######

######

######

###### **Oklahoma Union School**

###### **Library Policy Manual**

**Table of Contents**

Mission Statements 1

Materials Selection Policy 2

Materials Selection Process 3

Deselection Policy 5

Reconsideration of Library Materials 5

Copyright and Fair Use Policy 11

Internet Usage 11

Appendix A-American Library Association Library Bill of Rights 12

Appendix B-American Library Association Freedom to Read 13

Appendix C- Confidentiality of Library Users’ Records 15

**I. Mission Statements**

**Oklahoma Union School Mission Statement**

Learning our ABC’s: Achieving, Believing, Changing

**Oklahoma Union School Library Mission Statement**

 The mission of the Oklahoma Union School Library is to ensure that students, staff, administrators, and parents are effective users of the ideas and information made available to them through the media center. The center will provide instruction to make sure those interests and ideas have been utilized to their fullest potential. The media specialist will work with educators to design learning strategies to help meet the needs of every student.

**II. Materials Selection Policy**

**Responsibility**

 Books and other library materials are selected on the basis of literary, educational, informational, and recreational value, and relevance to the school curriculum. Books and other library materials in school and classroom libraries shall be reflective of the community standards for the population served. The responsibility of the selection of district library material is delegated to the Library Media Specialist by the Board of Education which is legally responsible.

No title is excluded on the basis of moral, racial, religious, or political prejudice. Titles are selected, within the limitation of the budget, on the basis of critical consensus among recognized subject authorities. Suggestions are encouraged from the users and will be given due consideration.

  It shall be the responsibility of the School Library Media Specialists to make the ultimate decision regarding selection of materials for the school media center. The Library Media Specialist shall operate within the policies of the Oklahoma Union Public School. The School Library Media Specialist is responsible for selection, cataloging, and the processing of materials, and for promoting consistency in the selection and maintenance of the collection.

 The Library Media Specialist has the authority to accept or reject recommendations from students, faculty, or the Oklahoma Union community in general. The Library Media Specialist has the authority to make the final decisions on the weeding of materials, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection. The Library Media Specialist shall also have the authority to initiate any weeding projects as a result of collection evaluations.

 **Patrons**

 The Oklahoma Union School Library serves grades Pre-K through twelfth. It also serves the curriculum needs of the school, teachers, and administrators, as well as the parents of the students.

**Material Selection Process and Guidelines**

The LMS will make every effort to ensure that selections help to build a well-rounded collection that includes all view points and opinions and that will meet users’ needs. The following criteria is considered:

* Literary merit
* Enduring value
* Accuracy
* Authority
* Social significance
* Importance of subject matter to the collection
* Timeliness
* Popular demand
* Cost
* Scarcity of material on the subject and availability elsewhere
* Quality and suitability of the format
* Relevance to the school’s curriculum
* Other considerations may be applicable in specific subject areas

 **Selection Tools**

In order to ensure a well-rounded collection that supports the needs of all of our students and staff, the LMS will make every effort to ensure a wide range of resources are used when selecting materials. These include, but are not limited to:

* Professional journals
* Trade journals
* Subject bibliographies
* Lists of recommended titles
* Reviews from reputable resources
* Standard review sources include *School Library Journal, Book Report, Horn Book, Booklist, Publishers Weekly, The Digest of Software Reviews: Education* and *AFVA Evaluations*

**Gifts**

 Gifts to the collection can be in the form of money or actual materials. All gifts become part of the general collection and should not require special circulation procedures. Gifts of books and other non-print materials are gratefully accepted with the understanding that they will be considered for collection in accordance with the Materials Selection Policy (see Section II).

**Multiple Copies**

 Multiple copies of titles that have user demand or that are found on a required reading list may be purchased.

*Oklahoma Union School District will maintain and report, as required by SDE, an inventory of materials available to students through the Oklahoma Union school libraries.*

**Rebinding**

 Books returned damaged will be placed on the repair shelf. The media specialist will decide which books should be repaired, rebound, replace, or withdrawn. Priority for sending out for rebinding is given to the following types of books:

* Expensive books which are important to the collection
* One volume of a set which is still in good condition
* Out-of-print books of high value to the collection

**Deselection Policy**

Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to user needs and changes in curriculum, and to make room for newer materials. Subject areas should be reassessed for relevancy and currency *every year*.

 The goal of deselection is to preserve the integrity of the collection to maintain quality, increase efficiency, improve reliability, increase use, relieve crowding, and continue to meet the needs of students and staff.

 **Reconsideration of Library Materials**

It is the goal of the Media Center to provide a high-quality collection that not only supports our curriculum, but also promotes the joy of reading and learning. All materials are carefully selected and evaluated periodically to ensure these goals are met and to protect the First Amendment rights of our students’ right to information. We strive to uphold the integrity of the Library Bill of Rights as well as the American Library Association’s Code of Ethics. However, should the occasion arise when the appropriateness of a media center material is brought into question, these concerns should be brought to the library director and/or principal. In the event that a solution cannot be found through informal means, a formal request for reconsideration may be made.

**Steps for Formal Reconsideration**

The concerned party will receive a packet from the building principal containing the following items:

* School handbook and mission statement
* Library mission statement
* Library selection policy
* A formal reconsideration form
* Copy of the Library Bill of Rights.

This packet should be returned to either the library director or the school principal within 10 business days of receipt. *Form must be filled out in its entirety to be considered*. Upon submission of the packet from the concerned party, the school will schedule a meeting of the Reconsideration Committee to review the request within 10 business days of receipt.

The Reconsideration Committee shall consist of:

* Library Media Specialist (Chair)
* Principal
* A member of the ELA teaching staff
* Student Council president
* PTA president

During the committee meeting, the concerned party will have the opportunity to address their concerns to the committee, and the committee will have the opportunity to inquire more information about the specific concern. Any quotes used by parties other than the concerned party bringing the request should be cited. Following the meeting, the Reconsideration Committee will inform the concerned party/parties of their decision within 10 business days following the committee meeting. *The material in question will remain in circulation through the reconsideration process.*

**Steps for Appeal**

After a formal decision has been made, an appeal may be made to the District Office should the result not satisfy the concerned party. This request must be submitted in writing no later than 10 business days following the date of the first decision. **This appeal must include the form for reconsideration filled out in full as well as at least 15 signatures from other concerned parties.** Minutes from the original Reconsideration meeting will be provided by the committee. Upon receipt of the appeal, the District Policy Committee will have 10 business days to schedule a meeting.

District Committee Member shall consist of:

* Superintendent
* Board of Education member
* Building Principal for the school the request originated from
* Curriculum Coordinator
* ELA Department Chair for the school the request originated from
* Library Media Director (Chair)
* Library Media Specialist for the school the request originated from
* PTA member
* Student Council representative
* 1 other school staff member

In addition to the concerns of the party, the committee will consider the minutes from the first reconsideration meeting as well as school and library policies and guidelines, the Library Bill of Rights, the National Council for Teachers of English Students’ Right to Read, and the Code of Ethics for the American Library Association. Additionally, outside sources may be contacted for their expertise in the area. The committee will reach its decision within 10 business days of the meeting date and will release its decision in writing. *The material in question will remain in circulation during the appeal process.*

*\*\*This policy was developed in accordance with the American Library Association’s Guidelines for Formal Reconsideration.\*\**

**Reconsideration Form**

**Request for Reconsideration of Library Material**

**Title of Material to be reconsidered:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Material (Book, Online Program, Video, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Author:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person/Party Requesting Reconcideration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you read/reviewed the material in question in its entirety?**

**What specifically do you find inappropriate or questionable about this resource? Please be as specific as possible.**

**What further research, if any, have you done in regard to this material?**

**How did you first learn of the material in question?**

**Do you feel this material would be more appropriate for a different age group? If so, please explain your answer.**

**What resolution do you hope to have reached through this reconsideration?**

***All answers given above are true to the best of my knowledge.***

***Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Office Use Only***

**Date Form Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Copyright and Acceptable Use Policy**

**Copyright and Fair Use Policy**

Copyrighted work is legally protected and shall not be used without the author’s permission. An exception to this rule is when proper credit is given to the author for their work when it is used in the realm of research and educational instruction. Oklahoma Union upholds the rights of copyrighted work. Any questions about copyright use should be directed to the LMS.

**Internet Usage**

Technology is a vital component of today’s education system, and OKU makes every effort to ensure that our students have the knowledge and skills required to excel after graduation. Chromebooks, computers, and other technical equipment are available for student use as well as the internet.

 Students are expected to stay on education sites, be responsible with their internet usage, and take good care of electronic equipment in their care. OKU has the right to monitor and access student browser history at any time. Behavior or treatment of electronic equipment or the internet that is deemed unacceptable by OKU staff and administration will result in consequences which could include removal of technology rights. Students are expected to be responsible and respectful with their use.

**Appendix A**

 **American Library Association *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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 or groups requesting their use.
 *Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.*

#####

##### **Appendix B**

 **American Library Association *Freedom to Read Statement***

 It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

1. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
2. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
3. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
4. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
5. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
6. It is the responsibility of publishers and librarians to give full meaning to the freedom by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

 *This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953;*

*Revised January 28, 1972, January 16, 1991, January 18, 1995, by the ALA Council and the AAP Freedom to Read Committee.*

*A Joint Statement by:*

*American Library Association*

*Association of American Publishers*

**Appendix C: The Confidentiality of Library Users’ Records (Oklahoma Law)**

The records of library materials borrowed or used cannot be disclosed to anyone except:

* Persons acting within the scope of their duties in the administration of the library
* Persons authorized to inspect records in writing by the individual or group
* By order of a court law

Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp., 1985, Section 1-105) applies to any library supported in whole or in part by public funds except middle and elementary school libraries, which were exempted from this law as recommended.