

Media Center Handbook and Collection Development Policy



New Smyrna Beach Middle School

October 2021

LIBRARY PHILOSOPHY

In the age of digital media, the printed book has been challenged with the ever-changing resources of disseminating information (i.e. electronic books, videos, audio, internet databases and internet websites). The school library media center still values the timeless printed book, but knows the 21st century learner needs to become an effective information researcher, evaluator, communicator, user and producer regardless of the design.

The Future Ready Library Media Center serves as the hub of the school community shaped by the “six Shared Foundations—Inquire, Include, Collaborate, Curate, Explore, and Engage” which guide the media programs and collection development (*AASL Standards Framework for Learners*).

A quality library program offering equitable services to the learning community at New Smyrna Beach Middle School will foster a life-long love of learning, reading, problem solving, and investigation. It is our philosophy to instill informational literacy skills, the ability to access and assess all types of information in a Future Ready Environment. As an information specialist, the school media specialist is to collaborate with teachers and staff to ensure the teaching of these literacy standards listed by the American Association of School Librarians, ISTE Standards, Florida State Standards, and Volusia County Media Services district goals. It is expected all faculty and staff will use the library services to enhance and promote student learning in and outside the school community.

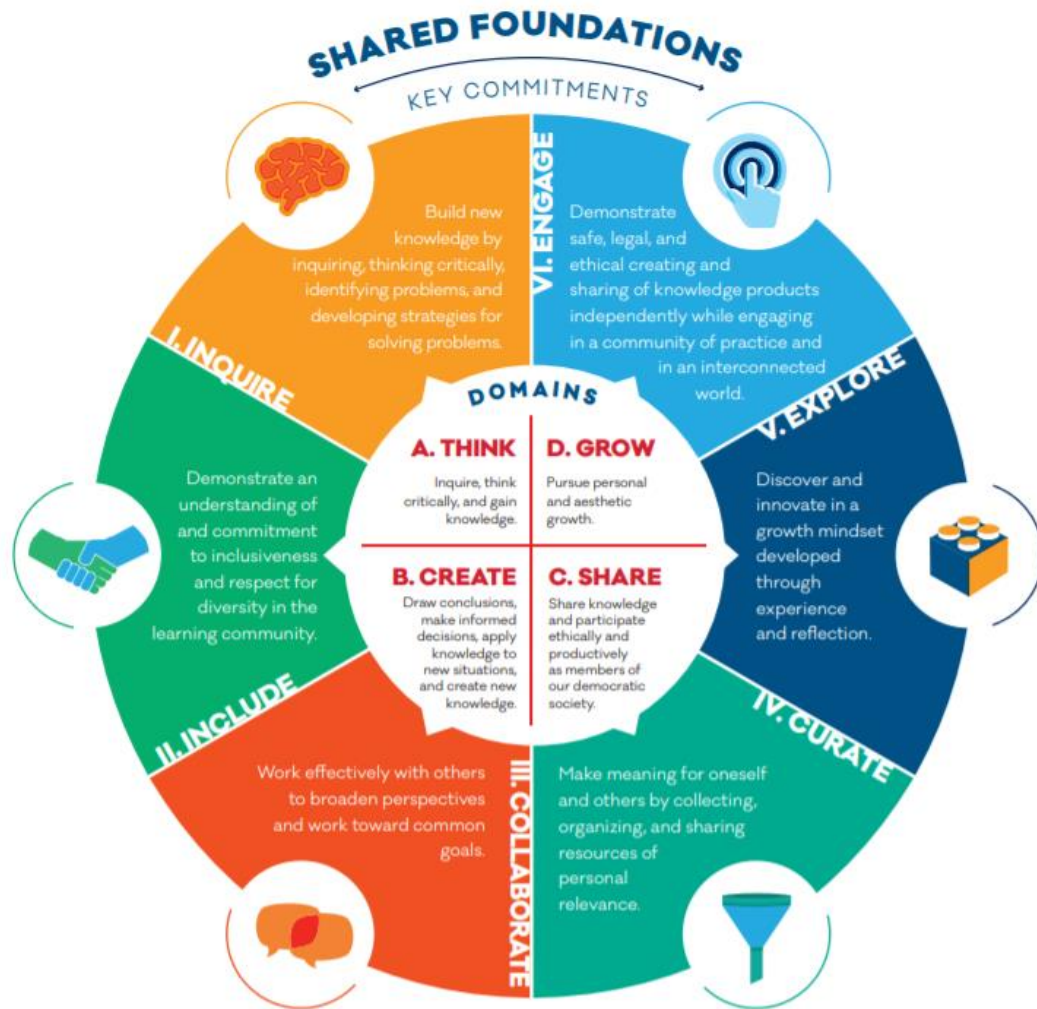
Our library provides free access to relevant, leveled, and diverse information. The collection materials range from beginning readers to professional level, and touch a variety of audiences from primary, professional, to parental readers. It goes beyond the student and reaches into the community, bringing learning into a real and credible environment.

It is the school media center’s philosophy to foster a love of reading and learning, but ultimately help in the molding of informed citizens and thinkers in the overwhelming plethora of information available. The library and librarian play an essential role in creating a competent, empowered, and included Future Ready community member here in the elementary school environment.

AASL Standards Framework for Learners retrieved October 20, 2020 from, <https://standards.aasl.org/wp-content/uploads/2017/11/AASL-Standards-Framework-for-Learners-pamphlet.pdf>

AASL Standards Crosswalk with Future Ready Librarians retrieved October 20, 2020 from, <https://standards.aasl.org/wp-content/uploads/2018/08/180828-aasl-standards-crosswalk-future-ready.pdf>

AMERICAN LIBRARY ASSOCIATION (ALA) NATIONAL SCHOOL LIBRARY STANDARDS



Retrieved October 20, 2020, from, <https://standards.aasl.org/>

<https://standards.aasl.org/wp-content/uploads/2017/11/AASL-Standards-Framework-for-Learners-pamphlet.pdf>

LIBRARY MISSION STATEMENT

The mission of our school library is to provide an inviting and dynamic learning environment with services and programming that supports our school initiatives, classroom standards and individual needs of both students and teachers.

MEDIA CENTER SCHEDULE

Teacher and Staff Policies

The media center will be open from 9:00 a.m. through 4:30 p.m. for teachers and students (if you need access before or after these times please see office staff for a key).

Teachers are encouraged to schedule time through the Bookings link the Media Specialist has shared for services including, but not limited to:

- class research/reference work
- media center skills instruction
- book check-out
- project-based learning
- technology training
- Breakout EDU lessons

Technology Check Out

Technology deployment is based on availability. Resources available:

- Document Camera
- Audio enhancement (dedicated to specific rooms)
- Projector remotes
- Batteries for audio enhancement

Lessons and Collaboration

21st century learning is all about collaboration and we would love to collaborate with you for an upcoming lesson or project! To schedule a lesson with the school library media specialist hosted in media, please email mlindsey@volusia.k12.fl.us for the "Booking" link.

*To allow for adequate planning time please make arrangements *one week prior* to the date that you sign up for any type of media instruction (with the exception of book check-out). An email confirmation will be sent to you with the lesson plan details.

CHECK-OUT POLICIES AND PROCEDURES

The media center utilizes the computerized circulation system Destiny for all materials. All items must be checked out by the computer.

If you would like to request a material to be added to our collection please use the following Microsoft Form available at:



<https://forms.office.com/r/sgn4J4quga>

Student Policies

Student book circulation is 14 days. Students may check out two books. Books may be renewed for an additional week. **Teachers are encouraged to remind students of the importance of returning books in a timely manner.** Overdue fines will not be charged; however, students are financially responsible for any lost or damaged books. Overdue lists and notices will be printed periodically throughout the school year. Lost or damaged books should be paid for in the media center.

Checkout privileges are subject to being suspended until past due materials have been returned. Students who transfer to another school in the district will be expected to take care of any library obligations before they may checkout. Likewise, if a student enrolls and has a library obligation, they will need to return books or pay book total to resume privileges. Students may pay for obligations in the media. Students may advocate for themselves and the media staff may waiver fees.

Teacher Policies

Teacher materials are checked out for the school year unless another request for the material(s) is received. Teachers are asked to return materials as soon as an instructional unit is completed.

PROGRAM POLICIES

Student Group Policies

Small groups may visit the media center anytime during the school day with a library pass. Please be sure to list a time they are to return. All students are to know when they are to return and keep track of the time using the digital or analog clock in the media center.

Lunch in the Media

The media center will be open for students and teachers during lunch time. Students may enjoy their food, read books, play games, finish work, or use technology. It is the students' responsibly, not the media staff, to know when to return to class. If students do not clean up their area, lunch privileges will be revoked. Due to certain events, lunch may be canceled periodically.

LIBRARY SPONSORED EVENTS / PROGRAMS

Reading Counts/Café Read-A-Latte

All grades may participate in the RC program which is accessed online through Vportal. A reading counts reading reward party will be used to encourage participation in Reading Counts. Café Read-A-Latte will be invitation only for students that earned the designated number of points for the month.

BOB (Battle of Books)

Teams of 4 may enroll and compete in Battle of Books by reading the 15 Sunshine State Young Reader Award books and answering trivia questions about their reading. The media specialist will assist teams, if needed on how to divide the reading and creating a schedule. Teams will compete in April to find the BOB champion.

A Book and a Bassett

A before school program that allows students to checkout library books, read and pet a real Basset (dog) named Penelope.

LAMINATION

Items that need lamination should be placed on the shelves in the teacher workroom area by Tuesday afternoon. A volunteer will laminate every Wednesday and time permitting, cut out the items. Items to be laminated should be reusable and for instructional use.

Procedures and tips:

- Remove all staples, brads, and metal clasps from items to be laminated.
- Items up to 22 inches wide only. Wider items can be folded in half and then slit open, however only one side will be laminated.
- Use a water-based adhesive for materials.
- Standard cardstock thickness is the maximum thickness to laminate
- Put your name and grade level on the back of the piece to be laminated.

COPYRIGHT

From Volusia County Schools *Handbook for School Media Services*, Collection Development, pgs. 28-37

Copyright defined: Copyright is a property right to materials written and produced by authors.

General Information

WHOM does the law protect?

The individual/copyright holder who originated the written, audio, or visual work

HOW does the copyright holder benefit?

Financially! Other persons are discouraged from using the work for their own profit and thus depriving the copyright owner of profits.

WHAT exclusive rights are granted to the copyright holder and therefore are illegal for other people?

- a. reproducing copies of the work
- b. preparing derivative works based on the copyrighted work (i.e. editing the original)
- c. distributing copies of the work by sale, rental, lease, or lending
- d. publicly performing the work (i.e. musical, dramatic, audio-visual)
- e. publicly displaying the work (i.e. art, sculpture, graphic)

WHEN does a copyrighted work become a public domain work, free of copyright restrictions?

- 50 years after the death of the author or earlier if the copyright was not renewed by the holder
- 75 to 100 years after the copyright was issued (for anonymous works)

What Is Fair Use?

“Fair Use” is a legal doctrine developed by the courts through case law. This doctrine has been codified in section 197 of the copyright law. If a use of copyrighted material is deemed “fair use,” clearance from or payment to the copyright owner is not required.

Basically, the law is saying that Congress intends to protect the rights of the author while still allowing legitimate educational and research uses of copyrighted materials.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

This section of the copyright law gives educators special privileges to use copyrighted works provided they do not infringe on a copyright holder's rights

Fair Use Doctrine: Section 197 of Copyright Law PL 94-553

The fair-use doctrine which provides limited exclusions for educators to use copyrighted works for instructional purposes requires four (4) qualifications:

1. The **amount** of material copied or used **is a small part** of the work from which it was taken.
2. **No profit** is made from the use.
3. The economic **loss to the copyright holder is not significant**.
4. The material was not originally published for educational use, and there **is no intent to republish or display it publicly**.

A claim of fair use of copyrighted works always presupposes good faith by the educator.

Penalties for Copyright Infringement

Educators can be sued for violating the rights of a copyright owner.

If charges of infringement are substantiated, innocent or inadvertent, educators can be ordered by the court to pay statutory damages to the copyright owner.

Photocopying and Copyright Law Compliance

Checklist for photocopying:

- Copying must not substitute for the purchase of books or periodicals, especially of "consumable" materials such as workbooks.
- Include the notice of copyright on all copies.
- Meet three (3) tests:
 1. **Brevity** -- Only a small portion of the work is copied.
 2. **Spontaneity** -- The decision to use the work was so close to the classroom activity that it was not be feasible to write for and receive permission from the publisher to duplicate.
 3. **Cumulative effect** -- Copying to give each student a copy of the work (making multiple copies) is limited to a small amount of the work's entirety during one course or term.

Apply the 10% rule by using no more than 10% of any work.

Photocopiers should have the following notice placed on them:

The Copyright law of the United States (Title 17. U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringements.

If copyright permission is needed, use/modify the following sample letter.

Letter to Copyright Holder to Request Permission to Photocopy

Materials Permissions Department
Book Company
Address

Dear Publisher:

I request **permission to photocopy** the following for use in my classroom next semester:

Title:

Copyright:

Author:

Material to be duplicated: (i.e. chapter 5)

Number of copies:

Distribution: The material will be distributed only to students in my class.

Use: (i.e. the chapter will be used as supplementary reading material.)

I appreciate your consideration of my request.

Sincerely,

Name

Title

PERMISSION GRANTED:

Signature of copyright holder

Date

Conditions, if any:

Copyright and Plagiarism Guidelines for Students

- You may make a single photocopy of any material you need to complete your schoolwork, or for your own personal research. You may keep the copies you make as long as you like, but you may not sell them.
- You must respect the copyright of materials you use. You may not modify or change the material nor may you perform or display the material except in conjunction with class work.
- You may use copyrighted material to do your schoolwork, but you must give the author credit either in the text or in a footnote. If you use an author's works, you must put the words in quotation marks. Failure to give credit to the author is plagiarism.
- Use of copyrighted materials outside of regular class work requires written permission of the copyright holder. This includes graphic material such as cartoon characters on posters or other spirit or decorative matter.
- You may not copy computer software from the school computers.
- Information received from the school computers may be used only for regular schoolwork or personal research (see Internet Copyright Guidelines).

Video of Students

Media specialists should use precaution when videotaping a production (holiday pageant, musical performance, play, etc.) which involves students because of potential copyright infringements.

Making a live recording of the event for school records would probably not be considered an infringement.

Making copies of that recording and distributing them (for a fee or for free) to parents would be an infringement of copyright. The issue here is the content of the event such as the music, the script, etc....not the students.

Multiple copies of taped performances should not be made to give or to sell to parents/guardians/public.

Schools are not responsible for regulating the taping of live events by parents when that taping occurs during a public performance.

Non-print Materials and Copyright Compliance

Sound Recordings (audio cassette tapes, audio CDs, Records)

- Materials cannot be duplicated or converted to another format
- Materials may not be used in an auditorium or setting open to the public. For use in such a setting, public performance rights from the copyright holder would be required.

Internet Resources

- As long as use of the copyrighted work is limited to inside the classroom, then a teacher is probably operating within the copyright laws.
- Always give proper credit to any borrowed Internet work. Make sure that students cite and attribute the work they take from the Net for their reports and essays.
- If posting a copyrighted work online or taking it to work outside of the classroom, then a teacher should contact the original owner of the copyright for permission to use the work.

If the work was taken from a Website, a teacher might e-mail the site's WebMaster for permission to use it.

Videos

- See the following pages for "District Guidelines for Use of Videos" in Volusia County Schools. District Guidelines take precedence over Copyright Law which is less restrictive.
- According to Copyright Law, any video (including Home Use Only videos of any rating) could be used for instructional purposes provided it is not played on the school's closed circuit television system. Volusia County Schools' guidelines, however, restrict the use of these Home Use Only videos that are rated G, PG/PG-13, R, or NC-17 X.
- Videos purchased with "public performance rights" (to use in an open-to-the-public setting) are expensive but they may be used for enrichment, reward, or motivation; for special programs such as after-school programs; and in assembly or auditorium programs which are open to parents and/or the public.
- Videos may not be duplicated or edited without written permission from the copyright holder.

District Guidelines for Use of Videos

Rated Videos:

Videos rated by the Motion Picture Association of America are "For Home Use Only."

They are produced for entertainment. Per Copyright Law, rated videos may not be played on the school's closed-circuit television system.

Per Volusia County Schools' guidelines, rated videos may be used only with principal approval and according to conditions listed for each rating:

Rated R may **NOT** be used under any circumstances.

Rated NC-17 X may **NOT** be used under any circumstances.

PG or PG-13 MAY be used provided there is

- (a) school administrator approval in writing on the designated form; and
- (b) a parent permission form on file for each student. (An alternate, related assignment must be provided to students without permission forms.)

PG/PG-13 videos approved by the school administrator must be labeled to alert all potential users of the rating.

Apply two labels: (1) "Alert--PG/PG-13" to outside case
(2) "Alert--Preview "to top of actual video.

Rated G MAY be used if content complies with Copyright Law for instructional use only and under the following conditions:

1. Content supports the instructional objectives and course of instruction.
2. Video is not used for entertainment, recreation, time fillers, fund raisers, motivation, rewards, or cultural value, and is not shown in an auditorium setting open to the parents or the public.
3. The original video tape, not a copy, is used.
4. Video will not be played on the school's closed-circuit TV system.

The following forms are available in the media:

- ◆ Parent video permission form
- ◆ Teacher Request G rated video
- ◆ Teacher Request PG-PG13

"Alert" Labeling of School Media Center Materials Rated PG/PG-13

Materials that have sensitive content or are not appropriate for all students should have at least two labels applied to alert teachers of the content.

The label shown below should be applied to the **outside** of the video case.

The label shown below should be applied to the **top** of the actual video case.

Teacher,

Your use of DVD on school property acknowledges that you are using it in compliance with Federal Copyright Laws, Florida Statutes, and School District Policy and Guidelines regarding appropriate use of materials.

If you have any questions, please contact your media specialist.

Internet Resources and Copyright

Copyright law regarding information from the Internet is not in writing at this time. For this reason, educators must review copyright rules, especially the Fair Use Guidelines, which apply to other materials and apply those guidelines to online materials.

Any work downloaded off the Internet is considered to be copyrighted unless otherwise specified.

As long as the work stays within the classroom, and is being used for research purposes, teachers and students are able to make free use of Net resources.

However, extending that use beyond the school doors, whether it's on a Web page or in a published report may place them in violation of copyright laws if they have not obtained permission from the copyright owner.

Contacting online publishers can be a fairly simple matter and ideally should be done whenever you want to use another person's work. Unless there is a clear statement that the work you are copying is free to use or is "public domain," you must assume that it is copyrighted. When contacted, many site owners will be willing to allow students to copy their material.

Copyright rules for the classroom:

- As long as you limit use of the copyrighted work to inside your classroom walls, you are probably operating well within the copyright laws.
- Always give proper credit to any borrowed Internet work. Make sure that your students cite and attribute the work they take from the Internet for reports and essays.
- If you do post a copyrighted work online or take it outside of the classroom, contact the original owner of the copyright for permission. If you took the work from a Web site, e-mail the site's Webmaster for permission.
- Don't use something that is for sale on a site. For example, don't download and re-paste copies of a painting or a piece of software that is for sale online.
- When in doubt, the best rule of thumb is to always ask for permission.
- But, don't let fear of copyright issues prevent you and your students from mining the Web for information.

Copyright information websites:

Library of Congress: <http://www.loc.gov>

<http://www.copyrightfoundation.org/files/userfiles/file/EducatorsGuide.pdf>

<https://creativecommons.org/about>

VOLUNTEERS

The media center volunteer program creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the school and also greatly supplements the efforts of the media specialist. Days and hours are flexible for volunteering in the media center. If you have a parent or community member who expresses an interest in volunteering in the media please refer them to the media specialist or the volunteer coordinator. All volunteers must have approved volunteer application on file at school.

FACILITY USAGE

The media center is a great place to host events and we welcome programs of all kinds. Please check with media specialist or refer to the NSBMS Bookings calendar to verify event date is open and submit the event to the EMS calendar. All guests of media are encouraged to clean area used and return items to their original place.

COLLECTION DEVELOPMENT POLICY

TitleWave Analysis September 2021 (Current Collection Analysis)

New Smyrna Bch Mdl Sch Library Collection

Grades 6–8; 1,505 Students

OCTOBER 28, 2021

Items in collection	Average age	Items per student
8,493	2001	5.5

Collection by nonfiction classification

<input checked="" type="radio"/> All Dewey Classes <input type="radio"/> Age-Sensitive Areas		
Classification	Avg. Age	Items
Computer Science, Information & General Works	2003	37
Philosophy & Psychology	1996	88
Religion	1998	70
Social Sciences	1997	676
Language	2001	43
Science	1998	808
Technology	1998	552
Arts & Recreation	1999	482
Literature	1997	201
History & Geography	1997	1,257
	1998	4,214

October 2021

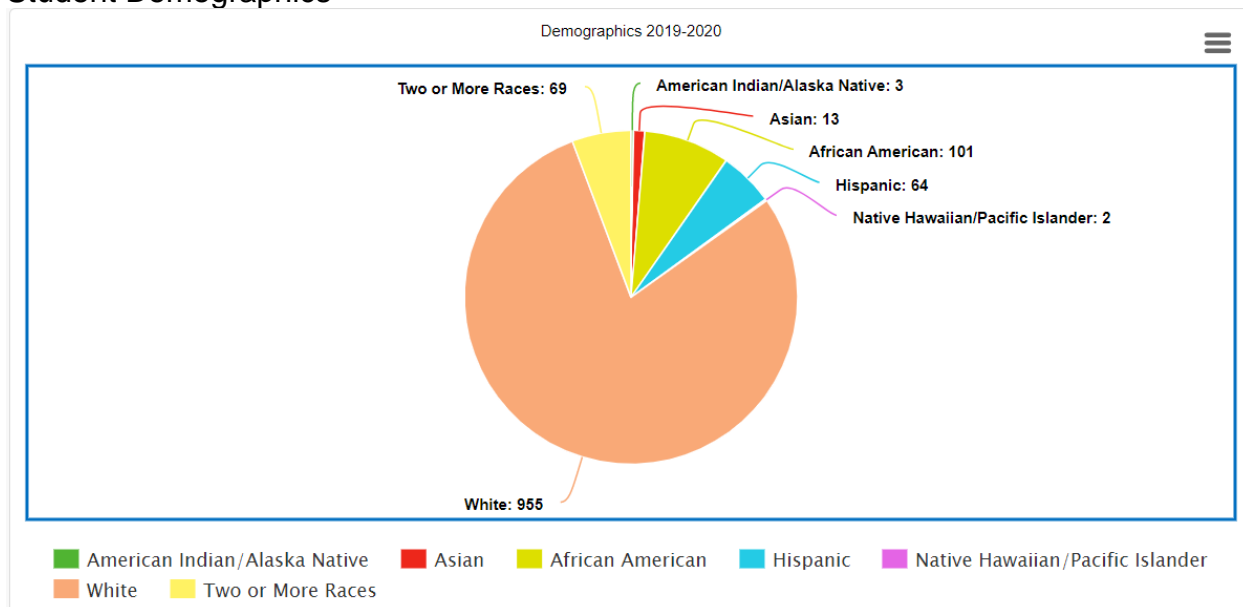
Fiction

Classification	Avg. Age	Items
General Fiction	2005	3,551
	2005	3,551

Other classifications

Classification	Avg. Age	Items
Aviation	—	—
Biography	2003	402
Esol	—	—
Paperback	—	—
Professional	1994	56
Reference	1995	67
Story Collection	2003	27
Unrecognized	2015	176
	2004	728

Student Demographics



Current Budget (1065): \$2200.00 for library books including print, digital and magazines. Additional funds will be raised through grants and fundraisers.

School Improvement Goals Supported:

Increase ELA achievement for proficiency from 43% to 62%, ELA learning gains from 39% to 62% and ELA lower quartile from 25% to 62%.

A. Objectives

The purpose of New Smyrna Beach Middle School is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Media Advisory Committee and District Media Services and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the media specialist who operates within the framework of the policies determined by the Volusia Media Services. This responsibility may be shared with other members of the library staff; however, because the media specialist must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) TitleWave, GoodReads, FAME, FRA, and Literacy Awards.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged based on the work, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the New Smyrna Beach Middle School Media Center agrees to lend its materials to other Volusia Schools libraries through the same interlibrary loan network.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. It is desirable for gifts of or for specific titles to be offered after consultation with the media specialist. Book selection will be made by the media specialist if no specific book is requested. NSBMS Media encourages and appreciates gifts and donations.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the media specialist. Withdrawn materials will be handled in a similar manner and under the same authority as donated items.

The NSBMS Media uses the CREW method to determine what should be withdrawn from the collection – **C**ontinuous **R**eview, **E**valuation, and **W**eeding. Continuous weeding enhances the library's value to the campus as a source of reliable, current information. It saves space and reduces clutter, which helps library users find materials more efficiently and reduces the amount of labor needed to maintain the collection. Continuous weeding also provides ongoing feedback on the collection's strengths and weaknesses as well as a systematic way to address mending, binding, and replacement needs.

CREW guidelines specify three criteria for identifying weeding:

1. the year of latest copyright
2. years since last checkout
3. MUSTIE factors

Misleading and/or factually inaccurate
Ugly (worn beyond mending or rebinding)
Superseded by a new edition or a better source
Trivial (of no discernable literary or scientific merit)
Irrelevant to the needs and interests of your community
Elsewhere (the material may be borrowed from another source expeditiously)

Retrieved October 20, 2002 from https://libraryguides.goshen.edu/collection_development_plan

G. Potential Problems or Challenges

NSBMS Media recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. NSBMS media supports intellectual freedom and academic freedom and strives to expose students to a variety of material and information, some of which may be considered controversial. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Media Advisory Committee. Materials will only be removed from the collection if the Media Advisory Committee finds the material is inappropriate for students in grades 6-8.

Retrieved and adapted October 20, 2020 from, <https://www.owlsweb.org/141/slpspl/VIII>

COLLECTION DEVELOPMENT PLAN

Year	Purchasing Plan	Status
2021-2022	Graphic Novels Gaps in series Fiction Nonfiction 100s Current SSYRA	
2022-2023	Nonfiction 500s, 600s Current SSYRA Current Young Adult Biography	
2023-2024	Nonfiction 700s, 800s Current SSYRA (Fiction) Graphic Novels	
2024-2025	Nonfiction 400s, 900s Current SSYRA (Fiction) Biography	
2025-2026	Nonfiction 000s, 200s, 300s Current SSYRA (Fiction) Graphic Novels	

FIVE YEAR WEEDING PLAN

Year	Weeding Goal	Status
2021-2022	Reference and Complete Nonfiction Old and worn titles and duplicates.	
2022-2023	Biography, Class Sets, Professional Old and worn titles and duplicates.	
2023-2024	Nonfiction 000-500 Old and worn titles and duplicates.	
2024-2025	Nonfiction 600-900 Old and worn titles and duplicates.	
2025-2026	Fiction and Graphic Novels Old and worn titles and duplicates.	

Any questions or concerns can be directed to the Media Specialist via phone or email.

Michelle Lindsey

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386-426-7450 extension 36696