



Rocky Hill School
Small School | Big Opportunities

Rocky Hill School
Library
Program, Policy, and Procedure Manual
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Librarian and Technology Integrator

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I. Library Media Program of Services

1. Mission

a.) Overview of Assessment of School

FOUNDED in 1934

HEAD OF SCHOOL: Jonathan M. Schoenwald, Ph.D.

MISSION STATEMENT: Educate the whole child – mind, body, and spirit. As a nurturing school community, we encourage our students to become good citizens and lifelong learners, guiding them as they strive for knowledge and self-awareness.

ACCREDITATION and MEMBERSHIPS: [NEASC](#), NAIS, SSATB, ERB, National Honor Society.

LOCATION: With 84 acres overlooking Narragansett Bay, our stunning [campus](#) fosters exploration and discovery within a safe environment.

ENROLLMENT: Approximately 300 students across three divisions from preschool through Grade 12.

AVERAGE CLASS SIZE: 14 students

STUDENT to FACULTY RATIO: 5:1

FACULTY: 53% hold advanced degrees.

DIVERSITY: 14% students of color, 8% international, 12% of faculty are either of color or were born and raised in a foreign country.

SPORTS: Basketball, Cross Country, Field Hockey, Golf, Ice Hockey, Lacrosse, Sailing, Softball, Soccer, Tennis.

TRANSPORTATION: Available from Providence, South County and Aquidneck Island.

EXTENDED DAY: The [extended day](#) program provides supervision for Lower School children from regular dismissal up to 5:30 p.m.

b.) School Library Mission

The Rocky Hill School library program fosters a life-long love of reading and ensures that students are effective users of ideas and information. The program builds skills incrementally over the years, affording students the opportunity to use and enjoy library resources independently. The librarian works to instill 21st century fluencies in all Rocky Hill students. Library instruction is based upon the AASL Standards for the 21st Century and the ISTE National Education Technology Standards.

c.) Mission as pertains to school mission

The Rocky Hill School Library adheres to the overall school mission of educating the whole child – mind, body, and spirit. Encouraging our students to become good citizens and lifelong learners, guiding them as they strive for knowledge and self-awareness as a part of a nurturing school community.

2. Goals

a.) Goals

The goals of the Rocky Hill School Library are to be determined after the Librarian and Technology Integrator has been in the position for more than 1 year.

b.) Student skills & objectives

The Rocky Hill School Library student skills and objectives are in accordance with **the AASL Standards for the 21st Century and the ISTE National Education Technology Standards.**

AASL Standards for the 21st Century Learner

- 1) **Inquire, think critically and gain knowledge.**
- 2) **Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.**
- 3) **Share knowledge and participate ethically and productively as members of our democratic society.**
- 4) **Pursue personal and aesthetic growth.**

ISTE National Education Technology Standards

- 1) Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- 2) Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- 3) Students apply digital tools to gather, evaluate, and use information.
- 4) Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- 5) Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- 6) Students demonstrate a sound understanding of technology concepts, systems, and operations.

The skills and objectives are:

To be determined after Librarian and Technology Integrator has been in the position for more than 1 year.

c.) Action plan

- LTI will conduct an action research project as needs assessment after first year of employment.
- LTI will meet with faculty/ staff/ students to discuss the current and future library program. LTI will offer formal/

informal ways for students and teachers to give their input into the library program.

- Ongoing focus groups and surveys will be conducted with students, faculty, library staff/ volunteers, and parents.

d.) Ways of integrating/ linking to curriculum to ensure students and staff are effective users of information

- Librarian and Technology Integrator (LTI) will obtain a syllabus from each teacher at the start of the new year
- LTI will regularly attend all appropriate faculty meetings possible
- LTI will regularly apprise faculty of all new additions to the library
- LTI will regularly update professional collection and apprise faculty of future professional development programs/ courses
- LTI will regularly conduct lessons that coincide with the student's current course of study
- LTI will conduct a library orientation for all new students at the beginning of the year

- LTI will conduct a library refresher for all returning students at the beginning of the year
- LTI will strive to implement an school wide research process

3. Program of services as relates to 4 roles of LTI in terms of services

a.) Teacher

The LTI will collaborate with students and other members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide. The LTI will be knowledgeable about current research on teaching and learning and skilled in applying its findings to a variety of situations particularly those that call upon students to access, evaluate, and use information from multiple sources in order to learn, to think, and to create and apply new knowledge. The LTI will be a curricular leader and a full participant on the instructional team. The LTI will constantly update personal skills and knowledge in order to work effectively with teachers, administrators, and other staff--both to expand their general understanding of information issues and to provide them with specific opportunities to develop sophisticated skills in information literacy, including the uses of information technology. (Information Power: Building partnerships for learning AASL 1998)

Also see section 2 a, b, c, and d.

b.) Information specialist

As information specialist, the LTI will provide leadership and expertise in acquiring and evaluating information resources in all formats; in bringing an awareness of information issues into collaborative relationships with teachers, administrators,

students, and others; and in modeling for students and others strategies for locating, accessing, and evaluating information within and beyond the library media center.

Working in an environment that has been profoundly affected by technology, the LTI will both master sophisticated electronic resources and maintain a constant focus on the nature, quality, and ethical use of information available in these and in more traditional tools. (Information Power: Building partnerships for learning AASL 1998)

Also see section 2 a, b, c, and d.

c.) Instructional partner

As instructional partner, LTI will join with teachers and others to identify links across student information needs, curricular content, learning outcomes, and a wide variety of print, nonprint, and electronic information resources. Working with the entire school community, the LTI will take a leading role in developing policies, practices, and curricula that guide students to develop the full range of information and communication abilities. Committed to the process of collaboration, the LTI will work closely with individual teachers in the critical areas of designing authentic learning tasks and assessments and integrating the information and communication abilities required to meet subject matter standards. (Information Power: Building partnerships for learning AASL 1998) Also see section 2 a, b, c, and d.

d.) Program administrator

As program administrator, the LTI will work collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all activities related to it. Confident of the importance of the effective use of information and information technology to students' personal and

economic success in their future lives, the LTI will be an advocate for the library media program and provide the knowledge, vision, and leadership to steer it creatively and energetically in the twenty-first century. Proficient in the management of staff, budgets, equipment, and facilities, the LTI will plan, execute, and evaluate the program to ensure its quality both at a general level and on a day-to-day basis. (Information Power: Building partnerships for learning AASL 1998) Also see section 2 a, b, c, and d

e.) Curriculum needs identified and integrated

LTI will obtain a syllabus from each teacher at the start of the new year to ascertain curriculum needs and integrate needed information into lessons. LTI will conduct an action research project as needs assessment. LTI will regularly attend all appropriate faculty meetings possible to keep apprised of changes in curriculum. Also see section 2 c and d.

II. Policies for Library

2. Selection policy

a.) Responsibility- who, what, how ensure diversity in collection

- The LTI will be responsible for selection policy under the advisement of the library advisory committee, faculty, and students which will insure the diversity of the collection

b.) Recommendations and reviews- selection aids or tools

- School Library Journal
- Booklist
- Multicultural review
- Knowledge Quest
- The Center for Children's Books
- Library Media Connection (LMC)
- ALA Booklists and Awards
- Caldecott Awards
- RI Children's/ Teen Book Awards
- Coretta Scott King Book Awards
- Children's Catalog
- Children's Books In Print
- Children's Book Review Index
- The New Read-Aloud Handbook
- Novelist
- VOYA
- Guide to Reference Books for School Media Centers
- LTI will also take suggestions from students, parents, staff, and other LTI (for Library Collection Suggestion Form see appendix)

c.) Selection criteria & parameters of collection- curriculum emphasis and formats

The library selection policy reflects the philosophy and goals of the American Association of School Librarians and supports the principles of intellectual freedom described in Information Power: Guidelines for School Library Media Programs, the Library Bill of Rights (American Library Association), and other position statements on intellectual freedom from the American Library Association and the American Association of School Librarians.

The LTI will distribute to and review with faculty a Collection Quality Evaluation Form (see appendix) yearly. The LTI will use the information collected to help evaluate the library collection. Selection criteria are as follows-

- ✓ Appropriate for student population
- ✓ Pertinent to the curriculum and the objectives of the instructional program
- ✓ Accurate in terms of content
- ✓ Respect and inclusion of multiple cultures
- ✓ Free of bias and stereotype
- ✓ Representative of differing viewpoints
- ✓ Appropriate format to effectively teach the curriculum
- ✓ Recent copyright date as appropriate to the subject

- ✓ Acceptable in terms of technical and literary quality
- ✓ Cost effective in terms of use
- ✓ Special features/ added value
- ✓ Appropriate for students with special needs

(Acquired from the selection criteria for the Baltimore County Public Schools)

d.) Acquisitions procedures, vendors, and compliance

The LTI will select vendors at his/her discretion. All purchase orders will be given to the Rocky Hill School business office for processing and payment.

e.) Budget plan for one year (material resources)

Rocky Hill School LIBRARY Budget 2012-2013

- Fundraising efforts vary
- Total: \$3900.00 without fundraising efforts

f.) Gifts, weeding, & Inventory

The library will accept gifts of any type. Use of any gifts will be determined by the LTI. All those who donate to the library will be publicly recognized in some way.

The LTI will weed the collection of any materials that are no longer fit for use because of the condition of the book or it being out of date. If the book is still

in print and still appropriate for use it will be replaced if not it will be replaced with something similar. Books that are replaced but still in usable condition and not having facts that are out of date will be offered to teachers or students to own. Integrity of the collection will be maintained by the LTI reading shelves and being aware of book condition and appropriateness for continued use when being circulated.

The entire collection of the library will be cataloged according to the dewey decimal system. A record of the collection will be kept in a computer catalog (currently Follett Destiny).

g). Copyright compliance media & electronic- what & how?

The library will strive to be an example in the use of and a resource for school information about the Fair-Use Statute Section 107 of the Copyright Act of 1976. Limitations on exclusive rights: Fair use enacted by congress and stated as follows-

“Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors. “

This shall apply to printed and electronic media. Further the LTI will strive to insure that students adhere to the statute as well by informing students what plagiarism is or is not and what Fair Use is or is not and making it known that they are expected to adhere to copyright laws at all times. The LTI will also offer professional development training for faculty regarding current copyright compliance laws, trends, and issues each year.

h.) Intellectual freedom & censorship issues- procedure & form

The library selection policy reflects the philosophy and goals of the American Association of School Librarians and supports the principles of intellectual freedom described in Information Power: Guidelines for School Library Media Programs, the Library Bill of Rights (American Library Association), and other position statements on intellectual freedom from the American Library Association and the American Association of School Librarians.

If any student, parent, faculty member or community member wishes to challenge an library selection they must come to the library and procure a Library Material Challenge Form (see appendix). The challenge initiator must fill the form out in its entirety and return it to the library. The Head of School and other pertinent parties will be notified as soon as this process begins. The LTI will review the form and attempt to rebut the challenge to the challenge initiator. If the challenge initiator decides to continue with their challenge the form will then be sent to the Head of School, who will then evaluate the appropriateness of the challenge and decide what should be done.

III. Procedures for Library Media Program

1. Hours, circulation, & discipline- rules & consequences of behavior

The LIBRARY will be open from 8:15 AM to 3:15 PM. Materials circulate for 2 weeks but may be renewed for a maximum of 4 weeks. The students will adhere to the Rocky Hill School Community Expectations while in the library . If a student is endangering him or herself or others with his or her behavior they will be removed from the library and sent to their head of school. The library rules will be posted on the wall in the library as a reminder to students of the library rules.

2. Access- scheduling (flexible and fixed)- How do you provide open access?

The LIBRARY will be open for access to students and faculty from 8:15 AM to 3:15 PM. Students may come to the library at any time during the school day. Faculty may use the LIBRARY at any time during operating hours. Faculty must schedule lessons or class use of the library in advance with LTI.

3. Resource sharing and networking plan for electronic access to databases and consortium i.e. RILINK

- LTI will work with the Technology Director to provide access to all networking and for access to databases and consortium if possible as needed. School is already networked via internet.
- LTI hopes to obtain funding to join RILINK.

3. Automation & technology plan- include a 3-5 year outline

- The LIBRARY is fully automated. This automation is maintained by the LTI in conjunction with the Technology Director.
- LTI will work with the Technology Director to provide access to all automation and technology possible as needed
- Rocky Hill School has a school wide Technology Plan in place as well as Technology Standards and objectives for all students. The LTI will work with the Technology Director to ensure the success of these endeavors.

4. Staffing- job description (LMS & Aide) & evaluation process & provide evaluation tools

Librarian and Technology Integrator : The LTI will strive to meet the following objectives throughout the year-

1. Provide intellectual access to information by planning systematic learning activities and lesson plans for a diverse population.
2. Provide physical access to information in all media formats available at the site and assist with organizing the collection within the library through selection and cataloging.
3. Provide lessons that encourage students to be effective communicators and creative users of information and ideas using a variety of media and technology.
4. Provide instructional consulting services through leadership, instruction and assistance to the teachers at the school in planned instructional lessons or units using informational and instructional technologies through collaborative efforts.
5. Provide resources and learning activities that encourage lifelong learning and lifelong

reading by promoting literacy while emphasizing a whole language approach in elementary grades.

(Adapted from URI LSC596 syllabus written by Dr. Cheryl

McCarthy and Dr. Naomi Caldwell for the Spring 2005 semester

<http://www.uri.edu/artsci/lsc/596syllabus.html>)

In addition, the LTI will also-

- ✓ Provide for or apprise faculty of and engage in professional development activities
- ✓ Supervise, acquire, and maintain library collection and resources
- ✓ Perform clerical duties as needed for the school library
- ✓ Supervise all school library volunteers
- ✓ Provide a welcoming and educational environment in the school library media center
- ✓ Assist the Technology Director with maintenance of library automation and implementation of all technology plans and support of technology standards
- ✓ Attend before/after school activities as needed
- ✓ Assist with repair and maintenance of library materials and resources
- ✓ Implementation and development of the library Program Policy and Procedures manual.

This will be evaluated by the administrator filling out the LTI Performance Evaluation (see appendix).

5. Evaluation of PPP Manual and process for annual review of PPP

- LTI will review PPP Manual annually and update as needed
- Rocky Hill School faculty/staff will evaluate PPP Manual at its implementation and review PPP Manual annually then advise LTI on updates

6. Acceptable use policy (AUP) for internet access and compliance with CIPA law

- The library adheres to the Rocky Hill School acceptable use policy for internet access which is in compliance with CIPA law.

Rocky Hill School Library Resources Recommendation Form

Name _____ Date _____

Contact Information: _____

Relation to school: Student Teacher Parent Staff

I would like the following book(s) or print material(s) in the school library:

I would like the following nonprint or electronic resource(s) in the school library:

I would like the library to offer the following service(s) or program(s) in the school library:

The library needs more information on the following subject(s):

Rocky Hill School Library Collection Quality Evaluation Form

Date: _____

Teacher Name: _____ Grade: _____

Unit title: _____ Curriculum area: _____

Rating : 5=exemplary 4=good 3=adequate 2=mediocre 1=unacceptable 0=Not applicable

Were items found in collection curriculum appropriate?

Were enough resources for the subject found in the collection?

Were there a variety of resources available?

Were the resources available in a variety of formats?

Were the materials up to date?

What was the condition of the resources?

Were there new items not previously available?

Were the materials engaging?

Did the materials cover a variety of viewpoints?

Were the materials multicultural?

Did the materials match your needs?

Comments or observations:

Materials Challenge Form

Rocky Hill School Library

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent yourself or an organization? _____

Resource which you are challenging:

_____ Book _____ Audio _____ Video _____ Magazine _____

Library Program _____ Newspaper _____ Electronic _____

Other (please specify) _____

Author

Signature

Received by: _____

Date: _____

Librarian Performance Evaluation

Performance Criteria:

LTI Has met the following objectives from their job description with examples-

1. to provide intellectual access to information by planning systematic learning activities and lesson plans for a diverse population.

Examples:

2. to provide physical access to information in all media formats available at the site and assist with organizing the collection within the library through selection and cataloging.

Examples:

3. to provide lessons that encourage students to be effective communicators and creative users of information and ideas using a variety of media and technology.

Examples:

4. to provide instructional consulting services through leadership, instruction and assistance to the teachers at the school in planned instructional lessons or units using informational and instructional technologies through collaborative efforts.

Examples:

5. to provide resources and learning activities that encourage lifelong learning and lifelong reading by promoting literacy while emphasizing a whole language approach in elementary grades.

Examples:

6. to Provide for or apprise faculty of and engage in professional development activities

Examples:

7. to Provide a welcoming and educational environment in the school library media center

Examples:

Commendations:

Recommendations for improvement:

Strategies for Improvement:

Date _____

Librarian Signature

Administrator's signature

Bibliography

(sources are listed in order of use)

American Association of School Librarians. Information Power: Building partnerships
_____ for learning. Chicago: IL, 1998.

Baltimore County Public Schools Selection Criteria for School Library Media

_____ Collections. Ed. Baltimore County Public Schools. 2004

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Caldwell, N. & McCarthy, C.. LSC596 Syllabus Spring 2005. 3 December 2004

<<http://www.uri.edu/artsci/lsc/596syllabus.html>>.