



Recommended Task

Sample Policies and Procedures

If you have already created circulation guidelines, a policy on controversial issues, and a collection development policy, then writing your own policies and procedures will be easy. This sample shows one way you might organize the guidelines you've already written into one governing document. If you haven't completed previous recommended tasks related to policy making, this will give you an idea of why each section is important and demonstrate guidelines you'll want to consider as you write.

In addition to the guidelines you may have already created, your final policies and procedures can include guidelines for using library space, how scheduling is done in the library, and behavioral expectations in the school library.

As with any library guidelines, make sure to incorporate district standards and get the approval of your administrator before trying to enforce any of your policies and procedures.



(YOUR SCHOOL'S NAME) ELEMENTARY LIBRARY

POLICIES AND PROCEDURES

(Your School's Name) School Library subscribes to the guidelines established by the American Library Association's Library Bill of Rights and all policies established by (Your School District's Name).

I. PATRONS

A. STUDENTS

1. The school library is a study area, not a visiting or child care area. Students should enter respectfully and come with a specific purpose.
2. When students come in with their class, they will follow instructions given by the school librarian/paraprofessional. Library time is provided for instruction, inquiry, reading, and checking books in and out.
3. Kindergarten and first grade students may check out one book at a time.
4. Second and third grade students may check out two books at a time.
5. Fourth, fifth, and sixth grade students may check out three books at a time.
6. All books are checked out for one week and may be renewed.
7. No fines will be charged for late books. Lost or damaged books must be paid for by the student or their parents.
8. Students with late books will not be allowed to check out any more books until their checked out books are returned.
9. Students may not check out reference materials.
10. Students must abide by the district's Acceptable Use Policy to use the internet. A signed parental permission form must be on file within the school before students are allowed to use the computers. Disciplinary action may be taken if students are found abusing their network privileges.
11. The school library will not be used for carrying out detention by placing students there for punishment. This would damage the students' attitude toward the school library.

B. TEACHERS AND STAFF

1. Teachers are expected to stay with their class in the school library during library time.
2. Please check prior to sending a small group of students (2-3) to the school library to make sure there is room for them. If students need to check out books outside the scheduled time with their class, they must have their teacher's permission and wait until the scheduled students have been taken care of. It is preferred that teachers check the schedule and find an open time for a few students to come to the school library. This way the school librarian/paraprofessional will be free to help them.
3. If teachers or staff are sending students to the school library, other than during their regular scheduled time, please send a note indicating the reason the students were sent. Students without a note will be sent back to class.
4. Occasionally large groups need the school library for activities. The school librarian/paraprofessional may accommodate requests as he/she sees necessary, and can adjust the regular schedule by rescheduling or canceling classes.

5. Teachers may request carts with books and other materials for their classrooms.
6. Teachers may also check out reference books.
7. Books may be put on hold in the school library for special assignments.
8. Teachers may check out as many books as they can use and keep them for a reasonable length of time. If other teachers need the same books, teachers will be asked to share. The librarian will not disclose which teachers have which materials to protect teacher's privacy.
9. The school library is normally open to teachers before and after school.
10. Computerized overdue lists will be delivered to classes weekly. Teachers will be asked to remind students whose names are on the list that they overdue books.
11. Teachers will not be provided with the titles of the books their students checked out in order to protect their students' privacy. Students may ask the librarian if they have forgotten which books still need to be returned to the school library.
12. When photocopying materials, district policies and copyright laws must be followed.

C. PARENTS

1. The school library is available to parents throughout the day.
2. Parents who want to check out books for their children must follow the same procedures as that student's class. Items will be checked out in the student's name.

II. HOLDINGS

A. BOOKS

1. Books purchased with media funds are monitored through the school library. They should not become part of the classroom collection.
2. Books should be ready for circulation within 3 months of their arrival.
3. All books should be inventoried yearly and out-of-date materials discarded.

B. EQUIPMENT

1. Media equipment purchased with school/district funds is monitored through the school library.
2. Some equipment is assigned to a classroom. The teacher is responsible for any items assigned to their classroom.
3. School equipment and supplies are not for home/church use.
4. Demonstrations are available for teachers and their classes for the computer catalog.
5. All AV equipment should be inventoried yearly, and out of date items will be sent to surplus.

C. SELECTION OF MATERIALS POLICY

1. **Educational significance:** Materials enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
2. **Need and value to the collection:** Materials align with curriculum needs and standards.
3. **Reputation and standing of author or producer:** Materials selected based on recommendations and reviews.
4. **Audio-visual:** Items selected for clarity, adequacy, and scope of the content.

5. **Organization and presentation of contents:** Materials are easy to read or use by both teachers and elementary students.
6. **Readability and/or comprehensibility:** Must be age and reading level appropriate.
7. **Potential user appeal:** Supports reading programs and reading development.
8. **Artistic quality and/or literary style:** Encourage a lifelong love of reading and learning.
9. **Quality format:** Must be attractive and functional and of library quality.
10. **Value commensurate with cost and or need:** Must be within budget, and of the best quality possible.
11. **Aligned with national and local standards:** Materials selected will contribute to the schools ability to meet the curriculum, and foster reading skills and literature appreciation. The school library will also represent varied types of materials, points of view, and forms of expression. (Your School's Name) School Library subscribes in principle to the statements expressed in the American Library Association's Library Bill of Rights, the American Association of School Librarians' National School Library Standards, district policy, and associated documents.

D. WEEDING POLICY

1. Allow for maximum permissible time without usage or reasonable interest shown in materials.
2. Attempt to repair any materials that might reasonably be salvaged for library use.
3. Follow the MUSTY rule.
 - **M**=Misleading or obsolete. Contains out of date or inaccurate facts.
 - **U**=Ugly. The item is in poor physical condition, worn out, and beyond repair.
 - **S**=Superseded by newer or much better information or copies available OR the item has been replaced by an updated version.
 - **T**=Trivial. No longer appropriate for the collection and has no literary, scientific or curriculum merit.
 - **Y**=Your collection has no use or room for the item. It is irrelevant to the needs of the school.
4. Dispose of any weeded books in accordance with district guidelines.

E. GIFT POLICY

1. Gifts must qualify according to the same standards as purchases if they are to be kept.
2. If you wouldn't buy the gift offered, don't accept it.
3. The school librarian/paraprofessional decides whether to use the gift, give it to a classroom teacher, or refuse to accept the donation.
4. All donations are on a permanent no-return basis.

F. CONTROVERSIAL ISSUES POLICY

1. If a person wants to challenge an item, they must present it in writing and it must be signed. (Challenge form available upon request)
2. A committee of five at the school level will be assigned to consider criticism. The committee will consist of the school librarian/paraprofessional, a PTA representative, teachers, and administration.
3. Items in question will remain on the shelf until a final decision has been made.
4. District policies and forms used for dealing with controversial materials will be

used for all challenges to items in the school library.

5. The principal shall notify complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
6. If the complainant is still not satisfied, he or she may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations such as the American Library Association in making its determination.
7. (Your School's Name) School Library supports the Library Bill of Rights, when learning resources are being challenged, the principles of the freedom to read/listen/view will be defended as well.

III. SCHOOL LIBRARY FACILITY

A. USE OF THE SCHOOL LIBRARY DURING SCHOOL HOURS

1. The school library hours are from 8:00 a.m. until 3:30 p.m., Monday through Friday. The library will be closed from 11:30-12:00 for lunch.
2. Use of the school library for meetings and activities during school hours must be scheduled with the school librarian/paraprofessional.
3. When a group schedules the school library, they need to be monitored so the facility is not damaged.
4. Groups using the school library during school hours should not disturb personal workspace and tools.

B. AFTER SCHOOL/WEEKEND USE OF THE SCHOOL LIBRARY

1. Use of the school library for meetings and activities after school hours must follow district guidelines.
2. The use of the school library after hours by scheduled groups may require a fee paid to the school.
3. When a group schedules the school library, they need to be monitored them so things are not damaged.
4. Groups using the library should not disturb the school librarian/paraprofessional's personal workspace and tools.