



# Library Policies and Procedures

## 2018-19 School Year





Our Catholic Vision is to **lead like a Saint.**

## **Mission**

Our Mission at Saint Gregory the Great Catholic School is to evangelize the Good News of Jesus Christ in order to transform lives, hearts, and minds through exemplary teaching and learning, worship, faith formation, and discipleship through service. As members of God's diverse family, we treasure the rich traditions of our Roman Catholic faith and welcome all to a spiritual home and to an enlightened, joyful, and vibrant life in Christ.

## **PURPOSE OF LIBRARY**

The Saint Gregory the Great Catholic School Library is dedicated to instilling Catholic values and promoting academic excellence by nurturing mind, body, and soul.

Our school library programs promote and encourage reading for enjoyment, academic achievement and lifelong learning. The school library program should provide, integrate and utilize a technology rich environment to support teaching and learning.

We believe information literacy is knowing how to learn. Information literate people recognize when they need information, know how to find information, effectively evaluate the information they find, and apply the information to solve problems and/or communicate their new knowledge with others.

The SGGS Library provides services and information to support the academic, artistic and recreational needs of the staff, students, parish and broader school community. We aim to promote literature appreciation and information skills and provide a stimulating environment, which encourages a love of reading and learning.



## **RESPONSIBILITY FOR MATERIALS SELECTION**

Although the Saint Gregory the Great Catholic Church Pastor and SGGS Principal are responsible for the school, the duty of the selection and purchase of library materials is delegated to the librarian. Faculty, students, and parents are encouraged to suggest materials to be added to the collection and to share in evaluating materials. (see appendix for form.)

## **CRITERIA FOR SELECTION**

1. Following are factors which influence the selection of library materials:
2. Overall purpose
3. Timeliness and factual accuracy of material
4. Importance of the subject matter
5. Quality of the writing/ production
6. Readability and popular appeal
7. Authoritativeness
8. Reputation of publishers or producer
9. Reviews in selection aides or professional journals
10. Price

Current periodicals are used for source material not found in books and are needed both for reference work and for general reading. Criteria for selection includes:

1. Accuracy and objectivity
2. Local interest in subject matter
3. Need in reference work to supplement book collection
4. Price

## **GIFTS**

The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the school library. The same criteria used for the selection of all other materials will be used in evaluating gift materials. Gift materials will be shelved in the regular collection where they are most useful rather than on separate shelves that take them out of the logical sequence.



## **WITHDRAWAL OF LIBRARY MATERIALS**

A good collection development plan must include weeding. The process of weeding is a key part of assessing the collection. It helps keep collections relevant, accurate, and useful, and it facilitates more effective use of space in the library media center. The final decision of items removed will rest with the librarian. Library media materials should be weeded if they:

1. Are in-poor physical condition.
2. Have not been circulated in the last ten years.
3. Are outdated in content, use, or accuracy (Copyright date should be considered; however, we will not make a decision to weed based solely on the copyright date of the material. Some older material may be considered classic or may be of great historical value to your collection.)
4. Are mediocre or poor in quality.
5. Are biased or portray stereotypes.
6. Duplicate information which is no longer in heavy demand.
7. Are superseded by new or revised information.
8. Are outdated and unattractive format, design, graphics, and illustrations.
9. Contain information which is inaccessible because they lack a table of contents, adequate indexing, and searching capabilities.
10. Are not selected in accordance with general selection criteria.

## **CENSORSHIP**

The selection of library books and materials is predicated on the library patron's right to read and similarly, their freedom from censorship by others. The principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School Librarians are supported by the SGGS Library.

Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but on the merits of the material in relation to the building of the collection and to serving the interests of the readers. The intention of this library is to select material that does not sensationalize the undesirable, nor undermine our Catholic Christian beliefs.

The library promotes Catholic teaching but also presents quality material containing differing views. The presence of an item in the library does not indicate endorsement of its content by the library.



## **CHALLENGED MATERIALS**

Occasional objections to a selection of library material may be made by a stakeholder despite the care taken to select valuable materials for student and teacher use.

When materials are questioned or challenged, the following procedures are to be used for reconsideration of curriculum and library materials:

1. The complainant is informed of the selection procedures and is asked to submit a Formal "Request for Reconsideration of Library Materials" form (see Appendix 1). The librarian will make no commitments at the time the form is submitted.
2. The appropriate administrative personnel are informed of the complaint.
3. Challenged materials continue to be used during the reconsideration process.
4. Upon receipt of the completed form, the principal shall appoint and request review of the challenged material by an ad hoc review committee. The review committee shall, when available, include an administrative representative, library media specialist, one or more faculty, one or more parents, and one or more students or community members when appropriate. A date for the material to be reviewed by the committee will be set within 30 school days of receipt of the request.
5. The review committee will take the following steps after receiving the material:
  - a. Reads, views, listens, and/ or examines the material.
  - b. Checks general acceptance of the material by reading reviews and consulting recommended list.
  - c. Determines the extent to which the material supports the Consensus Curriculum.
  - d. Holds a hearing with the complainant if a hearing is requested.
  - e. Completes the appropriate report for judging the material for its strength and value as a whole and not in part.
  - f. The review committee presents a written recommendation to the Principal.
  - g. In the event that the complainant is not satisfied with the decision of the review committee and Principal, the complainant may then take his/her objection in the form of a complaint to the Office of Catholic School, Diocese of Richmond.
  - h. The challenged materials are retained or withdrawn as mandated by the Office of Catholic Schools.



## **LIBRARY SERVICES**

The library is open from 7:30-2:45 on school days. Services include circulation of all print and nonprint materials selected to supplement the curriculum and to provide for leisure reading. Efforts are made to secure material from outside sources if not locally available.

The librarian provides assistance in locating answers, finding materials, and developing bibliographies. Library skills are taught one-on-one or by group or class. For Grades JK-5, classes come in on a regular basis, and the librarian works in conjunction with the teachers to reinforce the teaching of library, literacy, and information/media skills.

## **CHECKOUT**

Library media services are available to every child and staff person at SGGS. All books and magazines may be loaned for two weeks. The school library promotes student responsibility in returning all borrowed material to the library. Notices are sent to individual students or are posted if materials are not returned. After two notices the librarian may refuse check out privileges to the student. Report cards are held at the end of each nine weeks period for any student failing to return materials and /or pay fines. Replacement costs are based on the cost of the item.



Appendix 1

***REQUEST FOR RECONSIDERATION OF MATERIAL***

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or producer (if known) \_\_\_\_\_

Complainant Name (Request initiated by) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Complainant represents:

- \_\_\_\_ Himself/Herself
- \_\_\_\_ Name or organization \_\_\_\_\_
- \_\_\_\_ Identify other group \_\_\_\_\_

Please respond to the following questions:

1. To what in the work do you object? Please be specific; cite pages or selections.
2. What of value is there to this work?
3. What do you feel might be the influence of this work?
4. For what age group would you recommend this work?
5. Did you study the entire work? What pages or sections?
6. Are you aware of the judgments of this work by critics?
7. Are you aware of the educational purpose of this work?



8. What do you believe is the theme or purpose of this work?

9. What would you prefer the school do about this work? Check one:

- Do not assign or recommend it to my child.
- Withdraw it from all students.
- Send it to review committee for reevaluation.

10. What work would you recommend in its place that would convey as valuable a picture and perspective of a society or a set of values?

\_\_\_\_\_

Signature of Complainant

\_\_\_\_\_

Date