

Library Media Services Handbook



**For Principals, Librarians, and
Library Instructional Assistants**

2019-20

Library Services Handbook 2019-20



**COLUMBUS
CITY SCHOOLS**

**Library Media Services
3700 South High Street
Phone: (614) 365-5280
Fax: (614) 365-8252**

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Leslie Kelly, Library Services Supervisor
(614) 365-5024
lkelly@columbus.k12.oh.us

Lynda Ray, Multiple Literacy Specialist
(614) 365-5280
lray3640@columbus.k12.oh.us

Andrea Pannell, Literacy Aide
(614) 365-5275
apanell@columbus.k12.oh.us

Benita Dailey, Secretary
(614) 365-5024
bdailey@columbus.k12.oh.us

District Website: <https://www.ccsok.us/Library>

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1.Introduction

A staff manual is intended to be a document that is easy to update and that provides a frame of reference for ongoing decisions, changes, and discussions. With this in mind, this sixth revision of the Manual for Procedures for School Library Media Centers in the Columbus City Schools has been prepared. It contains quick answers for the Library Media Specialist and support staff about procedures, policies, and guidelines that govern the operation of the Library Media Centers in the district. As changes occur, updates will be noted as a new version or revision.

It is important that Library Media Specialists and Assistants have good organization skills and are accountable for integrating library media resources and skills into the curriculum. This manual provides information and guidance in the management of resources for easy access by all staff and ultimately students.

2.District Philosophy of Library Media Services

A primary goal in designing and implementing an effective library program is to educate students to become independent, information-literacy, lifelong learners. The foundation of this philosophy lies in the belief of equal and equitable access to information and intellectual freedom for all. By providing students with critical thinking opportunities, collaborating closely with teachers, embracing and integrating technology into the learning process, and creating a student-honored education environment, we will offer students a winning chance at academic success and personal growth.

When students are provided with critical thinking/learning opportunities and are taught to become discriminating users of information, they become independent, lifelong learners. Literacy skills instruction should be linked with curriculum or other identified information needs since research indicates that optimal learning of information literacy skills occurs best in conjunction with an information need and not in isolation. This can best be achieved by Library Media Specialists collaborating with teachers on projects that focus on information gathering skills, critical thinking and creativity. We believe that by challenging students and engaging them in a personal process of learning, their natural curiosity will be sparked and their quest for knowledge will follow.

Love of literature also underlies the philosophy of library media services. The library media staff should instill an enthusiasm for reading by exposing students to different genres of literature as well as encourage and guide their personal journey into a lifetime of reading. As a facilitator of knowledge, each library media specialist should strive to create a student centered library learning environment that will capture a child's natural curiosity and instill a sense of wonder and excitement about learning.

District Library Media Mission:

The mission of Library Media Services is to ensure that all students and staff are effective users of ideas and information.

District Level Library Goals and Objectives:

Goal 1: To promote academic achievement by promotion of improved, meaningful engagement of students in the following literacies: Information Literacy, Reading Literacy, Media Literacy, and Library-based Technology Literacy.

Goal 2: To improve library staff's ability to collaborate with teachers and deliver standards-based, library-aligned curriculum to Columbus City Schools' students.

Goal 3: To ensure equitable access to library information resources, whether print or non-print whether local or global, and to ensure that staff and students are trained to be effective users of these resources.

3.School Level Library Mission, Goals, and Objectives:

Each school's Principal, Teachers, and Library Media Center (LMC) staff should develop the following for each Library Media Center:

- A library philosophy
- A library mission statement
- Library goals and objectives
- Library procedures and rules
- Students' borrowing privileges and related responsibilities
- Parental responsibilities for supporting Library Media Center regulations

Individual School Library Philosophy

The philosophy is a general statement about the importance of the library and how it should function in the school. The school library philosophy should mirror the District Library Philosophy.

The LMC is a vital, integral part of the daily school program. The LMC supports, enriches, and enhances learning activities of each student. Beginning with Kindergarten, all students have the right to borrow library materials for use in school and home.

Through the cooperation of teachers, the principal, the library assistant and the library media specialist, students learn to appreciate and make effective use of the library and to be responsible for the care and return of LMC materials.

Students are encouraged to:

- Become independent lifelong users of a variety of print and non-print materials
- Locate and use information
- Use reading, writing, listening, thinking, and information access skills
- Appreciate reading as a leisure time activity
- Cultivate independent study techniques

4. Family Letter:

The library staff could consider a potential letter to parents of elementary students—if desired. It is recommended that parents of elementary students receive a letter so that they are duly informed about the major characteristics that dictate operation for the Library Media Center. This letter should spell out, in detail, the library's operation including expectations of students using the library and library materials.

School Letterhead

Dear Parent:

Each Columbus City School has a Library Media Center designed to help students improve their education. The Library Media Center contains materials appropriate to student ages, interests, needs and curriculum needs. Every attempt is made to keep the materials current with the rapidly changing events that shape our society. Our Library Media Center is scheduled to be open each day school is in session unless circumstances require a temporary closing.

It is our intention that students use the Library Media Center regularly as major part of their studies as well as to enhance their learning. Students are encouraged to borrow Library Media Center materials, use them effectively, and return items within the prescribed time in good condition.

Students are also expected to assume responsibility for materials borrowed from the Library Media Center. In the event materials are lost or damaged beyond repair, the original cost will be assessed. In most cases, the fee will be the cost to replace the book as listed in the library automation system. The fee should not be excessive to the point of restricting student use of the library over an extended period of time. The goal of the school is to work cooperatively with parents to make the library an enjoyable learning space for students to use as a regular part of their education.

Student Rules for Treating Books Correctly:

1. Don't throw, toss, or drop books.
2. Never write or draw in a book unless it's an activity book.
3. Don't tear or fold the pages of a book.
4. When reading, turn pages from the top corner.
5. Keep food, drinks, and water away from books.
6. Wash your hands before you read a book to keep it clean.
7. Never bend a book's cover backwards.
8. Don't lay books facedown when they are open.

Sincerely,
Name of Principal
Name of School

5. District Administrative Guidelines

The regulations/guidelines apply the library philosophy. They are a minimum framework for the library's operation during regular school hours.

- Library services should be available throughout the school day.
- When the LMC is open and a class library period is missed for an assembly, field trip, etc. the class should be rescheduled, if possible.
- When the LMC is closed because of a holiday, calamity day, conference day, etc. classes do not have to be rescheduled.
- Use of the LMC for regularly scheduled classes should take precedence over non-library related activities.
- LMC staff will prepare 4 Quarterly Reports and email them to libraryreports@columbus.k12.oh.us by the due date, and copy the building administrator on the email.
- LMC staff will conduct an Annual Inventory and prepare an Inventory Report, and email it to libraryreports@columbus.k12.oh.us by the due date, and copy the building administrator on the email.
- The building Principal and LMC staff together will plan inventory time (inventory time can be done throughout the school year but ideally all item scanning should be completed by spring break).

Circulating materials during inventory:

- Students must return all checked out library materials two weeks before the last day of school.
- Teachers may check out library materials through the last day of student attendance but should return them that last day.
- When the instructional program requires the use of library materials, selected students may continue to borrow these materials for in-school use only through the last day of student attendance.
- Classes, under the direct supervision of the classroom teacher, may use the LMC for teacher-directed activities during inventory time.
- Use of reference materials may be used by students until the last day of student attendance.

6. Library Staff Job Descriptions

K-12 LIBRARY MEDIA SPECIALIST *GUIDELINES FOR PERFORMANCE EXPECTATIONS* *Columbus City Schools*

Department: Library Media Services (LMS)

Certification Required:

- Valid Ohio Teaching Certificate
- Master's degree in Library and Information Science

Certification/Endorsement:

- Licensure in Library Media K-8 or K-12

Other:

- Available to work during the summer months, especially to work in year round schools and/or write curriculum related materials, and may have a career center. Supervise library assistants may need to travel - especially K-8 LMS

Role of Library Media Specialist

The library media specialist (LMS) for the Columbus City Schools shall ensure that students and staff are effective users of ideas, information, and technology. This mission is accomplished by providing staff and students with intellectual and physical access to information and ideas in print, non-print media and technology for a community with diverse interests and needs.

The library media specialist needs to work cooperatively with other educators to design learning strategies to meet the needs of individuals. To accomplish this, the library media specialist functions as part of the curriculum implementation process as an information specialist, a teacher, an instructional consultant, professional development presenter, library technology specialist.

Typical Organizational Responsibilities

- Plans, evaluates, and develops policies to implement the school library media programs for the K-12 schools

- Previews, evaluates, prepares and administers the library media centers' budgets for ordering library collections and technologies that correlate to the CCS Common Core and 21 Century Skills as well as being appropriate to meet the needs of diverse students
- Proficient in the use of technology, electronic information delivery systems and library automation
- Participates in library media and instructional technology planning at district and building level
- Provides and presents professional development to the building staff on the proper use of technology as an instructional tool to enhance curriculum implementation
- Develops online training courses for teachers and students and facilitates their use throughout the district
- Provides assistance in developing online curriculum for instructional use of technology in the classroom
- Plans, develops, and conducts in-services in library information and media technologies
- Collaborates with various staff on curriculum designed lessons that are aligned with the standards
- Provides instruction in the use of library media services and resources by infusing library media resources into the K-12 curriculum
- Has knowledge and/or experience with State and Federal Technology funding programs, grant writing
- Collaborates with administrators, teachers, library staff, Columbus Public Library on various library and school related projects as well as encourages sharing of resources through multi-type library cooperation
- Accepts responsibility and assumes leadership in compliance with and enforcement of district library policies and school library rules
- Participates in recruiting, selecting, training, and supervising library support staff, and assists principal in staff evaluation, if applicable
- Works cooperatively with building principals, staff and community to develop short and long range goals which reflect the diverse staff and student needs
- Provides students and faculty with media services and resources
- Helps create and maintain an atmosphere that is cheerful and conducive to learning
- Encourages students to develop skills of self-reliance, inquiry and self-motivation through activities and programs

- Provides access to materials for the professional growth of faculty
- Promotes and facilitates the use of audiovisual resources, instructional television programs, and possible videoconferencing program

Typical Technical Responsibilities

- Previews and selects library media materials in conjunction with the appropriate selection policy
- Establishes efficient selection procedures that involve staff and students and supports schools curricula and goals
- Establishes policies that insure equal access to resources by all staff and students
- Compiles and maintains essential records and statistics of library media center operations, submitting them in a timely fashion
- Maintains current records and current collections of library media resources
- K-12 Library Media Specialists submit a monthly calendar to the library supervisor

Typical Professional Responsibilities

- Assumes an active role in professional organizations and curriculum related activities
- Continues to acquire knowledge through in-service and academic courses
- Keeps abreast of related current educational programs and trends at the district, state and national levels
- Maintains an effective relationship with students, staff and the community
- Participates in committees within the schools concerned with policy making welfare and school curriculum, whenever possible
- Accepts and utilizes suggestions for improvement
- And other duties as assigned

LIBRARY INSTRUCTIONAL ASSISTANT
GUIDELINES FOR PERFORMANCE EXPECTATIONS
Columbus City Schools

Department: Library Media Services
Supervision: Supervision of Building Principal
 Direction of K-8 Library Media Specialist
Education: High School Diploma plus have a two-year degree/pass required test

RELATIONSHIP TO EDUCATIONAL PROGRAM:

The main function of the library assistant is to provide for the continuous efficient operation of the library media center on a daily basis and for the effective use of library media in teaching and learning. The library assistant shall work under the supervision of the building principal and in cooperation with the assigned library media specialist who will give guidance and direction.

The duties of the library assistant need not be performed in the physical presence of the library media specialist and/or principal, but at all times be under the direction of the library media specialist and/or principal.

The library assistant has an all-encompassing job which includes working with ALL children and ALL teachers in the school, as well as coordinating activities of library volunteers from the community.

The library assistant will demonstrate an interest and enthusiasm for books, multimedia and computers, and is capable of communicating this interest and knowledge.

The use of the library assistant shall be in accordance with the Code of Ohio guidelines, established by the State Board of Education and guidelines established by the Board.

TYPICAL ORGANIZATIONAL RESPONSIBILITIES:

- Demonstrates organization and good time management skills
- Performs general secretarial responsibilities
- Maintains records and compiles statistics for enhancing circulation, preparing quarterly reports and annual reports
- Maintains inventory via the library automation system and orders supplies
- Circulates print and non-print materials using the library automation system
- Performs other library media center duties as assigned

TYPICAL EDUCATIONAL RESPONSIBILITIES:

- Assist students and staff with locating and using materials and equipment
- Creates and maintains an appealing, welcoming library atmosphere
- Pulls books and assembles other materials requested by teachers
- Utilizes library automation system to prepare overdue lists, bibliographies, etc.
- Performs other library media center duties as assigned

TYPICAL TECHNICAL RESPONSIBILITIES:

- Experience with microcomputer software used for word processing, desktop publishing and database management
- Processes print and non-print materials for Library Media Centers
- Maintains inventory of AV equipment in the school
- Maintains (scans) inventory of books and materials
- Schedules use of materials and equipment
- Maintains an organized library media collection
- Performs other library media center duties as assigned

TYPICAL PROFESSIONAL RESPONSIBILITIES

- Accepts in-service training and is willing to participate in such training, especially keeping updated on the library automation system
- Keeps abreast of related current educational programs and trends at the district, state and national levels
- Maintains an effective relationship with students, staff and the community
- Participates in committees within the school
- And other library duties and responsibilities as assigned

7.Guidelines for Librarian and Assistant Absences

Certificated/Licensed Librarians-K-8 and High School

Contractually, absent teachers/librarians are required to make one phone call to report an absence. That call must be to the SEMS Smartfind Express System at 365-5080, otherwise no substitute will be assigned. A substitute must be requested. In Special Instructions, librarians must indicate the work location. If principals request teachers/librarians to call them; principals in turn must contact SEMS Smartfind Express System on behalf of these teachers/librarians.

In cases where the librarian has multiple buildings, the Library Services secretary, (5024), will retrieve absences from the SEMS Smartfind Express System and contact the appropriate schools by phone and by email. Remember, this procedure affects only librarians assigned to multiple buildings. Upon the librarian's return, complete an absence form and send to the Library Service's secretary in a timely manner. Absence forms for librarians assigned to only one school should be completed at the building and a copy should be forwarded to the Library Services Office.

If a librarian does not report for duty on their assigned day and you have not heard from the Library Services Office, please call (5024).

Reminder: Failure to report an absence properly may result in the day of absence being unapproved and may subject the librarian to possible disciplinary action to confirm the employee's status.

Library Assistants

Library Assistants are to let their building principal know of their absence. Substitutes for library instructional assistants are available in Sub services. Please request substitutes that have already received training in the library automation software.

8. Librarian and Assistant Duties

Librarian Duties: Assign duties according to the number of days the librarian is in your building. For example, if a librarian is assigned to your building for two days, they should receive 2/5ths of a duty schedule. Librarians who have one building should have a duty schedule comparable to classroom teacher duty schedule.

**For K-8 Librarians who work in multiple buildings and travel between buildings during the school day, the travel is considered his/her duty. This would apply for the K-8 Librarians on Friday's only.

Assistant Duties: Library Instructional Assistants are to have no more than one hour of duty per day.

9. Librarian and Assistant Evaluations

Certificated Librarians: The Monday morning principal is the administrator of record for K-8 Librarians assigned to multiple buildings.

This includes evaluation and other district level business. When there are multiple building assignments, all administrators should be consulted to provide input for evaluation. Please call 5024 for information on K-8 Librarian schedules regarding evaluation consultation with other administrators.

Assistant Evaluations: Are to be completed annually by the building principal. Consultation with the Library Services Supervisor, Paula Lasley, is encouraged.

10.Mileage Cards

The Library Services Office will create a mileage purchase order and cards for librarians with multiple buildings ONLY.

Once each mileage card is full, librarians will send their mileage cards to the Library Services Secretary to be signed and forwarded to the Treasurer's Office for payment. No mileage cards can be processed without a current schedule on file with Library Services.

Effective January 1, 2018 the mileage reimbursement rate is \$0.545 cents per mile. The district will utilize the website <http://maps.google.com> to establish a standard mileage value for local travel.

GUIDELINES FOR LOCAL MILEAGE REIMBURSEMENT

Use <http://maps.google.com> as a tool to calculate and review your driving distances.

- The district may deny payment of any mileage claim over six months old.
- Clearly print the origin, destination, date, and mileage for each trip on your travel card (available from the warehouse). Indicate ES (Elementary), MS (Middle), or HS (High) for all schools.
- Limit reported mileage calculation to one decimal (tenths of a mile).
- Mileage cards must include claimant's name and ID number. The Library Services office will insert the P.O. number and your vendor number if not known.
- Include an address for non-CCS locations including city and/or zip code within Franklin county.
- Round trips must include the final destination printed on the card.
- Mileage is never paid for local trips to/from an employee's home.

11.Scheduling of Classes

It is suggested that every student have the opportunity to visit the school library a minimum of once every two weeks. Schools with lower student population can strive to see all students in one week. Schools with a higher student population will need to create their library schedule so that they see all students every two weeks. It is suggested a maximum of 25 scheduled classes per week visiting the library. This allows the librarian and/or assistant time to resshelf books, collect and repair books, print overdue reports, as well as flexibility to assist other patrons who visit the library outside of their regularly scheduled class time.

12.Library Budgets

Principals should allocate resources using the following recommended guidelines. The Library suggested budget (from General Fund) is as follows:

- Library - \$1.00 per student per year (to order current print materials, replace lost books, etc.).

Ultimately it is the school administrator who is responsible for providing financial resources for purchasing items for the library media program. It is the library media specialists' responsibility to advocate for the program by making the needs known.

Each library will receive \$800 to spend for the 2018-19 school year. Additional funding will require supervisor approval and is contingent on availability of monies. Many CCS departments experienced significant cuts for the upcoming school year, including Library and Media Services.

~~Funds collected from students to replace lost books, fundraisers, or monetary donations earmarked for the library, should be deposited into the library services line item of the school's budget. If no line item currently exists, please contact the district treasurer. Funds from this account are for purchase and/or replacement of library materials.~~

***During the 2018-19 school year, collected monies for Library will be deposited into the school General Fund or Principal's Fund. The decision to create Library Service accounts will be discussed during the 2018-19 school year. This will allow for adequate time to develop guidelines and procedures for managing Library Service accounts.**

13. Library Curriculum

Instruction in library information skills and use of media and equipment is one of the principal objectives of the school library.

Library instruction should include:

- Orientation of library with classes scheduled at the start of the school year
- Collaborating with teachers and co-teaching library skills that match the curriculum
- Support literacy and enhance academic achievement
- Use of the Ohio K-12 Library Guidelines
- Use of department based lessons on Google Team Drive

We live in an information dependent society where information is power. Students graduating from our schools in the 21st Century will need to develop lifelong learning skills of problem solving and critical thinking skills. The development of problem solving and critical thinking skills will require students to be able to access, analyze, synthesize and evaluate information obtained from a variety of mediums.

The Library Media Center and staff can help infuse library skills into the curriculum. Research has shown that library media skills learned in isolation from the curriculum activities of the classroom are seldom retained by even the best of students.

Role of the Principal:

It is vital to have the principal's support of the school library program. It is the role of the principal to:

- Ensure that collaborative planning between the teachers and the library media specialist is taking place
- Plan a school timetable that allows for students to be able to use the library
- Be assured that the budget allocated for library materials is being spent on quality materials to support the school library program
- Provide leadership in implementing the library program
- Evaluate the effectiveness of the school library program

Role of the Teacher:

The teacher is key to the success of the school library program. Collaboration between the teacher and the library media specialist planned regularly provides teaching to become a shared responsibility.

To facilitate the development of an effective integrated library program, the teacher should:

- Arrange for planning time with the library media specialist ahead of time
- Provide a list of student topics and an approximate pacing timeline
- Request specific materials to be purchased for program support where needed
- Show interest for the work which students are doing in the library
- Read aloud regularly to all classes
- Develop an understanding of the Ohio K-12 Academic Content Standards for Library
- Regularly seek a variety of resources and develop skills of effective media utilization in classroom teaching

14.Cataloging

The library resources for the Columbus City Schools are cataloged individual school buildings. We use the latest ALA filing rules, AACR2R Cataloging rules, current edition of Dewey Classification, up to date Library of Congress and Sears Subject Headings.

OCLC (Online Computer Library Center) in Dublin, Ohio is currently the standard used. Presently paperbacks, pamphlets, and pictures are not generally cataloged. Each library resource is cataloged as completely as possible in order that the library collections are as accessible as possible.

The descriptive cataloging includes the information provided in the OCLS database plus price and federal fund when applicable.

Subject Headings:

Subject Headings are based on the current Library of Congress List and Sears List of Subject Headings. The number of subject headings varies according to the nature of the material.

Classification:

Library Media Center resources, both print and non-print, are classified as follows:

Easy E with 1st three letters of author's last name

Fiction FIC with 1st three letters of author's last name

Biography B with 1st three letters of author's last name

Reference R above the Dewey decimal number

Non-Fiction Dewey decimal numbers to the third digit beyond the decimal and 1st three letters of author's last name

Audiovisuals Type of media above the classification number or symbol

15.Processing

Many books are now coming preprocessed. Beginning 2018-19, Scholastic Book Fair books will be preprocessed. Books should be marked by each Library Media Center with its particular library property stamp.

New 2018-19 - Library Media Specialist will be trained on downloading and creating MARC records.

16.Materials Selection Guidelines

School libraries exist to support and enhance the curriculum and to meet the interests and needs of students and staff. A balanced library collection provides materials and information presenting all points of view on current and historical issues; reflects the diversity of people and ideas in American society and includes materials and resources in different formats that come from multiple publishers and producers.

Librarians have a number of tools to use when considering acquisitions for their collections. These tools include professional magazines and journals, lists of award winners, curricular bibliographies, and vendor (print and online) catalogues. Requests

from staff and students must also be taken into account. Using the criteria below will aid in developing balanced collections that satisfy the needs and wants of patrons.

1. Relevance – Does the selection support both current and future curricular needs? Will it appeal to students?
2. Scope and Content -- Does the selection provide the kind and the amount of information needed by students and staff members? Is it rigorous enough or too rigorous for students? What is the reading or lexile level of the selection?
3. Depth of Existing Collection – Does the selection simply duplicate what is already available? Would interlibrary loan sufficiently satisfy the need or desire for this item?
4. Quality – What is known about the author, publisher, producer? What is the lasting value of the item? Has it been favorably reviewed? Which awards has it won?
5. Currency and Timeliness – Does the selection provide up-to-date information, particularly in the area of technology? Will it still be pertinent and useful next year?
6. Price – Are there less expensive materials that will meet the same need or want? Will the selection's projected use warrant its cost? Is it a "must-have" regardless of price?

Selection criteria should be applied to any materials donated to the library. (See guidelines for donations, still in progress) If the materials came from a specific group or sponsor, the librarian will also want to consider the group or sponsor's mission or point of view when determining which items to add to the collection. The same is true for materials offered at no charge or at drastically reduced costs.

June 21, 2012

17.Complaints About Instructional Materials

Any member of the community may object to any instructional materials used in the schools: Complaints from the community will be handled according to the Community Relations Guidelines in the Policy Manual of the Board of Education.

COMMUNITY RELATIONS

Complaints from the community

About instructional materials

1. All complaints will be made to the building administrator.
2. The administrator receiving the complaint will try to resolve the issue informally, responding in one or more of the following ways:
 - a. Explain the district's selection procedure and criteria.

- b. Explain the intended use of the challenged material in the educational program.
 - c. Refer the complaining party to someone who can identify and explain the use of the material (e.g., librarian, teacher).
3. If the complaint is not resolved informally, the complainant will be given a "Request for Reconsideration" form to be completed and returned before the complaint is considered.
 4. If the "Request for Reconsideration" form has not been received by the administrator within two weeks, the matter will be considered closed.
 5. No material will be removed from use in the school's instructional program while the complaint is being reviewed. Access to questioned materials may be denied to the child (children) of the parents making the complaint, if they desire, while the complaint is being reviewed.
 6. The administrator will forward the completed complaint form to the responsible department or division to be forwarded to the reconsideration committee.

The reconsideration committee will consist of five members designated annually by the Superintendent* and two or more ad hoc members to give information and advice:

- a. One member of the central administrative staff, who will chair the committee.
 - b. One member of the library/media staff.
 - c. One building administrator.
 - d. One member of the community.
 - e. One teacher.
 - f. Appropriate curriculum consultant(s).
 - g. Member(s) of the building staff where the complaint originated.
8. The reconsideration committee will complete the review process within three weeks of the date the complaint form was received by the administrator.
 9. The reconsideration committee will meet to discuss the specific material being challenged and reach consensus. They will complete the form "Reconsideration of Instructional Materials." The committee's recommendation will be one of the following:
 - a. To take no removal action.
 - b. To limit circulation (e.g., within building where complaint originated; district-wide; access to teachers only; reclassify).
 - c. To remove the challenged material from all schools.
 10. The completed reconsideration form, signed by the chairman, will serve as the committee's report. It will be returned to the appropriate division (i.e., Elementary Schools; Middle and High Schools; or Planning, Development, and Consultative Services).

11. The appropriate executive receiving the committee's report (reconsideration form) will notify the building administrator and complainant of the decision in writing. A copy will be forwarded to the Superintendent for the Board of Education.

12. If the decision affects only the complainant's school, the building administrator will implement the recommendation.

13. If the decision affects more than the complainant's school, an assistant superintendent will implement the recommendation.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

Title

_____Textbook

_____Library Book

_____ Other _____ (specify)

Author

Publisher/Producer/Distributor

Your name School

Your address

City State Zip Telephone

1. To what in the material do you object? (Please be specific; cite pages.)
 2. Did you read or view the entire work? What parts?
 3. What do you feel might be the result of reading, viewing, or using this material?
 4. What do you believe is the purpose of this material?
 5. Have you read reviews of this material by critics?
 6. What would you recommend be done about this material?
- Signature

Return this form to the administrator of your school

RECONSIDERATION OF INSTRUCTIONAL MATERIAL

Title

Author/Publisher/Producer/Distributor

School where complaint originated

1. What are your reactions to the objections stated in the "Request for Reconsideration"?
2. What is your evaluation of this material in relation to the criteria in 6171 Guidelines?
3. What is your evaluation of this material in regard to its content, illustrations, purpose, etc.
4. In your judgment, this material is appropriate for what age and grade levels?
5. What action do you recommend should be taken regarding this materials?

18. District Online Catalogs & Electronic Resources

The Library Services department within CCS is the central library resource office for Columbus City Schools. We provide an online catalog [Follett Destiny](#) and [INFOhio electronic resources](#) to the Library Media Centers.

19. Accepting Gifts/Donations

Unless prices are provided, the following default prices are for gift items:

Books \$20.00

Paperbacks \$10.00

Reference \$50.00 (subject to the value of the item)

CDs \$15.00

eBooks \$30.00

DVDs \$20.00

Any gifts or donations that exceed \$1000 in the calendar year must be approved by the Columbus Board of Education.

20. Book Fair Guidelines

A Book Fair promotes reading as a recreational activity and is a source of revenue to a school library. A Book Fair should be a calendar event and carefully planned. The best months to host a book fair would ideally be October through April although it is acknowledged that it is ultimately under a school's discretion and the treasurer deadline.

Students' participation will not interfere with their instructional time during the school day. Students should attend during their free time such as lunch, recess or study times. Ideally, a book fair can coincide with other evening events such as parent/teacher conference.

Library Media Specialists and Library Assistants should not be using instructional time to assemble and disassemble the book fair display or for other additional duties such as bookkeeping.

There are several vendors to choose from such as Scholastic, Selections, and Barnes & Noble. **Check with your CCS building treasurer to identify pre-approved vendors and to understand the fundraising procedures and timelines.**

~~All proceeds collected from school book fairs should be processed through the library line item of the school's budget in Munis.~~

21.Circulation Policies

A circulation record must be maintained to insure proper record keeping and serve as a basis for overdue notification. Circulation statistics are noted on the Quarterly Reports.

The following chart details the district circulation profiles:

Patron	# of Checkouts	Duration	Checkout Limit w/overdues	Bill Threshold
Elementary	2	1 week	4	\$50.00
Middle School	4 (includes textbooks)	2 weeks	4	\$50.00
High School-grades 9-11	4 (includes textbooks)	2 weeks	4	\$50.00
High School-grade 12	4 (includes textbooks)	2 weeks	4	\$50.00
Faculty	100	6 weeks	100	\$2500.00

Overdue Materials

Elementary School Libraries

Students with overdue library materials will be restricted from borrowing additional materials equal to the number of overdues (or up to four items total according to circulation policies), until the items are returned or replacement fees have been settled. At the Principal's discretion, borrowing may be fully restricted or permitted. The library associate will print overdue notices on

a regular basis and will deliver them to students and their parents via the classroom teachers. The library associate may mail overdue notices to parents of students with long overdues.

Long term borrowing restrictions should be avoided. At minimum, the library associate will review the list of long overdues with the building principal before the end of each semester. The intent of this review is to determine how best to clear all student library records in order to restore borrowing privileges. A solution may involve working with a student's classroom teacher to insure that his/her checked out books remain in a designated location in the classroom.

The recommended procedure is for library materials overdue more than 60 days be marked lost, thus initiating a replacement fine in Destiny. If the item is found and checked in or paid for the fine will be resolved and clear the students record in Destiny. ***See New Student Fee Request Form in the Appendix. The building secretary has the ability to view payments made in Infinite Campus and run reports.**

Students with overdues will continue to have full access to library activities and materials during their scheduled visits to the library. Students with overdues may not be singled out while in the library, i.e. these students must not be restricted to designated seating areas, have their overdue status announced in front of the class, etc.

Year-end elementary and middle school overdue/lost fines and end/new year procedures

Elementary students who still have missing or damaged library book fines unpaid at the beginning of the school year will have their account cleared and start the school year with a clean slate. This is due to our philosophy that issues, which may be beyond their control, such as living in multiple households or attending an after school childcare facility daily, should not penalize the students.

Library associates will clear these accounts when they start back in August so they can begin the year without the stigma of not being able to check out. **If no payment has been made for the fine, the fee can simply be voided in IC, with a comment explaining why it was voided.**

The library associates will be sure students starting middle school (usually 6th graders) have their accounts cleared as well so the students can begin checking out in middle school without the stigma of a fine owed. However, the expectation is, from middle school until they are seniors, the fines will follow them from year to year. Middle school librarians will need to advise students that this is different because now they are older and more mature.

High School Libraries overdue/lost fines and end/new year procedures

Students with overdue books may be restricted from checkout, with the exception of materials necessary for class assignments. Such *required* materials may have limitations made, such of use in library only, or one-day checkout, to ensure no additional loss of district property. Long overdue books (60 days or more) may be considered and marked lost thus moving a replacement fine into Destiny along with any fines for damaged materials.

Fines for library materials may move from one grade in high school to the next, including from middle school to high school.

22.Student Fees, Fines, and Charges-Board Policies

Lost Materials

- Non-return of library materials is a violation of ORC 3314.642.
- Overdue items are not charged a daily overdue fee.
- Items overdue for more than 60 days are considered lost. At this time the library associate will change the status in the library automation system from 'overdue' to 'lost.'
- All school library patrons who lose library materials will be notified and charged the original retail price of the lost item. As an alternate, an identical replacement copy in new condition may be donated to the library. At the principal's discretion, fees may be reduced or waived. In some cases PTAs have agreed to pay for lost book replacement costs under special circumstances.
- Receipts will be given for bills paid and records will be kept in the school office so that refunds may be provided if the items are found and returned in good condition before the end of the school year in which they were lost.
- Refunds may not be given in future school years as it is reasonable to expect that the money has already been spent on a replacement or alternative item.
- If a payment was made, a Refund Request Form (attached) would need to be submitted in order to refund the money to the student/parent and update IC (which would be done by Haley at Central Enrollment)
- The school office will communicate in writing with the library about paid fines so the libraries can clear that student's record in the library automation software.

Damaged Materials

- If an item is returned in a condition such that it cannot be repaired and returned to circulation and this condition is due to negligence on the borrower's part, then the patron will be charged the retail cost of the item.

Board Policy 6152

<https://www.boarddocs.com/oh/columbus/Board.nsf/Public?open&id=policies#>

Nonpayment of Fees

In accordance with O.R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. No student will participate in graduation ceremonies or have transcripts/records sent until all financial obligations are satisfied. Seniors shall be notified in writing at the beginning of their

senior year of any outstanding unresolved financial obligations passed on from previous years. Students may not participate in extracurricular activities unless all financial obligations are satisfied.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by federal and state laws.

Legal reference: Section 3313.642, Ohio Revised Code.

Amended: 06-29-10

23. Interlibrary Loan Guidelines

Columbus City Schools' libraries house a variety of materials that support and enhance the curriculum and meet the needs and interests of students and staff. However, no single school library can meet every curricular and individual need. As a result, our schools participate in an interlibrary loan program. The interlibrary loan program allows the sharing of resources throughout the school district. The program should, however, not replace ongoing collection development for individual schools.

Interlibrary loan (ILL) requests are to be made through the Library Media Specialists or Library Assistants at the borrowing and lending schools. Generic requests to all librarians are discouraged. The borrowing librarian is to first check the online catalogue for materials' availability, and then contact the librarian whose collection includes the desired materials. Contact between librarians may be made via e-mail, telephone, or interschool mail. Although all schools are expected to participate in the interlibrary program, a Library Media Specialist or Library Assistant may chose not to loan fragile, expensive, new, or popular items.

Following the guidelines below will help to ensure a positive interlibrary loan experience for all involved.

Borrowing Library

- Exhaust choices from the local collection before making a loan request.
- Be specific. Request materials by titles and call numbers.
- Contact only those libraries that have wanted materials.
- Verify that the requesting patron is likely to return borrowed materials on time and without damage.
- Return borrowed materials in timely fashion.
- Notify the lending library if there are problems with the materials.
- Check out volumes from a class set to individual students, not the entire set to the teacher.

Lending Library

- Respond promptly to loan requests.
- Notify the requesting library immediately if there is a problem with materials.
- Ensure all materials for loan are marked with the name of the lending school.
- Send requested materials by school mail, delivery services, or other arranged means.
- It is good administrative practice for librarians to track their ILL's both as the lending and borrowing library. The accompanying form is a tool for doing so.

InterLibrary Loan Tracking Worksheet

Borrowing Library / Patron		Lending Library	Date Requested	Date Received	Date Checked out	Date Returned	Date Returned from ILL

24.Social Media Guide

The proliferation of social media on the World Wide Web is changing the face of education and how educators teach and interact with their students. Using social media to achieve a defined instructional outcome is enriching to both students and educators.

Social media incorporates mobile and web-based technologies to engage user interactions within the Web, sharing ideas, facts, images, text, and other multimedia communications. These applications engage the user in the creation, collaboration, dissemination and interactive discussion of user generated content in online virtual communities, either public (open) or private (closed). Examples of social media communities are Facebook, Edmodo, Ning, blogs, wikis, and Twitter.

The Acceptable Use Policy (AUP) delineates the terms for using the district's computers. Everyone, students and staff alike, must agree to follow the policy before accessing the Internet through district resources. The district is also required by The Children's Internet Protection Act of 2000 to protect students and educators by providing filtering from potentially harmful or inappropriate sites. However, filtering doesn't block access to every inappropriate website. Educators should be familiar with the district's AUP and evaluate all sites before use.

Internet safety can be a greater concern with the use of social media. Some practices to ensure students are safe on the Web are listed below:

- Educate students BEFORE they go online. CCS Library Services has compiled a list of websites and lesson plans that deal with Cyber Safety.
- Monitor your students. A controlled lesson with defined outcomes gives stability if you are just starting to use social media.
- Establish guidelines for reporting and handling any problems that might occur while your students are online.
- Keep in mind that there is no right to privacy while using Columbus City Schools' equipment, networks, and portals. CCS retains the rights to monitor, edit, remove, and pursue violations of its AUP.

- ***Think Before You Click!*** Work on the assumption that anything that's posted on the district's network could be hacked and exposed to everyone on the internet.

25. Weeding Guidelines

Weeding is an essential part of maintaining an up-to-date, pertinent collection. A good time to do this removal or weeding occurs when inventory is being done. A Library Media Specialist should consider the following when determining which materials to discard or keep.

Considerations for Removal

1. Physical condition – broken binding, falling apart, torn or missing pages, writing or other damage
2. Copyright date – inaccurate information, outdated topic, and/or short-lived materials
3. Content – support for curriculum
4. Circulation – number of checkouts, date of last check-out

Considerations for Retaining

1. Classics, award winners, inclusion on required reading list
2. Out-of-print items that might be part of curriculum requirements
3. Items of local interest or history
4. Material unique in terms of content, format, and/or illustrative technique
5. Resources that are necessary for unbiased representation in subject areas
6. Extremely expensive items

In Destiny, reports may be set up to list titles based on publication date, last check-out date, and number of checkouts. It is also suggested to do a Titlewise Analysis in Titlewave. These reports would aid in selecting titles for discard.

Once weeding is complete, the following steps should be followed:

1. Delete item/s in Destiny
2. Remove or black-out barcode/s
3. Remove card and pocket

4. Black out any reference of the school and the district

Boxes of obsolete and/or damaged volumes should be sent to Book Processing at Hudson Center for recycling. Boxes should be clearly marked “Pulp.” Small amounts of discarded items may be put into recycling cans within school buildings.

26. Textbooks

Middle and high schools will be provided textbooks and ancillary materials free of charge based on course enrollment. Book Processing will compare course enrollment with their perpetual inventory to determine if additional materials should be provided at no charge. Special software, not related to the library software, is used to distribute, track and collect textbooks. Each building has a dedicated textbook person. The building librarian may choose to be the dedicated textbook person.

Questions and guidelines for textbooks should be directed to Book Processing, Donald Jackson, at 365-5059.

27. Quarterly and Annual Reports

Please complete all quarterly reports using the **CORRECT** Google Form. Form address will be sent via email approximately one week before the due date. Quarter Reports links are also available below. **You must be signed into your CCS Google Account to access the Form.**

Report	Start Stats Date	Stop Stats Date	Due Date	Days
1st Quarter Report	August 23, 2018	October 19, 2018	October 26, 2018	41
2nd Quarter Report	October 22, 2018	January 18, 2019	January 25, 2019	47
3rd Quarter Report	January 22, 2019	March 22, 2019	March 29, 2019	44
Annual	August 23, 2018	May 30, 2019	May 31, 2019	174

Report				
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Remember: Do NOT Count Snow Days!

Please email annual reports to libraryreports@columbus.k12.oh.us by the established due date with your principal copied on the email (in lieu of getting is signed by your principal). Please include the School name in the subject line of the email.

28.End of Year Procedures-Closing the library

Libraries are to remain open until the last day for students. **Last day to checkout books is May 3 for Seniors and May 10, 2019 for grades K-11.** See below for compulsory return dates:

Compulsory Return Date:

Traditional Schools:

- Seniors - May 10, 2019
- K-11 - May 17, 2019

Year-round Schools:

- Woodcrest ES
K-12 - May 24, 2019

Annual Reports: Please email all Quarterly Reports and the Annual Report to libraryreports@columbus.k12.oh.us by the due date, and copy the building administrator on the email.

This is a reminder for the “**Library End of Year Cleanup Tasks**”

1. Remove or suspend scheduled reports in Destiny.
2. Cancel any remaining holds from the current school year by running the **Expire Holds** report (My Circulation Tab).
3. Clean up your Interlibrary Loan Items.

Equipment: Secure/store all computers, monitors, scanners, and eReaders.

Inventory: Conduct an annual inventory and prepare an Inventory Report. Email the report to libraryreports@columbus.k12.oh.us by the due date and copy the building

administrator on the email. Ideally, all item scanning for inventory should be completed before spring break.

New Student Fee Request Form

School: _____

Fee: _____

Description of Fee: _____

Fee Amount: _____

Account Where Funds Will Be Received:

Fund _____ SCC _____

Can this fee be assessed more than once to a student? Yes No

Are recurring payments allowed? Yes No

Requested By: _____

Building Principal: _____

For Office Use Only:

Fee Name: _____ Charge Code: _____

Approved By: _____