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HARVARD
COMMUNITY
UNIT
SCHOOL
DISTRICT 50

LIBRARY MEDIA CENTER CATALOGING MANUAL

Proposed Media Center Policy for Harvard CUSD50 Media Centers in
Crosby Elementary, Jefferson Elementary, Harvard Jr. High School and
Harvard High School

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1. Introduction

The School Library Media Center (LMC) plays a vital role in meeting the demands of 21st century public education. The LMC must be prepared to support evolving standards and goals for education, meet the needs of a widely diverse student population, and provide leadership for educators as educational technology and resources change rapidly. A board approved policy for LMC policies and procedures will clarify the mission and responsibilities of the LMCs for Harvard CUSD 50.

2. Mission Statement

The Harvard CUSD 50 LMCs offers services, books, multi-media and audio visual resources, and electronic resources that enable all members of the school community to become critical thinkers and effective users of information in all formats and media. The district's LMC goals align with the goals of the Illinois School Library Media Association and are as follows:

GOAL I: Promote efforts to ensure that every student has intellectual access to information in all formats and a broad range of ideas in an atmosphere of free inquiry, ethical use, and confidentiality.

GOAL II: Provide leadership to initiate and sustain collaborative planning and teaching which integrates information literacy into the curriculum.

GOAL III: Support the professional development and personal achievement of school library media personnel.

GOAL IV: Promote the library media professional and the value of school library media programs in the learning process in the educational community, library community, and the community as a whole.

GOAL V: Maintain a viable and responsive organization for Harvard CUSD 50 community.

3. Description of School(s)

Harvard CUSD50 is a K-12 unit district of with an enrollment of approximately 2500 students. We serve a large population of limited English students of Hispanic background, and 60% of our students come from an economically disadvantaged household. The average class size for our elementary grade levels is 26, and our High School dropout rate is higher than state average. While these demographics pose challenges to the LMCs of the district, it also places a great deal of responsibility on the LMCs to ensure that disadvantaged students have access to quality materials through the LMC. The LMC collections must meet the needs of these students who have limited resources available to them outside of school.

The district has an Early Childhood Center, two elementary schools, one housing K-3, and one 4-5. The Jr. High School houses grades 6-8, and Harvard High School, grades 9-12. The two elementary buildings have a library separate from the computer lab, and the two secondary buildings house the library and computer lab in the same room.

4. Media Center Policies

It is the policy of the LMC to provide fair and equitable access to resources for all faculty, staff, and students of Harvard CUSD 50. The LMC will provide services and resources that support district administrators and teachers, support the Strategic Goals adopted by the school board, align with Common Core Standards and promote student academic achievement. The resources will include print media collections, multi-media and audio video collections, database and information access, and access to technology devices that facilitate student production. The LMC will catalog and house collections in an organized, searchable and accessible manner. Services provided by the LMC will include student support and instruction, staff professional development and trainings, and providing well maintained and organized facilities and equipment for patron use. Procedures specific to each school will be set and evaluated annually by the LMC director and building administration.

It will be district policy that patrons will be held financially responsible for the replacement of materials lost or damaged beyond repair while in their possession. Fines will be assessed at the discretion of the library media center specialist, but are not to exceed reasonable replacement cost of lost materials. In the situation warrants, fines may be waived at the discretion of the library media specialist. Services may be suspended for the patron until the fines have been satisfied for replacement items. The district also reserves the right to restrict access to resources and technology devices to patrons who exhibit destructive behaviors toward the resources and equipment.

Lost library materials must be returned within 30 days of being marked Lost to generate a refund. Refunds will not be given after 30 days, but the patron will keep the materials.

a. Policy by School

Crosby Elementary (K-3rd)

Students will visit the library at least once a week with their class during a scheduled 25 minute time period; teachers will remain in the library during this time. Students will listen to a story, and have a lesson that may cover library procedures and practice, media literacy, literature, reading, and other related topics that are standards based. Students in Kindergarten and 1st grade may check out 1 book for one week, and 2nd and 3rd graders may check out 2 books for one week. Other circulation rules are:

- One “Third Grade Only” book per student.
- Books may be renewed one time.
- One I Spy, Drawing, or Joke book per student per check out.
- Teachers may set check out rules for their class.
- Books must be returned in the morning before 9 am on the day of their scheduled library visits. If book(s) are not returned, the student may not check out another book. Both books must be returned to check out a new book. If the student comes to the library for the scheduled visit and has forgotten to return the book early in the morning, it is at the teacher’s or librarian’s discretion to allow the student to return to the class or locker to retrieve the book. That student may or may not be allowed to check out another book.

Jefferson Elementary (4th -5th)

Students will visit the library at least once a week with their class during a scheduled 35 minute time period. Students will have a library lesson that may cover library procedures and practice, media literacy, literature, reading, research or other related topics that are standards based. Students may check out 2 books for one week. Other circulation rules are:

- One Harry Potter book per student may be renewed once.
- Books may be renewed once.
- One I Spy, Drawing, or Joke book per student per check out.
- Teachers may set certain check out rules for their class.

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- Books must be returned at the time of the library visit. If a student does not have both books returned or present for renewal, that student may or may not be allowed to check out another book.

Harvard Junior High School

- Students must present ID for check out.
- Students may check out up to 3 items for a period of 2 weeks.
- Fees for lost items will be assessed on a case by case basis, but a standard minimum of \$20 will be used if the fine is to be collected by the Admin Center.
- No late fees will be assessed, however, if a patron has an item that is overdue, no new items may be checked out.

Harvard High School

- Students may check out up to 3 items for a period of 3 weeks.
- Fees for lost items will be assessed on a case by case basis, but a standard minimum of \$20 will be used if the fine is to be collected by the Admin Center.
- No late fees will be assessed, however, if a patron has an item that is overdue, no new items may be checked out.

b. Collection Management

Management of district LMC collections and resources shall be the responsibility of the library media specialists and media center support staff. Collections will be updated by purchasing new materials as funding allows and making justified de-selection decisions. Resources will be documented and cataloged according to standards and accurate records will be maintained regarding lending and patronage.

c. Automation system

All district libraries will use Destiny Library Resource Manager, provided by Follett Software Company. This database will be hosted in house on a dedicated server, and backed up on a daily basis. Destiny Resource Management software is the main database that provides cataloging for all district library media center materials and assets. The catalog contains all the information on books, reference materials, audio visual resources and some equipment contained in each library collection. Destiny facilitates interschool library loan among all of the buildings in the district. In addition, this resource contains patron data for all students and staff in D50, including demographic information, contact information, and history of library activities. The total contract cost of Destiny Resource Manager for the 2013=2014 school year will be approximately \$9,000.00. This includes all four buildings and a central District site.

d. Cataloging standards

All materials for the library will be cataloged according to Destiny Resource Management software. New materials will be order with MARC records and cataloged by the source. MARC records will be imported electronically into the Destiny Database upon receipt. Librarians will adhere to a district standard for cataloging preferences as outlined in Follett Library Resources accounts. For example, specifications for placement of bar codes and spine labels will be standardized for all district libraries. Cataloging specifications will include using SP for Spanish language and materials in English and Spanish, E to designate Easy Reading materials, FIC and first three letters of author surname for Fiction, 92B for Biographies, and Dewey Decimal numeric classification for all non-fiction, traditional literature, and poetry. For all cataloging specs see Section 4.e.

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The Dewey classification system (Ed. 22) will be used by the district, bearing in mind that consideration should be given to each collection, and individual facility, that books and materials should be arranged in a way that make it easiest for patrons to retrieve materials. For example, all biographies may be cataloged as 92B, and shelved together. In addition, a separate section for graphic novels, manga, or anime may make sense for a media center to facilitate circulation.

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Dewey Decimal Classification Second Summary The Hundreds Divisions

Source: <http://www.oclc.org/us/en/dewey/resources/summaries/deweysummaries.pdf>

000 Computer science, knowledge & systems	320 Political science
010 Bibliographies	330 Economics
020 Library & information sciences	340 Law
030 Encyclopedias & books of facts	350 Public administration & military science
040 [Unassigned]	360 Social problems & social services
050 Magazines, journals & serials	370 Education
060 Associations, organizations & museums	380 Commerce, communications & transportation
070 News media, journalism & publishing	390 Customs, etiquette & folklore
080 Quotations	
090 Manuscripts & rare books	400 Language
	410 Linguistics
100 Philosophy	420 English & Old English languages
110 Metaphysics	430 German & related languages
120 Epistemology	440 French & related languages
130 Parapsychology & occultism	450 Italian, Romanian & related languages
140 Philosophical schools of thought	460 Spanish & Portuguese languages
150 Psychology	470 Latin & Italic languages
160 Logic	480 Classical & modern Greek languages
170 Ethics	490 Other languages
180 Ancient, medieval & eastern philosophy	
190 Modern western philosophy	500 Science
	510 Mathematics
200 Religion	520 Astronomy
210 Philosophy & theory of religion	530 Physics
220 The Bible	540 Chemistry
230 Christianity & Christian theology	550 Earth sciences & geology
240 Christian practice & observance	560 Fossils & prehistoric life
250 Christian pastoral practice & religious orders	570 Life sciences; biology
260 Christian organization, social work & worship	580 Plants (Botany)
270 History of Christianity	590 Animals (Zoology)
280 Christian denominations	
290 Other religions	600 Technology
	610 Medicine & health
300 Social sciences, sociology & anthropology	620 Engineering
310 Statistics	630 Agriculture
	640 Home & family management

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- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction

- 700 Arts
- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment

- 800 Literature, rhetoric & criticism
- 810 American literature in English
- 820 English & Old English literatures

- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures
- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures

- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

e. Processing new media

New materials will be ordered processed for shelving and with MARC records cataloged by the source of purchasing. MARC records will be imported electronically into the Destiny Database upon receipt. Librarians will catalog donations, or material purchased from a source that does not provide cataloging service using approved specifications or retrieving MARC records from Alliance Plus as provided by Destiny. All MARC records will provide information for Accelerated Reader®, Reading Counts®, and Lexile®, and other reading programs as applicable, to provide searchable results by reading levels. Library of Congress subject headings will be retrieved from Follett, or from the LOC website. Specific lists for subject headings for children's and YA cataloging programs can be located at:

<http://www.loc.gov/aba/cyac/childsubjhead.html>

All district sites will follow the following processing standards.

Processing Specifications

- Spine label: 1 1/2" measurement
- Mylar: Tape Mylar on Dust Jackets Only
- Bar code label: Back Cover Top Right Vertical
- Bar code inscription: Crosby Elem.--Harvard CUSD 50
- KAPCO Easy Covers

Cataloging Specifications

- Subject Headings: LC subjects
- Fiction: FIC with first 3 letters of author's surname
- Nonfiction: Class number with first 3 letters of author's surname
- Individual Biography: Custom Call Number Options
- Collective Biography: 920 with first 3 letters of author's surname
- Easy Fiction: Follow fiction options
- Short Story: Follow fiction option
- Foreign Language: Class number assigned by subject with 3 letter language code as a suffix.
- Reference: REF above class number with first 3 letters of author
- Professional: PROF above class number assigned by subject

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Reading Program

- Accelerated Reader with Lexile: Title and Spine Infolabel

Bar code and Automation System Information

- Automation System: DESTINY
- Bar code number: 13444 to 99999
- Bar code symbology: Code 39
- Check digit: Mod 10
- Bar code prefix: 386176
- Bar code length: 14
- Data format: MARC21

f. Selections and Acquisitions

LMC material will be acquired through a collaborative effort between the District Media Center Coordinator and building media center specialist. Sources for purchase will be primarily Follett Library Service, Ebsco Periodical Service or other magazine subscription provider, and Amazon.com. In selecting school library materials, the library media specialist will focus on the curriculum needs of their school and provide materials that enrich and support that curriculum taking into consideration the interests, abilities and maturity levels of the students. Criteria to be adhered to in making selections should be as follows:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Reading and Interest Levels
- Favorable reviews found in standard selection sources (School Library Journal, Horn Book, Booklist Reviews e.g.)
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Requests and needs of faculty and students
- Validity, currency, and appropriates of material
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence

Materials should be selected which will stimulate exploration and growth of knowledge, appreciation of literature and aesthetic values. Materials chosen should represent a diversity of religious, ethnic and cultural groups. The Library Media Specialist should continually analyze the collection to keep it current, reflective of the curriculum and enticing to its users.

g. De-Selection Process

Every spring, before an annual inventory is taken, the librarians will weed material from the library collections. Material to be weeded will be selected at the librarian's discretion using these as guidelines to help him or her make a judgment:

- Does the condition of the item render it unusable?
- Is the item outdated and irrelevant?
- Is the information in the item correct?
- Is the item age appropriate for the intended audience?
- Has the item been circulated in the last two years?
- Does the item support approved curriculum?
- Can the topic of the item be addressed in a more appropriate or appealing manner by other items in the collection?

In addition to the annual weeding at inventory, librarians will weed and deselect items throughout the year as necessary. Books will be returned damaged, audio visual materials may become defective and other items damaged that will require the librarian to remove them from the collection and delete the item from the Destiny catalog. These items will be tracked as weeded, and a report produced at the end of the school year. Some items may have to be replaced in the collections, and the librarian should plan at least one order per school year that will be listed as "Replacement items".

h. Challenges

Despite the quality of the selection process and the care taken to select appropriate and valuable materials and the qualifications of the persons involved in the selections, occasional objections to materials in the library media center collection may be made. The challenged material may be removed temporarily from the collection pending review of reconsideration request, but the material will not be removed permanently pending a final decision made by a review committee. A request for reconsideration must be submitted to the school library media center director in writing. The library media specialist will contact the complainant to discuss the item in question. If the issues is not resolved after an initial discussion with the LMC director, the item will be reviewed a committee who will make a final decision regarding withdrawing the material from the collection.

(See form for submitting a request for reconsideration in the Appendix)

When considering challenges, Harvard CUSD 50 faculty and staff will be guided by the Library Bill of Rights as defined by the ALA:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

5. References

<http://www.ala.org/advocacy/intfreedom/librarybill>

http://bentonvillek12.org/web/parents/downloads/handbooks/library_procedures.pdf

http://www.islma.org/about_islma.htm

<http://www.oclc.org/us/en/dewey/resources/summaries/deweysummaries.pdf>

6. Appendixes

Appendix 1: Request for Reconsideration Form.

HARVARD COMMUNITY UNIT SCHOOL DISTRICT # 50

BOARD OF EDUCATION OFFICE
401 North Division Street
Harvard, IL 60033-1768
815-943-4022
Fax 815-943-4282

PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The school board of Harvard CUSD 50 has delegated the responsibility for selection and evaluation of library media center resources to the certified library media specialists and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or media center resources please return the completed form to library media specialist in the appropriate building.

School in which the item is used: _____

Please indicate the type of media:

___ Book ___ Textbook ___ Video ___ Display ___ Magazine ___ Library Program

___ Audio Recording ___ Newspaper ___ Electronic Information/Network (please specify):

Title _____

Author/Producer _____

Request initiated by: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email: _____

Do you represent self? _____

Organization? _____

Organization contact or Email: _____

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Please answer the following questions as completely as possible. Attach additional pages if necessary.

1. What brought this resource to your attention?

2. To what in the material do you object? Please be specific, cite exact parts.

3. What do you feel is the theme or purpose of this material?

4. What do you feel might be the result of reading, viewing, or listening to this material?

5. Is there anything of merit in this material? Please comment.

6. For what age group would you recommend this material?

8. What would you like your library media center to do about this material?

_____ Do not assign or lend to my child.

_____ Move to another location within the district where it is more age appropriate.

_____ Withdraw it from all students.

_____ Send it to committee for re-evaluation

9. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values?

Signature of Complainant