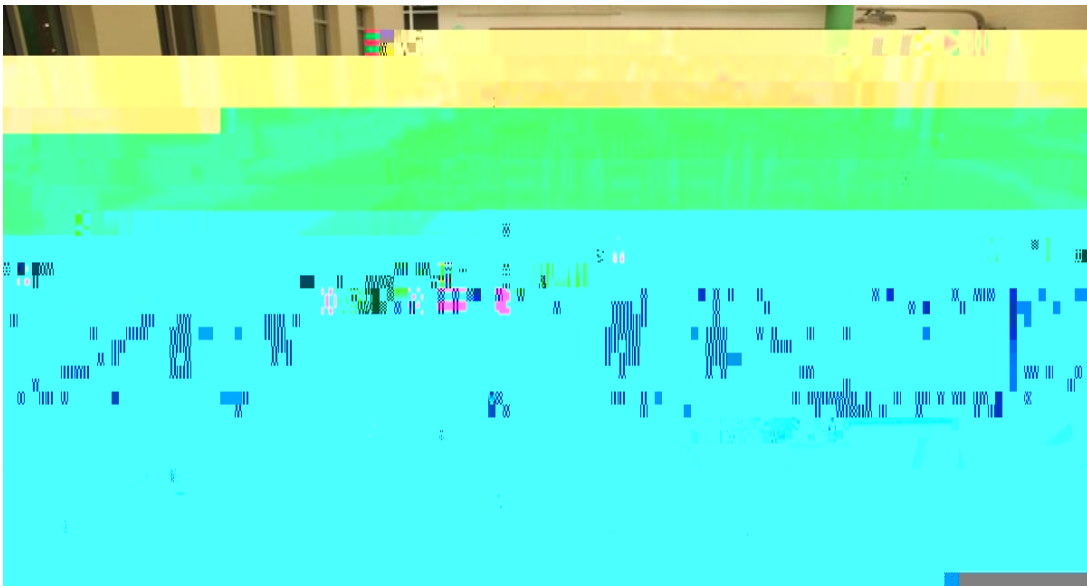# Blackburn Laboratory Middle School Library Media Center

Policy and Procedures Manual

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Jaguars: Empowering Minds

Mississippi School Library
Mission Statement

The mission of
in providing a quality education for every child:

Encouraging lifelong information literacy and learning through reading and inquiry.

Provide an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.

Providing real and virtual access to appropriate, high-quality resources (print and non-print) and services that

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.

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.

Libraries should provide materials and information presenting all points of view on

Processing Materials

Periodicals

Section

1

Philosophy

Purpose

Vision Statements

Library Media Center
The vision of the LMC is to encourage and inspire the 21st century learning community to READ using the various formats and programs that are available for their success.

Blackburn Laboratory Middle School
The vision of Blackburn is to become a top-ranked laboratory school where collaboration and academic excellence co-exist.

Mississippi Department of Education

st century school library programs should be the center of teaching and learning by providing access to quality collections

traditional school day.

Jackson Public School District (JPSD) Library
All JPSD libraries will be the chief academic respondent to literacy, research and writing.

Goals

The goal for the LMC at BLMS is to promote a love for reading that will develop an appreciation for books to become information literate and effective readers of the 21st century.

A. Short Range Goals

To relocate one of the copy machines to the LMC by June 30, 2016.

To add barcodes to every books and equipment in the LMC by December 9, 2017.

To reestablish the reference collection by January 1, 2019.

To reorganize the LiC JET 0 1 214.61 0 1 421.4(c)4(olpdvis 42(To a)5(dd)]TJETBT1 0 0 1 18

Hours of Operation

The BLMS LMC is open week days Monday through Friday from 7:30 a.m. until 3:30 p.m. to everyone. Extended hours are available upon request.

How the Schedule Operates in the Library Media Center

The BLMS LMC operates on flexible, fixed, and mixed schedules. Each teacher follows a fixed schedule to promote reading by deliberately allowing students to check out books on a weekly basis. The remainder of the faculty and staff use either a flexible or mixed schedule, which allow for ultimate usage.

All students must have permission and a pass from their teachers to visit the LMC. Everyone should sign-in at the circulation desk when they enter the 1 398.11 56853t19 Tsi(n)]TJETBT1 0 0 1 126.98 456.1

Library Media Center Rules

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Section

3

Users

Services

Programs

Academy of Math
Academy of Reading
Accelerated Reader
STAR Reading
STAR Math
Alexandria Automation System
MAGNOLIA

Student Services

Accelerated Reader/STAR Reading and Math
Lamination
Scholastic Book Fair
Computer/Internet
MAGNOLIA Databases
Printing
Orientation
Bibliographic Citation Guide

Teacher Services

Lamination
Ellison Machine
Scholastic Book Fair
Inventory
Computer/Internet
Periodicals (Newspapers/Magazines)
MAGNOLIA Databases
Audiovisual Equipment
Desktop Publishing
Copy/Printing
Orientation
Video Recordings
Website/Web Page
Equipment Circulation

Section

4

Acquisitions

Collection Development Policy

The collection development policy at BLMS is built around the availability of materials, resources, equipment, and the faculty, staff, and students   . The LMC collection support the
s, and reading levels of the learning community. The LMC collection development policy ensures that materials, resources, and equipment in the LMC are appropriate for the teaching and learning community.

The LMS is responsible for the collection development and ensures that the materials and equipment in BLMS LMC are appropriate for the whole community in which it serves.

Books

The LMS check in and account for all library books and materials received. After making sure the order is correct, the LMS proceed to prepare the books for the shelves by:

1. Checking to make sure the conditions of the materials are appropriate.
2. Stamping   ollowing locations: front cover, back cover, and title and secret pages.
3. Writing the barcode number inside book on the secret page or use label from vendors.
4. Following the procedures for adding books to the automation system.

The LMS inform faculty, staff, and students by having it announced and/or setup a display of the new books in the LMC.

Periodicals

The LMS make sure the periodicals are being received every month or bimonthly. If any issues are not being received, the vendors are notified immediately. The LMS also make sure the newspapers are current and are delivered on time.

Software

When software has been added faculty and staff members are notified immediately. They are also given the proper login information.

Videos and other Audiovisual Materials

The LMS make sure that all videos and other audiovisual materials are processed as soon as they are received. Faculty and staff members are informed of the new video listings as soon as the LMS complete the cataloging process.

Equipment

The LMS ensure that all equipment and non-printed materials are added to the online catalog using the automation system and assigned a barcode before they are circulated.

Weeding Procedures

Weeding is essential, though difficult, element of collection development ensures that the LMC materials are useful and accessible. Weeding is a continuous process that will keep the LMC collection up-to-date. When weeding is not done regularly or consistently, patrons have trouble finding interesting and relevant materials.

It is the responsibility of the LMS to determine when and which materials should be weeded. Keep in mind that SACS requires 10 books per student. The weeding process should be continuous throughout the school year and not just during inventory.

The following factors should be considered for each item in your collection. To weed or not to weed an item will probably be based on one of the four elements:

1. *Condition* — Book in poor condition beyond repair should be discarded at once.
2. *Age* — Library patrons usually prefer new books regardless of content.
3. *Reliability* — This is important in factual books. Unless the information given is authentic, it is best to discard the book.
4. *Frequency of Use* — Inadequate space is often a problem in school libraries. It is unwise to keep books on the shelves that do not circulate often or not at all.

More information on weeding will be added at a later date and posted on the library page of the BLMS website.

Repair Procedures

The LMS is responsible for keeping LMC equipment (overhead projectors, LCD projectors, laptops, iPad, CD, DVD, VCR players, televisions, etc.) in working order. The following procedures should be followed when equipment repair is needed. Do not call vendors outside of JPSD. If the LMS has the use of Marathon, work orders can be placed without the assistance of the school office manager.

1. Turn in work order request form to the office manager (include name of equipment, location, barcode number, serial number and brief description of problem).
2. Sign and make you a copy of the JPS form from the repairman when the equipment is picked up.
3. Make a copy of JPS repair form when the equipment is returned.
4. If the equipment is not returned within, but retired from service, complete all necessary paper work and inform the appropriate for collecting the item.

Discarding Procedures

The LMS should remove all materials, especially books that are severely worn, torn pages, out

     c.   Consult the library automation manual for inventory directions.

     d.   Print any reports necessary for statistical information and any reports requested by the Lead Librarian.

NON-PRINT MATERIALS

Inventory of non-printed materials should be done every year as part of the annual LMC inventory. The procedures are listed below:

1. Organize all non-print materials in the correct order to be inventoried.

2. If non-print materials have been entered in the library automation system, the Alexandria PC may be used. If the non-print inventory is done manually, use the shelf list.

3. If done manually, change the status of all missing items in the library automation system.

4. If any parts of the items have been missing for three years, delete the item from the automation system. Keep a report of all non-print items that are deleted.

5. Print statistical reports for the LMS records and any other reports requested by the Lead Librarian.

EQUIPMENT

The LMS is responsible for the circulation and inventory of all LMC equipment. An accurate list of the LMC equipment is kept and inventoried each year.

Budget

It is recommended that the LMS work with the principal in developing the budget for the LMC. The LMS is responsible for maintaining the library budget throughout the school year. This is done by keeping a copy of all requisitions and requesting an expenditure budget reports from either the office manager or lead librarian. The LMS can also view the library budget in Marathon.

Library Media Center Budget Strings

The library budget is divided into the following budget strings:

Name	Budget String	Amount
Supplies & Materials	1120-900-2222-000-610-010	Unavailable
Software	1120-900-2222-000-611-010	Unavailable
Periodicals	1120-900-2222-000-650-010	Unavailable
Lake Funds	7192-900-2222-000-653-010	Unavailable
Furniture & Equipment	1120-900-	

Check library records for barcode ranges assigned to vendors. If the list is not found, check with the vendor to see if this information is being kept on file.

A wish list of books to be ordered is kept on file as suggestions are given to the library media specialist from the faculty, staff, and students.

All book orders should be completed by the first of March. Further instructions are given from the Lead Librarian and/or office manager concerning when order must be placed. The cutoff date for purchasing items is usually in April of each school year.

PERIODICALS
In an effort to support the academic curriculum; a professional journal is represented in every subject areas of the instructional program.

The Lead Librarian usually sends an email in the spring with information regarding ordering periodicals for the next school year.

SUPPLIES
Supplies are ordered from a list of vendors as well as the JPS Warehouse. Check the JPS Website for a copy of the JPS Warehouse catalog. The office manager will also have a copy available for faculty and staff use.

Automation System Information

Problems concerning Alexandria Automation system should be reported to:

1. COMPanion technical support (800) 320-5830 or (800) 347-4942 or email from the automation circulation screen.

2. Magic HelpDesk (Alexandria category)

Alexandria Automation Service Contract

Alexandria Automation System service contract is given at the beginning of each school year by schools to every LMS by the Lead Librarian. *A copy of the contract is kept on file.*

Jackson Public Schools District Help Desk Contact Information

Vendors Barcode Ranges

The LMS has contacted the following vendors and given them the following barcodes ranges:

Vendor	Starting Barcode	Ending Barcode
BTSB	3001000070002	3001000090000

Section

5

Technology

Computer Policy

No student should exceed 20 minutes on a computer when others are waiting.

Computers are to be used for academic purposes ONLY.

No more than three students should share a computer at one time.

Students using computers outside the district technology policy will receive consequences.

Student should not download, install, uninstall, remove or alter the computer software, browsers or hardware by no circumstances.

Students that do not adhere to the policies may lose computer privileges up to a month.

An electronic copy of B   s video recording cassette tapes is available on the library page of BLMS

Internet Policy

Every student must have an *Acceptable Use and Internet Safety* form on file before surfing the Internet. *(See Appendix K)*

Students are encouraged to utilize MAGNOLIA K-12 databases. See library displays for more information on using MAGNOLIA. *(See Appendix L)*

Electronic Resources

The electronics resources are available through the online card catalog. However, students are engaged in other electronic resources such as the Accelerated Reader program from the JPS website or BLMS website.

Appendices

Appendix A: Mississippi Department of Education Mission Statement
Appendix B: School Bell Schedule (6th & 7th Grades)
Appendix C: School Bell Schedule (8th Grade)
Appendix D: Library Class Schedule by Grades
Appendix E: JPSD Student Code of Conduct Handbook
Appendix F: Copyright Policy and Procedures
Appendix G: Collection Development Policy and Procedures
Appendix H: Selection Policy and Procedures
Appendix I: Right to Read Appendix