

Southgate Independent School

Library Media Center Mission and Policies

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Mission Statement

The mission of the Southgate Public School Media Center is to cultivate a curriculum for the 21st century learner and instill lifelong learning. By focusing on the collaboration of staff and students, literacy, and innovation, Southgate will prepare students to be resourceful community leaders and thoughtful digital citizens.

Policies

1. Regular Hours: 8:00 a.m. – 3:00 p.m.
2. Extended Hours:
 - a. News Crew 7:40 a.m. – 8:10 a.m.
3. Books may be checked out for five (5) school days. Each student grades K-2 are permitted to check out one (1) book, grades 3-8 are permitted to check out two (2) books. Books may be renewed unless there is a hold on it for another student. E-books will be permitted to be checked out for two weeks. The Sora system will automatically return them at the end of the two weeks if the student has not done so already.
 - a. The librarian reserves the right to allow students to check out more than the allotted amount of books for research projects based on the student's return book record.
4. Damaged Books: A repair fee of \$3.00 will be charged if a book is damaged. If the book is damaged beyond repair then the replacement cost of the book will be charged to the student.
5. Lost Books: The replacement cost of the book will be charged if books are lost. If the lost book fee has been paid and the book has been found, then the lost book is the student's to keep.
6. Reference books, magazines, equipment, videos and items from the professional collection are not available for checkout by students.

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Gift Policy

The library is grateful for gifts and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

1. The library reserves the privilege to decline any gift if the gift does not adhere to the needs of the library or school.
2. The acceptance of a book does not constitute its addition to Southgate Independent School's collection.
3. Gifts of money from organizations or individuals as memorials can be accepted if school policy permits and if the expenditure is for acceptable materials.

Discarding Policy

Discarding is a regular, continuing process conducted at the discretion of the librarian. Materials are removed from the shelves if they are:

Out-of-date, damaged or no longer factual

Duplicate titles that are no longer in demand

Poorly written materials

Materials no longer appropriate for reading/interest level of current student body

Materials no longer in demand or which does not support the curriculum

Materials which have not circulated in 5 years.

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Acceptable Use Policy

Southgate Independent School District has access to and use of the Internet and E-mail as part of our instructional practices. Students must sign a student Acceptable Use Policy agreement before direct access to the Internet or before electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic email. However, educators may use the Internet during teacher-directed class demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action will be taken.

Local Technology Resources

- The use of your account must be in support of education and research and consistent with the educational objectives of the Southgate Independent School.
- You may not give your password to anyone.
- You may not transmit obscene, abusive, or sexually explicit language.
- You may not create or share computer viruses.
- You may not move, alter, or destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of Southgate Independent School's Network by such things as running large programs and applications over the network, sending massive amounts of email to other users, or using system resources for games.
- You may not break or attempt to break into other computer networks.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network any copyrighted material – including software or images. Copyrights must be respected.
- You are not permitted to put onto the network any threatening or sexually explicit material.

Internet Regulations

- Internet access through the school is to be used for instruction, research, and school-related activities.
- A student who does not have a signed AUP on file may not share access with another student.
- School access is not to be used for private, business or personal, non-school related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Students should use the recommended sites and resources.
- Educators will select and guide students on the use of instructional materials on the Internet. Students should use legitimate, research-based sites (such as government agencies, universities, etc...),
- You may not offer Internet access to any individual via your Southgate account.

- Purposefully annoying other Internet users, on or off the Southgate Independent School system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with “strangers” on the Internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
- As a user of this educational system, you should notify a network administrator or a teacher of any violations of this contract by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

- Students and employees of Southgate Independent School are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems E-mail can be used.
- Be polite.
- Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- Do not use electronic mail for private, business, or personal, non-related school communications.
- You may not swear, use vulgarities, or any other inappropriate languages or abbreviations for inappropriate language.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy, or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number, or those of other students, unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person’s name or account.
- You may not send electronic messages anonymously.
- You may not create, send, or participate in chain e-mail.
- The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

Consent for Use Of Instructional Social Networking Sites

District employees, teachers, and activity sponsors upon approval from the district, may set up blogs and other social networking sites for use in the classroom. Example sites include ning.com and pbworks.com. Teachers and sponsors may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Use of personal social networking sites (e.g. Facebook, MySpace) by students is prohibited.

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Southgate Independent School

CURRICULUM AND INSTRUCTION

08.2323 AP.21

2021-2022 Electronic Access/User Agreement Form

User's Name _____			
Last Name _____		First Name _____	
Middle Initial _____		_____	
User's Address _____			
City _____		State _____	Zip Code _____
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
School _____		_____	
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a student certified employee classified employee member of the community.

As a user of the Southgate Independent School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature

Date

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent. The sites teachers use with students must be approved by the school district, and the sites must adhere to Kentucky House Bills 5 & 232. For more information regarding these bills, please visit education.ky.gov/districts/tech/Pages/Best-Practice.aspx

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

Review/Revised:7/11/13

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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 which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

(Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.)

From <https://www.ala.org/advocacy/intfreedom/librarybill> retrieved 2021, Aug. 15.

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Controversial Materials Review

In the event a parent, community member or community group protests the use of materials in Southgate Independent School's Classroom or Library, the complainant(s) should register their concerns in writing. A form, Request for Reconsideration of a Book, available from the Southgate Independent principal, will be completed by the individual(s) making the complaint. The form will be returned to the school principal.

The Site Based Decision Making (SBDM) committee will review the material. The teacher (if complaint is from a classroom) or the librarian (if complaint is from the library) will be invited to the review meeting. A decision will be made by the SBDM as to the suitability of the material in question. The SBDM will make a final decision.

This decision will be communicated, within a period of thirty (30) days of the initial complaint, to the complainant and to the superintendent in a letter signed by the principal.

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Request for Reconsideration of a Book
Southgate Independent School

Author _____ Publication Date _____

Title _____

Request initiated by _____

Address _____

Home Phone _____ Cell Phone _____

Complainant represents: _____ himself _____

_____ (Name of organization)

_____ (Identify other group)

1. To what, in the book, do you object? (Please be specific – cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book? _____

4. Is there anything good about this book?

5. Did you read the entire book? _____ If not, what parts?

6. Have you been able to discuss this work with the teacher or librarian who ordered it or used it? Yes _____ No _____
7. What do you understand to be the general purpose for using this work?
a. Provide support for a unit in the curriculum? Yes _____ No _____
b. Provide a learning experience for the reader in one kind of literature? Yes ___ No ___
8. Did the general purpose for the use of the work, as described by the teacher or librarian, seem a suitable one to you? Yes _____ No _____. If not please explain.

9. Are you aware of the judgment of this book by literary critics? What are some of the comments of the reviews you have read?

10. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students have written about this book? Yes _____ No _____
11. Do you have negative reviews of the book? Yes _____ No _____ If so, were they published? _____
12. Would you be willing to provide summaries of the review you have collected?
Yes _____ No _____

13. What do you believe is the theme of this book?

14. Have you been able to learn what is the students' response to this work? Yes ____ No ____.

If so, what response did the students make?

15. What would you like your school to do about this book?

- Do not assign/lend it to my child
- Withdraw it form all students as well as my child
- Give it back to the teacher or librarian for re-evaluation
- Other – Please explain

16. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant _____ Date _____

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Resources

Bishop, K. (2007). *The collection program in schools: Concepts, practices, and information sources, 4th ed.* Westport, CT: Libraries Unlimited / Greenwood Publishing.

IFLANET. From <http://www.ifla.org/faife/ifstat/alabill.htm> Retrieved Dec. 6, 2008

Southgate Independent School.

From <http://www.southgate.kyschools.us/handbooks/StudentHB0809.doc>. Retrieved Aug. 20, 2021

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