

C.W. Norton Elementary School

Media Center Policies

- 1. The Norton Media Center is a learning hub for the entire school community: students, teachers, and parents. It is a place where patrons can find a variety of resources to aid in learning, can hold meetings for the school and community, can study, read, research, and use computers.**
- 2. Students may check out books from the library collection for a period of one week, with renewal privileges.**
- 3. Kindergarten students may check out one book at a time with a signed permission slip. First grade through fifth grade students may check out two books at a time, or a book and a magazine.**
- 4. Parents with an account may check out up to six items for a period of two weeks.**
- 5. Reference books are to be used in the library or checked out by a teacher for classroom use.**
- 6. Students with overdue books may not be allowed to check out additional books. Students who have damaged books will be charged for those books and may not be allowed to check out books until the charges are paid.**
- 7. Media Center hours are 7:15 a.m.-2:15 p.m. for students and parents. Faculty and staff may check out books until 3:00 p.m. daily.**
- 8. The Media Center may be closed when deemed necessary for special activities such as inventory, Book Fairs, or testing week.**

Responsibility for Selection

The School Board of Alachua County is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of educational materials is delegated to the Media Specialist employed by the School Board. The Media Specialist has the final say as to which materials are purchased for the Media Center.

Criteria for Selection

The specific needs of the school are given first consideration. Appropriate materials for the media center are determined by a number of factors. These include:

- *The student population and its interests.**
- *The educational purpose to be served.**
- *The needs of the teachers as to which materials best supplement the current curriculum.**
- *Demand based on popularity of a title.**
- *Parent, student, and teacher recommendations for books, magazines, or videos.**
- *Book suggestions from reputable websites.**

In addition, books and audio visual materials are selected on the basis of the following criteria:

Appropriateness

Accuracy

Copyright date

Correlation to Common Core standards

Format

Price

**Readability and appeal
Reputation of the author/and or publisher**

Donated Materials

The Media Specialist determines whether donated materials are appropriate or needed in the Media Center. Materials that are kept are cataloged and added to the collection. Materials that are not kept are added to a cart of books to give away to students at the end of the year.

Procedure for Challenged Materials

The procedure for challenged materials as outlined in the School Board of Alachua County Policy #6161 will be followed. The plan for implementing this policy is in the Media Specialist Handbook, as seen online under Challenged Books/Resources on the School Board website.

Criteria for Weeding Materials

The responsibility for weeding is delegated to the Media Specialist employed by the School Board of Alachua County. Weeding is done on an ongoing basis when needed. Books that have not been checked out in five years may be weeded, as well as damaged books, worn books, outdated books, or multiple copies of books no longer in demand.

Resources Used for Selection

The Media Specialist is sensitive to the needs and interests of the entire learning community. Resources found in the library are selected from a variety of sources. These sources include reputable

websites such as LM_Net and ALA, publishing company recommendations, as well as parent, student, and teacher input.

Position Statement on Intellectual Freedom

We believe that libraries are the cornerstone of the communities that they serve. We celebrate and preserve our school community by making available a wide variety of viewpoints, opinions, and ideas so that students can become lifelong learners-people who are educated, informed, literate, and have an understanding of other cultures. We connect students, parents, and teachers with ideas by helping them select from the library's resources. We respect the right of parents to help guide their child's learning experiences. In a celebration of our similarities and differences, we believe all persons to be equal and free. In addition to this, we know that change is constant and strive to keep updated with the latest technologies. With regard to Internet safety and restrictions, we adhere to the policies set forth by the School Board of Alachua County.