of their units . . .” The Board of Education delegates the responsibility for coordinating the selection of instructional resources and recommendation for purchase to the professional media and technology professionals in the administrative unit.

Under the guidance of the teacher-librarian and the technology facilitator, the Media and Technology Advisory Committee (MTAC) works to develop, plan, and implement, a wide variety of library programs to meet the diverse needs of students, parents, and staff. The committee minimally seeks to have one representative per grade level, an elective representative, an administrator, the technology facilitator, and the teacher-librarian. Ideally, each of the core subject areas is represented on the committee. Selection for the committee is on a voluntary basis. The teacher-librarian is responsible for leading the collection development process to acquire materials that are reflective of the diverse needs and interests of library patrons. The committee is the first level of response to any formally challenged material.

The committee adheres to Alamance Burlington School System Board Policy 4.12.1: Materials should be selected to implement, enrich and support the educational program for the student. Materials must serve both the breadth of the curriculum, and the needs and interests of individual students and teachers. It is the obligation of the district to provide for a wide range of abilities, to respect the diversity of many differing points of view, and to present current as well as historic issues. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

Selection Criteria

Individual teaching and learning styles, the curriculum, and the existing collection are given consideration in determining needs for additional resources. After a careful needs assessment, resources considered for purchase are judged on the basis of the Alamance Burlington School Board suggested criteria for the selection of materials:

Purpose:

- exhibit educational significance
- contribute to the curriculum, interests of students, and professional needs of teachers

Reliability:

- be reviewed favorably in standard selection sources
- be recommended based on preview whenever possible and examined by professional personnel
- affirm the reputation and significance of the author/artist/composer/producer, etc.
- demonstrate validity and appropriateness of material for intended audience
- contribute to the breadth of representative viewpoints on controversial issues
- focus on readability and popular appeal

Quality/Format:

- exemplify artistic quality and/or literary style
- be selected according to acceptable format and price
- demonstrate timeliness or permanence
- exhibit technical quality and compatibility

Additional consideration is made for the potential use of materials (e.g. individual, small group, large group, introduction, in-depth study, remediation, or enrichment). Materials which are donated to the school library or classroom libraries are subject to the same criteria as purchased materials.

Acquisition Policy

Cost and quality of customer service will be taken into consideration before a vendor is selected. Preference for reputable and unbiased vendors will be given. Materials may be obtained through a variety of vendors.

The teacher-librarian is responsible for receiving, processing, and cataloging of all materials. Bibliographic information (MARC records) will be obtained through jobbers when they are available. When bibliographic records are not available, the teacher-librarian will use the Library of Congress bibliographic records and Subject Authority Headings to create needed bibliographic information.

Evaluation Policy

Continuous assessment of the collection ensures that the media center remains focused on its mission and collection development objectives. Materials may be removed from the collection for the following reasons:

- Poor physical condition
- Unattractive appearance
- Poor circulation record
- Old copyright date, with outdated or inaccurate information
- Duplicates of title no longer in demand
- Subject matter unsuitable for users
- Topics no longer of interest
- Biased or stereotypical portrayals
- Inappropriate reading levels
- No longer needed because of a change in the curriculum

In an effort to align with [NC IMPACT](#) Collection Guidelines, the teacher-librarian will inventory the library on a rotating schedule. Based on the information obtained from inventory, the collection will be evaluated based on Karen R. Lowe's *Resource Alignment*.

Copyright

The Woodlawn media center adheres to Alamance Burlington School Board Policy 8.1: Copyrighted materials, whether print or non-print, may be duplicated only when such reproduction meets "[fair use](#)" standards (as outlined in the Alamance-Burlington School System Copyright Guidelines) or when written permission for duplication has been obtained from the copyright holder.

Challenged Materials

A complaint should first be brought to the attention Woodlawn's teacher-librarian. The teacher-librarian will try to resolve the complaint informally by explaining the selection policy and the professional responsibility of the staff.

The Woodlawn Middle School Library follows Alamance Burlington School Board Policy 4.12.4:

Despite the care taken to select resources and the qualifications of persons who make the selections, occasional objections will be made. A person desiring to object to instructional materials used within an individual school shall at the time of such complaint be a patron of such school in order to have standing to complain. As used in this section a "patron" of an individual school shall be an employee of such school, a pupil enrolled in such school, or a parent or guardian of such a pupil. The procedures for resolving objections are listed below:

a. A complaint concerning materials shall first be filed with the principal of the school where the complaint originated. The principal will try to resolve the complaint informally by explaining the selection policy and the professional responsibility of the staff.

b. In case a complaint is not resolved satisfactorily by the principal, the complainant may file a formal request for reconsideration to the school's Media and Technology Advisory Committee. The principal shall provide the complainant with the proper form (Citizen's Request for Reconsideration of Educational Media) and should notify the principal, the media director, the assistant superintendent for curriculum, and the superintendent. The parent [complainant] will be offered an alternative selection(s) for his/her child and, if desired, a separate setting for his/her child during the instructional use of the challenged material. The challenged material will remain in circulation until the matter is resolved.

c. The media advisory committee will: (1) review the challenged material and available selection aid reviews to determine whether the material was selected within the guidelines of the school board policy, (2) weigh merits against alleged weaknesses and form opinions based on the material as a whole and not on passages pulled out of context, (3) meet to discuss the material and to prepare a recommendation. (4) submit a written recommendation on the disposition of the material to the [teacher-librarian] within thirty days of the receipt of the written complaint.

d. The principal will notify the complainant of the decision and send a formal report and recommendation to the [principal], media/technology director, the assistant superintendent for curriculum, and the superintendent.

e. In case a complaint is not resolved satisfactorily by the school's Media and Technology Advisory Committee, the complainant may appeal to the superintendent, who will appoint an ad hoc committee to consider the matter. This committee shall consist of eight members, at least five of whom shall be lay persons. The following agencies and organizations shall be represented on the committee: (1) a local school parent advisory board (2) Alamance County Public Libraries (director or director's designee)

f. The ad hoc committee shall follow the same steps outlined for the Media and Technology Advisory Committee in making its determination regarding the removal of materials.

g. Most complaints should be settled during one of the steps outlined above. However, for those complaints not resolved at some point in the preceding process, the Alamance-Burlington School Board shall make the final decision in

accordance with GS 115C-98, “The local board, at all times, has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed.”

Gifts/Donations

Donations are accepted by the library however, materials are subject to the same evaluation criteria as new material. Materials will be used in the school library or classroom libraries at the discretion of the Media and Technology Advisory Committee (MTAC) and/or the teacher-librarian.

Diversity

In keeping with the ideas expressed in the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [First Amendment](#), the library is committed to providing a collection which represents the unique and diverse interests, beliefs, and needs of its patrons. The library complies with all federal, state, and local laws and policies regarding disabilities.