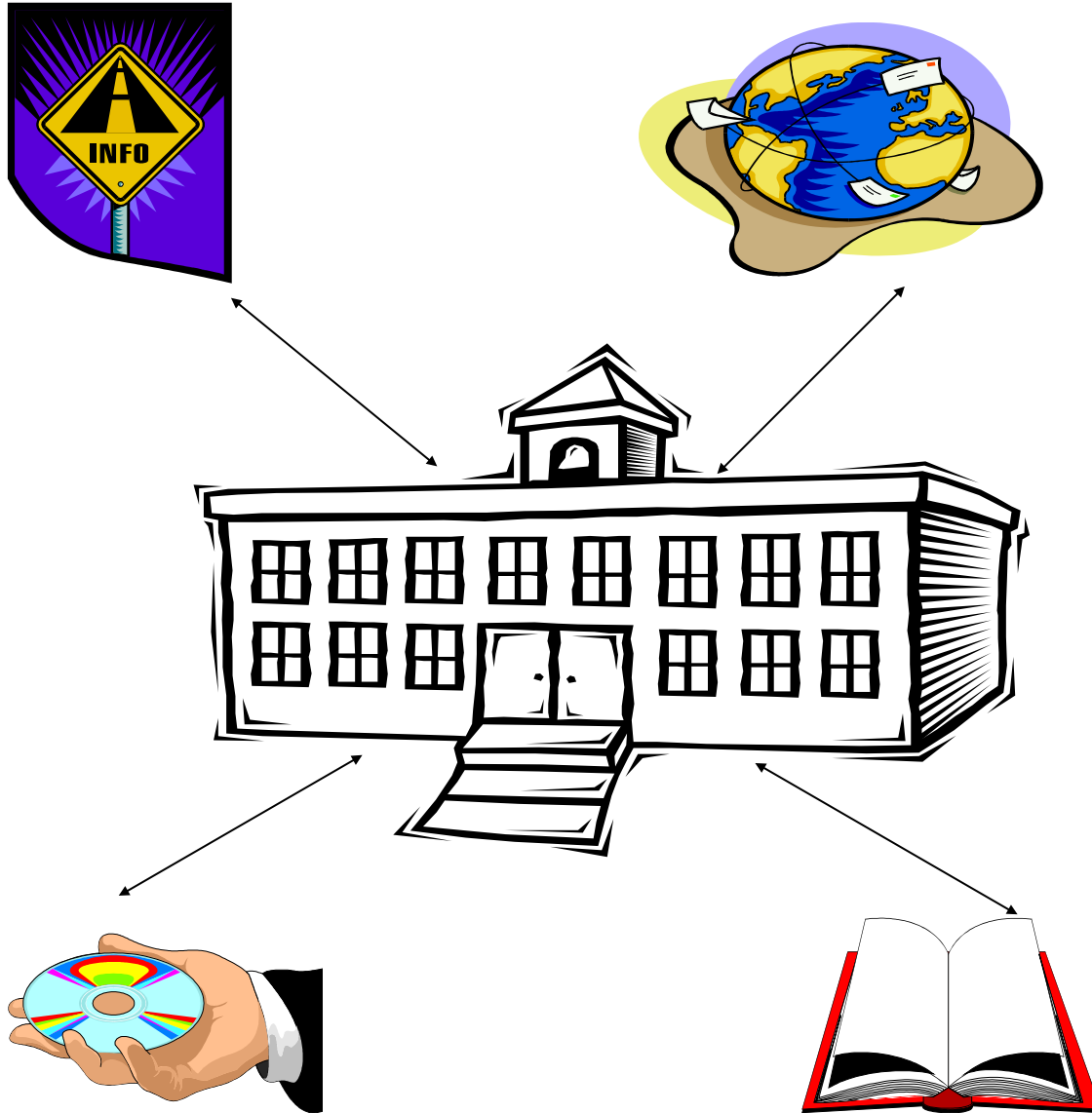


LIBRARY MEDIA CENTER

COLLECTION DEVELOPMENT

INTERNET ACCESS & USE

POLICY



Burlington School District RE-6J
Burlington Colorado

Adopted as Policy: March 19, 1997
Revision Date: April 19, 2000

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MISSION STATEMENT

The mission of the Burlington School District RE-6J Library Media Centers is to provide materials that support, and supplement the curriculum of its course offerings, assist in developing critical thinking skills in students, and encourage the development of life long learning skills.

PHILOSOPHY

A library media program represents a combination of resources that includes people, materials, machines, facilities and environments. The library media center promotes the intellectual, cultural, social and ethical development of faculty and students. It provides materials, both print and non-print, and their accompanying technologies to extend and deepen the experiences encompassed in the curriculum. It offers a wide range of materials on all levels of difficulty with diversity of appeal, and the presentation of different points of view. Students and faculty are encouraged to become more productive citizens by developing life long learning skills.

GOALS:

1. Critical thinking: Encourage students to use the higher cognitive domain of analysis and inference by providing such materials to faculty and staff.
2. Political Understanding and Citizenship: Enrich the social studies curriculum by providing up-to-date materials and resources which will explore current local, national, and world political trends and issues.
3. Human relations: Provide materials that are conducive to individual and group learning situations.
4. Personal health: Provide the materials and resources necessary to develop an awareness of physical, mental, and social health and well being as well as issues relating to peer pressure and a drug free lifestyle.
5. Emerging technologies: Serve as a resource for telecommunications, and new technologies that students will inevitably encounter in our society.
6. Economic and occupational development: Provide materials and resources necessary for students to choose and pursue their occupational interests and enhance their economic development skills.

PURPOSE

Burlington School District RE-6J and the Library Media Centers subscribe, in principle, to the statement of policy on library philosophy as expressed by the American Association of School Librarians "School Library Bill of Rights" (copy of which is appended to and made a part of this policy, Appendix A). The Burlington School District RE-6J and Library Media Centers also operate under the principles as set forth in the 1989 Colorado Information Power: Guidelines for Colorado School Media Center Programs.

Furthermore, the purposes of the Burlington School District RE-6J Library Media Centers are to:

1. Provide faculty and staff with print and non-print materials, technologies and services that will result in meaningful growth and development of their student populations.
2. Provide an opportunity through library media experiences for faculty and students to develop helpful interests, and to make satisfactory personal adjustments, and to obtain desirable social attitudes.
3. Work with teachers in the selection and use of all types of materials, equipment, and technologies which contribute to the instructional program.
4. Participate with teachers and administrators in planning for continuing education and growth of faculty and staff members.

COPYRIGHT

It shall be the policy of the Burlington School District RE-6J Library Media Centers not to circulate materials that are known to violate copyright laws. The media specialist shall have the authority to remove items from circulation that are believed to infringe on copyright laws until the question has been resolved.

The Burlington School District RE-6J Library Media Centers may have in its collection materials that have not been licensed for public performance. When such materials are requested, it shall be the responsibility of the individual patron to assure proper use and compliance with copyright laws.

POLICY REVIEW

This policy shall be reviewed by the Burlington School District RE-6J media specialist annually. Recommendations for changes shall be made as necessary.

RESPONSIBILITY FOR SELECTION

Ultimate responsibility for the purchase of educational materials is legally vested in the Board of Education of Burlington School District RE-6J. The administration of Burlington School District RE-6J operates within the policies adopted by the Board, and in turn may delegate to the media specialist and/or other professional staff the responsibility for selecting materials.

A. Guidelines for selection:

1. The standards used in selection conform essentially to the American Library Association School Library Bill of Rights.
2. The media specialist and other designated professionals will select new materials by previewing these materials and or consulting current and retrospective bibliographies and professional review journals.
3. Administrators, subject specialists, teachers, students, and parents may recommend both print and non-print materials to be considered for purchase.
4. Gifts will be evaluated upon the same basis as purchased material and will be accepted only if they meet the standards for selection. The media specialist has the discretion to dispose of materials if they do not conform.
5. Cash donations and memorials: A "wish list" will be kept of materials the media specialist has designated as materials the Library Media Centers would like to purchase with cash donations and memorial monies. The media specialist will be responsible for the purchasing of such materials. The media specialist reserves all rights to dispose of the materials bought through this program through the annual weeding process.
6. Replacement of materials and duplication: In the process of weeding an item, it is at the discretion of the media specialist to replace the item, following the collection development criteria (such as in worn out materials). Duplicate materials can be purchased if the media specialist finds there is a great demand for such items.

ACQUISITIONS POLICY

All materials will be obtained from the most cost-effective and efficient source. Preference will be given to major suppliers that can supply a great percentage of the order in a timely manner. If materials are needed sooner, the media specialist may use local sources to obtain them.

EVALUATION OF THE COLLECTION

Evaluation of the collection will be based on the needs of the patrons and the collection development policy. Evaluation will be a continual ongoing process.

A. Weeding and discards:

To insure the collection meets the previously defined criteria in the policy, there will be removal of materials which are physically deteriorated, obsolete materials, materials which are factually wrong, or those materials which no longer meet the criteria specified in the policy. The process of weeding and discarding will be carried out annually, either by subject or by whole collection.

1. In weeding materials, one should consider the following criteria:

- Materials unused over a period of five to seven years.
- Books unattractive because of fine print, yellowed paper, and narrow margins.
- Materials out-of-date, with information no longer acceptable, especially in such fields as science and social science.
- Dilapidated materials whose covers are loose and pages are beyond repair or missing.
- Mediocre materials which are of low standards.
- Materials beyond the comprehension of the patrons or too simple to have appeal.
- Textbooks which are no longer useful for reference.
- Magazines which are no longer of value for reference or class use. These will be discarded at the end of each year.
- Relevancy of material to curriculum and student interest.

RECONSIDERATION OF CHALLENGED MATERIALS

Despite the care taken to select appropriate and valuable materials, and the qualifications of the persons involved in the selection, occasional objections to a selection are made. When such objections occur, principles of freedom of information and the professional responsibility of the staff are defended rather than the specific materials.

Parents and guardians requesting permission to examine materials must be a resident residing within the attendance area of, or have a student enrolled in, the school in which the material was viewed or used. Should such persons meet the aforementioned qualification, materials may be examined in the school Library Media Centers in a way so as not to disrupt the normal operations of the Library Media Centers and staff.

If a complaint is made, the procedure is as follows:

1. School personnel are to be courteous to the complainant, make no commitment, advise complainant to arrange a conference with the district media specialist at the school, and notify the building administrator of the complaint.
2. It is the complainant's responsibility to arrange a conference with the district media specialist.
3. At this conference the district media specialist will invite the complainant to file his/her objections in writing on the form "Request for Reconsideration of Library Media Centers Materials" (Appendix B).
4. A complainant who does not complete and return the form receives no further consideration.
5. Upon receipt of the completed form the district media specialist will request review of the challenged material by the Burlington School District RE-6J Library Media Centers Advisory Committee, which will include representation from library media personnel, administration, teachers, parents, and when appropriate, students. All of whom must reside in, or be employed by Burlington School District RE-6J. When a textbook or other curricular material is being challenged, the superintendent will make certain that appropriate grade/subject area representatives are included on the committee. This committee must meet within two weeks and come to a conclusion in four weeks. Meetings may be public or in private. In either case, the contesting parties and the district media specialist must be allowed to attend as observers only. The superintendent will notify all Board members that such a review is being conducted.
6. The committee takes the following steps after receiving the challenged material(s).
 - Reads the book, views, or listens to the material in its entirety, and completes the recommended checklist (Appendix B).
 - Checks general acceptance of the material by reading reviews and consulting recommended lists.

- Determines the extent to which the material supports the curriculum.
 - The committee meets as a group, and jointly completes the checklist, which is then given to the superintendent.
7. Upon receipt of the checklist, the superintendent conveys the decision of the committee to the complainant and notifies the district media specialist and Board of Education.
 8. If the committee decides to remove the material, the district media specialist may appeal the decision of the committee at the next regularly scheduled Board meeting. The decision of the Board of Education shall be binding on the district media specialist.
 9. Should the complainant wish to appeal the decision of the review committee, further review will lie with the Board of Education as described above. Further appeals by the complainant must be made through the courts of our judicial system.

PERSONNEL

Job Descriptions:

Media specialist: The district media specialist reports to the superintendent or designated person. Building media specialists report to the district media specialist and the building administrator. The media specialist shall be a certified person with the capability of performing administrative, educational, technical, and professional duties and services.

- Administrative:

1. Develops policies to implement the Library Media Centers program.
2. Administers the budget.
3. Plans and evaluates the Library Media Centers program.
4. Organizes public relations activities.
5. Develops functional library media center arrangements.
6. Cooperates with other school library media specialists.
7. Cooperates with local and regional library systems and the BOCES media specialist.

-Educational:

1. Provides instruction in the use of library media services and resources.
2. Provides staff and students with library media services and resources.
3. Builds a collection of materials appropriate to the educational programs of the district.
4. Provides materials for the professional growth of faculty.
5. Assumes an active responsible role in special activities.
6. Works closely with faculty to promote effective use of the Library Media Centers and its resources.
7. Provides instruction and information on new and emerging technologies.

-Technical:

1. Establishes efficient acquisition procedures.
2. Establishes efficient processing procedures.
3. Provides an up-to-date collection of materials and technologies.
4. Keeps the collection in good order and condition.
5. Compiles and maintains essential records and statistics of library media center operations.
6. Assures easy access to the collection.

-Professional:

1. Assumes an active role in professional organizations and activities.
2. Continues to acquire knowledge through inservice and academic courses.
3. Maintains an effective relationship with patrons, faculty, staff, and the community in general.

-Other projects:

1. Other projects are completed as appropriate to provide high quality library media services.
2. Other duties as assigned.

Support Staff: Support staff report to the media specialist. Support staff include, but are not limited to paid persons, student workers, cooperative work experience students, and volunteers.

Mission: All responsibilities listed here are essential to an adequate library media program. Library media specialists should have the responsibility for determining the degree to which the components can be implemented in the local situation.

School library media support staff perform both clerical and technical responsibilities.

I. Clerical responsibilities include:

A. Assuming general secretarial responsibilities

- Types
- Files
- Duplicates materials
- Assists with record keeping
- Operates computers

B. Compiling statistics

- Records circulation and other service information
- Follows processing procedures established by the media specialist

C. Maintaining inventory of and ordering supplies through the proper purchasing channels.

- Checks supplies
- Prepares order lists

D. Circulating print and on-print materials

- Assists with circulation process
- Shelves materials
- Assists with inter-library loan process
- Compiles overdue records

E. Performing other duties as assigned.

- II. Technical responsibilities include:
- A. Assisting faculty and staff with location and use of materials and equipment.
 - Answers directional questions
 - Demonstrates proper use of equipment and hardware
 - Operates audiovisual and production equipment
 - B. Maintaining Library Media Centers catalogs
 - Adds entries
 - Withdraws entries
 - C. Performing preventive maintenance and minor repairs on equipment
 - Changes lamps and other easily replaced parts
 - Cleans and lubricates equipment parts
 - D. Preparing displays
 - Gathers necessary materials
 - Displays materials appropriately
 - E. Scheduling use of and making delivery arrangements for materials and equipment
 - Maintains records of rental materials and equipment if any
 - Coordinates use of materials and equipment
 - F. Assisting with preparation of bibliographies
 - Organizes bibliographic information
 - Prepares information in appropriate format
 - G. Maintaining media collection
 - Reads shelves and files
 - Withdraws items as directed by the media specialist
 - Mends and repairs items
 - Assists with inventory
 - H. Performing other media center duties as assigned.

APPENDIX A

SCHOOL LIBRARY BILL OF RIGHTS for School Library Media Centers Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts the responsibility of the school library media center is:

To provide materials that will support the curriculum, taking into consideration the individual's needs and the varied interest, abilities, socioeconomic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.

To provide qualified professional personnel to serve teachers and students.

APPENDIX B

Request for reconsideration of Library Media Centers Materials

School _____

Please check the type of material:

☐ Book ☐ Film ☐ Record

☐ Periodical ☐ Filmstrip ☐ Kit

☐ Pamphlet ☐ Cassette ☐ Other

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____

Telephone _____

Address _____

City/State/Zip _____

Complainant represents:

_____ Him/Her self

_____ An organization (name) _____

_____ Other (specify) _____

The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. To what material do you object? (Be specific, cite pages, frames in a filmstrip, film sequence, etc.)

2. What do you believe is the theme or purpose of this material?

3. Why do you believe this material is inappropriate for school use?

4. For what age would you recommend this material?

5. Are there any desirable features about the material?
Please comment.

6. In its place, can you recommend material that would accomplish the educational objective intended in the original material?

7. Did you read the book, view, or listen to the material in its entirety?

_____ Yes

_____ No

8. Do you approve of presenting different points of view in the media center?

_____ Yes

_____ No

Signature of complainant _____

Date _____

Please return completed to the principal.

**Checklist for Burlington School District RE-6J
Library Media Centers' Advisory Committee's Reconsideration
of Materials**

Title: _____

Author: _____

Purpose: _____

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable:

For children? _____ Yes _____ No

For young adults? _____ Yes _____ No

If both are marked no, for what age group would you recommend this material?

3. Will reading and/or viewing and/or listening to the material result in a more compassionate understanding of human beings? _____ Yes _____ No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?

_____ Yes _____ No

5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

_____ Yes _____ No

Content:

1. Does the story about modern times give a realistic picture of life as it is now?

_____ Yes _____ No

2. Does the story avoid an oversimplified view of life? One which would leave the reader/viewer/listener with a general feeling that life is sweet and rosy or ugly and meaningless?

_____ Yes _____ No

3. When factual information is part of the story, is it presented accurately?

_____ Yes _____ No

Computing and Network Services Terms, Conditions, and Internet Contract

The computing services of School District RE6J (including Internet access) are provided as a privilege to support open research and education in and among US research and instructional institutions, plus research arms of for-profit firms when engaged in open scholarly communication and research. Use for other purposes is not acceptable.

Specifically Acceptable Uses:

1. Communication in connection with research or instruction.
2. Communication and exchange for professional development or debate issues in a field of knowledge.
3. Use for university association, government advisory or standards activities related to the user's research and instructional activities.
4. Use in applying for or administering grants or contracts for research or instruction, but not for fundraising or public relations activities.
5. Any other administrative communications or activities in direct support of research and instruction.
6. Announcements of new products or services for use in research or instruction, but not advertising of any kind.

Specifically Unacceptable Uses:

1. Any for-profit activities or use by for-profit institutions.
2. Political lobbying.
3. Extensive use for private or personal business.
4. Computer hacking and deletion of files deemed not the user's property.
5. Creating, transmitting or viewing content of an obscene, illegal or offensive nature. This includes pornographic material.
6. Chat rooms, including "Instant Messengers" such as MSN Messenger, AOL Messenger, Yahoo Messenger.
7. Use of the network in such a way as to disrupt the use of the network by others.
8. Using someone else's account.
9. Any other activity deemed contrary to the Specifically Acceptable Uses.

This network access is offered to you and other members of the Burlington School District as a privilege. It is offered solely as an educational tool. Please use it that way. All material transmitted or received using a School District provided account will be considered the property of the District and may be reviewed to ensure that its use stays within the acceptable guidelines. The District may discontinue any or all access to computing, network and Internet services at any time.

STUDENT

Burlington School District RE-6J

Page 18 of 18

First Reading: October 19, 2000

Adoption Date: November 15, 2000

Consequences:

This contract is considered to be your warning. No additional warnings will be given. The following actions will be taken on the first violation.

1. Any illegal activity will result in immediate termination of computing, network and Internet services, school disciplinary action and legal prosecution.
2. Any willful damage to equipment, including hacking or deletion of software, which leaves computers or equipment unusable to others, will be dealt with according to Board policy on vandalism.
3. Any use outside of acceptable guidelines will result in the loss of computing network and Internet services for the remainder of the school year or longer, possible school disciplinary action and/or appropriate legal action.
4. Any use after privileges have been revoked will be subject to school disciplinary action and prosecution for computer hacking and trespassing.

Contract Portion of Document:

I have read and understand the Terms and Conditions of Computing, Network and Internet services. I will abide by the stated Terms and agree to the Consequences.

Student's Name _____

Student's Signature _____ Date _____

Parent or Guardian (If the applicant is under the age of 18 a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student I have read the Terms and Conditions for use of Computing, Network and Internet Services for the Burlington School District. I understand that this access is designed for educational purposes only. I recognize that it is impossible for Burlington School District to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

Parent or Guardian _____

Signature _____ Date _____

Daytime Phone Number _____

Evening Phone Number _____

Consequences:

This contract is considered to be your warning. No additional warnings will be given. The following actions will be taken on the first violation.

1. Any illegal activity will result in immediate termination of computing, network and Internet services, school disciplinary action and legal prosecution.
2. Any willful damage to equipment, including hacking or deletion of software, which leaves computers or equipment unusable to others, will be dealt with according to Board policy on vandalism.
3. Any use outside of acceptable guidelines will result in the loss of Internet services for the remainder of the school year or longer, possible school disciplinary action and/or appropriate legal action.
4. Any use after privileges have been revoked will be subject to school disciplinary action and prosecution for computer hacking and trespassing.

Contract Portion of Document:

I have read and understand the Terms and Conditions of Computing, Network and Internet services. I will abide by the stated Terms and agree to the Consequences.

Staff's Name _____

Staff's Signature _____ Date _____

(District's Copy)