
-Compiled by Mariesha Robinson, Librarian

“Imagine Greatness”
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“Imagine Greatness”
Mission Statements

Mission
The mission of the Northside High School Library is to ensure that all students have equitable access to necessary resources at all times, to further their understanding of content, and enrich their learning environment. The Northside High School Library hopes to provide students with access to a variety of informational formats to further their educational pursuits, while encouraging a lifelong love of reading.

Students have the right and freedoms to access information with a variety of content to read, listen, view and evaluate (Constitution of the United States, First Amendment). A student’s right to use the library will “not be denied or abridged because of origin, age, background, or views” (ALA, 2012).

Department of Education Mission Statement

The mission of the Mississippi school library is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate and apply information using a variety of print and electronic formats. The library media center supports the school’s curriculum and assists members of the learning community in becoming effective users of information. –The Mississippi School Library Media Guide, Mississippi Department of Education

The District Mission Statement

The North Bolivar Consolidated School District in collaboration with students, educators, parents, and the community is committed to developing 21st century learning and thinking skills through a rigorous, relevant and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world. –North Bolivar Consolidated School District

“Imagine Greatness”
Vision Statements

Program Vision Statement

The North Bolivar Consolidated School District is a place where children and adults are challenged to achieve full potential in their academic, creative, personal, physical, moral, and social development. We encourage students and the entire learning community to utilize technology in its many forms such as computers, tablets, electronic readers as well as any other electronic learning devices.

School Vision Statement

Northside High School is an exemplary 21st century learning establishment where graduates are college and career ready and are prepared to excel and compete in a diverse, complex, and ever changing society.

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Goals and Objectives

Goal No. 1: Northside High School Library will provide materials to meet the needs of all subject areas of studies as well as materials that expand on all subject areas included in the curriculum. OBJECTIVE: The librarian will become an integral part of curriculum and department meetings to ensure that all curriculum needs are met. Teachers are welcomed to turn in request for library materials that coincide with lesson plans. However, these materials will be housed in the library and open for all students and faculty members to use. EVALUATION: Teachers will be given a survey at the beginning of the academic year to evaluate the curriculum collaboration between the teachers and librarian.

Goal No. 2: The Northside High School Library will maintain a well-organized and well-labeled collection that provides a variety of books and resources that meet the interests of its users. OBJECTIVE: The librarian will work on a daily basis to ensure that both students and teachers will have a varied collection to help promote reading skills which will in turn increase overall reading comprehension scores. The library will house all print resources in organizational units (i.e. book shelves and magazine racks) with highly visible labels to help users find necessary materials. EVALUATION: All faculty and students will be given a survey at the end of the academic year to evaluate the overall library in areas such as use and collection resources. Also, test scores will be tracked to show the proposed increase in overall test scores due to an increase in student reading.

Goal No. 3: The Northside High School librarian will assist with acquisition of new technologies and provide instruction in their utilization inside the classroom. OBJECTIVE: The librarian will work with the school counselor and school district to purchase electronic resources and databases that will coincide with College and Career Readiness Standards.

Goal No. 4: The Northside High School librarian will begin a strong collaboration with teachers as instructional partners to develop research units. OBJECTIVE: The librarian, along with the Broad Street faculty, will begin a process of building a working model of group effort that will help student performance and increases test scores in all areas. The librarian will work with teachers on a one-on-one basis as well as the department as a whole and an instructional specialist. EVALUATION: Both teachers and the librarian will meet to help improve the shared relationship by the establishment of the Library Advisory Committee. The committee will consist of the librarian, principal, and teachers, parents and students. The committee will meet to discuss issues ranging from teamwork to collection analysis.

Goal No. 5: The Northside High School librarian will promote the legal and ethical use of copyrighted materials and provide students and Broad Street staff with information on copyright laws and fair use guidelines for education so that teachers and student share and participate ethically and productively as members of society. OBJECTIVE: The Northside High School librarian will conduct a general library tour and orientation sessions at the beginning of each academic year. During these "Imagine Greatness"
sessions, both students and teachers will be taught exactly what copyrighted materials are and how to both legally and ethically reproduce and utilize these particular materials. EVALUATION: Seeing both students and faculty members correctly reproducing and using copyrighted materials will show if that particular portion of the orientation program was effective.

**Goal No. 6:** The Northside High School Library will be an active informational hub for both the school and outside community. **OBJECTIVE:** This will be accomplished in three ways: the library will (1) provide access to information resources beyond the Northside High School physical collection, (2) keep abreast of information needs of the school by seeking information concerning new curriculum developments and departmental decisions, and (3) open its facility to students, staff, and the community to provide physical space for educational purposes. **EVALUATION:** All users of the Northside High School Library will have the opportunity to complete a survey, which will evaluate their use of the library, the services the library provides, and their overall rating of the library in general. These evaluations will help keep the librarian informed of the users’ needs when it comes to using the library and the resources.

**Personal Goals**

In keeping with the mission of the North Bolivar Consolidated School District, the librarian ascribes to the following professional and personal challenges:

1. Challenge students to become avid readers, researchers and independent users of the library’s resources.

2. Challenge students to strive to live up to the mission of North Bolivar Consolidated School District in every way. Instill in them the benefits they will gain in life by adhering to the mission statement. Encourage them to ask God for direction as they travel life’s road.

3. Make resources available that will help to educate the total child and equip each child with the tools to succeed and cope as productive citizens, critical thinkers and visionary leaders in any area of the world.

4. Instill in each child the importance of reading and the impact it has on every phase of their life academic ability and aptitude.

5. Do whatever is necessary to grow into the person that my fellow man can rely on in good times and in troubled times. Treat others the way I wish to be treated.

6. Always put God first and acknowledge him in all that I do. Treat others with respect and never debase or take away the dignity of another human being. Continue to seek the Lord for direction in helping to make the world a more peaceful place in which to live.

**“Imagine Greatness”**
“Imagine Greatness”
## Library Budget

<table>
<thead>
<tr>
<th>Number</th>
<th>Category</th>
<th>Per Student</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>652</td>
<td>Professional Journals/Books &amp; Periodicals</td>
<td>$6.00</td>
<td>$2000.00</td>
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<tr>
<td></td>
<td>Furniture &amp; equipment</td>
<td></td>
<td>$3500.00</td>
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<tr>
<td></td>
<td>Technology &amp; Audio-Visuals</td>
<td>$25.00</td>
<td>$1500.00</td>
</tr>
<tr>
<td>610</td>
<td>Supplies for library use</td>
<td>$3.00</td>
<td>$700.00</td>
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<td></td>
<td>Travel – Professional Workshops Dues</td>
<td></td>
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<tr>
<td>430</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$6825.00</td>
</tr>
</tbody>
</table>

The librarian will ask for the required amount allocated from the school budget to purchase books, periodicals, professional books and periodicals. Equipment will be purchased from the district funds. Other funds will be requested as well in order that the library may be able to replace old outdated and worn out books and materials. Each section will be upgraded on an on-going basis and as the need arises.

**2015-2016:** The entire non-fiction section needs be upgraded as well as the reference section especially encyclopedias and general reference books. (000-099) Additional funds need to be allocated for this to take place.

**2016-2017:** Regular budgetary amount and additional funds will be needed to rebuild the entire non-fiction section and update the professional collection. Funds will also need to be allocated to replace and repair broken and outdated equipment and upgrade technology.
Regulation library furniture needs to be placed in the library to make it more assessable and attractive to users of Northside library.

**2018-2019:** Regular budgetary amount and additional funds will be needed to provide new up to date computers and printers for student and teacher use, as well as, a copier for student and teacher convenience. In addition to funds for better technology, the library needs funds to build an E-book collection and add to the non-fiction collection. Funds should also be allocated to improve the overall appearance of the library beginning with the painting of the walls, new blinds, and library furniture.

**Operational Procedures**

**Hours of Operation**

The Northside High School Library is open Monday-Friday from 8:30a.m.-3:30p.m. Students are allowed to use the library anytime it is open during the day. Students must have a proper library permit allowing them to use the library resources and services.

Students must display the proper conduct while using the library. Rules for conduct as well as Internet usage will be discussed during orientation.

Teachers may schedule classes to use the library during the time the library is open. Discipline will be the teacher’s responsibility while their class is using the library. Teachers must also remain with students the entire time they are using the library. They must serve as a visibly presence of authority.

**Scheduling Policy for Classes**

Although we try to maintain flexibility in scheduling, we do have other duties and responsibilities to perform. Therefore, we found it necessary to schedule classes on Tuesday-Thursday only unless your class is already involved in a library assignment beyond Thursday (40% used for preparation and planning).

Your library usage request must be included in your lesson plan and a copy of your lesson attached to the visit form.

Students in good standing may check out one book at a time. Please encourage students to return books when they are due so that they will not incur an overdue fine of five cents per day. Notices will be sent to teachers.

Students who have books overdue will not be allowed to check out another book until the overdue book is returned.

We use an automated management system, Follett Destiny, to check all books in and out at the circulation desk. A number ID is assigned to each user and their ID number and or name may identify them.

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Books are cataloged and processed using the Dewey Decimal System of Classification for nonfiction books and FIC and the author’s initial for fiction books. Biographies and autobiographies are classified by the number 92 and the person about whom the book is written. And collective biographies are classified by the number 920 and the author’s initials.

Reference books are also a part of the library’s collection and may be used in the library only. They do not circulate and they are identified by the letters REF and the proper Dewey Decimal call number.

Bar codes have been assigned to all books and they will be scanned and checked in and out using the Athena Automated Management System.

Students using the library must sign in and out each time they enter the library. The sign-in book is located on the circulation desk for students to sign in and out. Please include any special needs or instructions you or your students may need during your visit. You must submit your visit form two (2) days before your scheduled visit.

**Technology Cart Rules**

All computers are to be put back in the original slot and the cart is to be locked before it leaves the teacher’s classroom. Make sure each computer is also hooked up to the chargers as well. The teacher is responsible for the carts once it leaves the library and while the students are using the computers. Computers will be counted by the librarian and teacher checking out the cart upon checkout and returning to the library.

**Circulation Policy**

All students are eligible for checkout unless they have lost or damaged materials, or their parents or guardian has requested borrowing privileges be withheld. Students may check out books, audio books, archived magazines, and select reference materials. Students will be limited to three items at a time, unless items are of high demand due to project assignments.

We ask students to return all books on time so as to not incur a book fine of five cent per day each day the book is overdue up to $10. We are automated through the Follett Destiny automated system. Students are assigned a circulation ID number and their names are logged into the computer. As they select books to check out the books are scanned at the circulation desk and dated for return. Since our resources in the reference section is limited, usually one copy per subject, we do not circulate reference books unless students are given special permission for special projects.

All books and materials are classified using the Dewey Decimal System of Classification which is a subject area and numerical system using numbers from 000-999 to classify and catalog all nonfiction books and materials. Fiction books are cataloged using the letter F and FIC and the first three letters of the author’s last name.

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**Lost/Damaged Items:**
Students are responsible for all library materials that are checked out to them. Students will be charged the replacement cost of an item that is lost or damaged beyond repair. Students must pay for the replacement of an item and receive a receipt before they will be allowed to check out additional library materials. If a lost item is found, the student may be reimbursed for the cost of the item if the item is returned by the end of the school year.

**Circulation Time Limits:**
- Books and audio books may be checked out for two weeks.
- Archived magazines may be checked out overnight only and will be due by 8:00 a.m.
- Reference materials may be checked out overnight at the librarian’s discretion and will be due by 8:00 a.m.

**Teachers/Staff:**
All staff members (teachers, administrators, paraprofessionals) may check out all library materials. These items include, books, videos, CDs, DVDs, AV equipment, mobile technology lab, etc. Check out procedures will be completed by the library staff and items will be date stamped with the due date, or posted on the library calendar for AV equipment and mobile technology lab. Teachers will have no limit on the number of items they can check out at one time.

**Lost/Damaged Items:**
Staff members are responsible for all library materials that are checked out to them. Staff members will be charged the replacement cost of an item that is lost or damaged beyond repair. Staff must pay for the replacement of an item and receive a receipt. If a lost item is found, the staff member may be reimbursed for the cost of the item if the item is returned by the end of the school year.

**Overdue Items:**
Staff with overdue items will be notified and given the option to renew the overdue item if it is not in demand by other staff members. There will be no fines assessed for overdue items.

**Circulation Time Limits:**
- Books, audio books, archived magazines, and reference materials may be checked out for six weeks.
- CDs, DVDs, and videos may be checked out for three weeks.
- AV equipment and the mobile technology lab may be checked out for two weeks.
- Any items that are not currently in demand by other teachers may be checked out for a longer period of time as necessary.

**Expensive Materials:**

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At times, the media center may purchase items which are particularly expensive and whose loss would be a financial burden. In this event, these materials will be placed on reserve and usage may be overseen by media center staff. Individuals needing access will contact library personnel.

The Circulation policy is published on district’s website for access by all patrons. It may also be made known through the student handbook, orientation, etc.

**Library Conduct**

Appropriate behavior and respect for all library patrons, staff, and faculty is expected from students while using the library. Below are some simple rules that students must follow while in the library; however, other rules can be found throughout the Broad Street High School Library Policies and Procedure Manual.

1) Food and drinks are not allowed in the library.
2) If furniture, books, and other print resources are used during visits, students are required to return it to the proper location. However, if materials are used and returned damaged, then the patron will be required to replace said material.
3) Students may only check out 1 book at a time, however if a student is in good standing in the library and demonstrates responsibility 2 or more books may be checked out. Student will be charged full price if the book is lost or returned beyond repair. Students will also be charged a late fine of .05 per day for each day the book is overdue. $2.00 will be the cutoff for overdue fees.

**Rules for Proper Use of the Library and Computers:**

1. No food or drinks will be allowed in the computer area.

2. Students will use only the computers that have been designated by the librarian and they will be closely supervised at all times.

3. Students must have a **LIBRARY PASS** from their teacher before signing in to use the library. The library pass will be provided by the librarian. Exception: during lunch hours.

4. Students will not be allowed to print banners, flyers or invitations for birthday parties or any other personal events. Nor will they be permitted to print promotional ads for businesses or any other non-academic materials. **Students must have the librarian’s approval before printing any materials.**

5. Any student downloading inappropriate materials or viewing restricted sites will be banned from using the computers in the library.

6. No games, videos or music will be allowed. Students may not check e-mail unless they have permission from teachers to retrieve assignments. They must also have the librarian’s approval.

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7. A Student will not be allowed to use the Internet unless he or she has a signed contract on file in the main office which was provided during registration.

8. Students must sign in and out when using a computer. In the library.

9. Students will not be allowed to logon to any social sites or networks in the library. Computers are to be used for school work only. **Any student using the computers improperly will be asked to leave the area immediately and return to class.**

   - For complete Internet Usage Guidelines, please see the NBCSD 2018-2019 Student’s Handbook.

**Sign-In Procedures**

Student must present the appropriate library pass in order to sign-in to use the library. Students must sign in and out each time they use the library. Time and date should be properly noted on the sign-in book that students will find on the circulation desk. Students will not be given written passes to class if they are late leaving the library. Students must have a library pass from their teacher. The pass has been e-mailed to each teacher and they are encouraged to print them as needed. If students have scraps of paper or anything other than a proper library pass they will be sent back to class. Students must leave the library in time to get to class on time. It is not the librarian’s responsibility to write late passes for students. Also, students will not be given a pass to anywhere else when they are using the library.

**Collection Development Policies**

**Selection Policy**

It is the policy of the North Bolivar Consolidated School District instructional department to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. The professional staff should provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. In selecting materials, principles outweigh personal opinion. Materials are considered for their quality and appropriateness.

**Responsibility for Selection of Library Resources**

- North Bolivar Consolidated School District Board is legally responsible for the selection of all instructional materials used in the district libraries.
- Responsibilities for actual selection shall rest with the professionally trained library personnel.

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The Northside High School professional librarian has primary responsibility for selecting library materials in accordance with the school’s curriculum and instructional program. While the responsibility for final selection and recommendation for purchase rests with the librarian for resources, suggestions will be welcomed from principals, teachers, and students. Selection is based upon evaluation:

A. by the professional library staff

B. in professional library tools and other review media

C. by other responsible professionals

Basic materials shall be adopted by the North Bolivar Consolidated School Board prior to their use in Northside High School Library except for materials authorized by the superintendent for trial use.

In selecting materials library staff, administrators, and faculty are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, standards adopted by the American Association of School Librarians, and the School Library Standards of Mississippi Department of Education.

The collection will be developed systematically, ensuring a well-balanced coverage of subjects, opinions, and formats and a wide range of materials on various levels of difficulty supporting the diverse interests, needs, and viewpoints of the school community.

### Criteria for Selection of Library Resources

- Materials should support the school and the district’s educational goals and policies, including the advancement of student literacy.

- Materials should be selected to support, enrich and extend the Northside High School curriculum and to encourage informational, educational, and recreational reading, viewing, and/or listening. Instructional materials shall stimulate growth in critical thinking, reasoning, and problem solving and support lifelong learning and workplace applications.

- Consideration should be given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels.

- Materials intended for student use should be appropriate for the subject area and for the age, social development, ability levels, special needs, and learning styles of students served by the collection.

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The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.

The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

In order to assure quality selection the following additional factors will be weighed as they apply: a) educational significance and/or contribution to the curriculum; b) informational or recreational interest; c) reputation and significance or the author, producer, editor and/or publisher; d) degree of potential user appeal; e) contribution to the variety in viewpoints offered on controversial issues; f) accuracy and currency of information; g) arrangement and organization of the material (for example, indices, glossaries, tables of contents, chapter headings, etc.); h) artistic quality, literary style or production values; i) readability levels; j) quality and variety of format; k) need for duplicate copies of extensively used materials; l) need to replace essential/required worn, damaged or missing materials; and m) value commensurate with cost and or need.

Resources will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

**Procedures for Selection of Library Resources**

The school library professional, in conjunction with teachers, and administrators, will be responsible for the selection of materials. In coordinating this process, the school librarian will do the following:

- Arrange, when possible, for firsthand examination of items to be purchased.

- Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible.

Among the sources to be consulted are: *Book Report; Booklist; Library Journal; School Library Journal* and other appropriate sources. Professional books lists and reviews published by the American Library Association, the National Council of Teachers of English, and H.W. Wilson Company are consulted in the selection of materials for the library media center.

- Consider recommendations from faculty and students.

- Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.

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o Purchase duplicates of extensively used material.

o Purchase replacements for worn, damaged, or missing materials basic to the collection.

o Determine procedure for preventative maintenance and repair of material.

The Northside High School Library adapts to the needs of its patrons and user community first and foremost; however, when it comes to formulating and following policies and procedures, the librarian begins with those written by the American Association for School Librarians, a branch of the American Library Association, and works down to those set by the North Bolivar Consolidated School District and the administrators of Northside High School.

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Reconsideration Policy and Procedures

Any Northside High School library patron – faculty member, student, or member of the community - may formally challenge resources used in the library on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those people in the school and the community who are not directly involved in the selection process. The Broad Street High School professionally trained librarian will explain to the questioner the school’s selection procedure, how the questioned library resource fits in the Broad Street High School education program, and any additional information regarding the particular library resource. The principles of the Freedom to Read Statement as well as the judgment of collection development staff will be defended, rather than the library resource as a whole.

Request for Formal Reconsideration

The questioner will be asked to fill out the “Citizen Request for Reconsideration of Materials” form. A copy of the completed form will be forwarded to the Superintendent of North Bolivar Consolidated School District. If the Northside High School librarian or principal does not receive a completed and signed form within two weeks, then the matter will be considered resolved. Within ten school days of receipt of the complaint, the Northside High School’s principal and superintendent will appoint a committee composed of the following persons to review the complaint: Principal, classroom teacher, district curriculum coordinator and one community member. The review committee will:

- Examine the challenged resource by reading critical reviews
- Weigh values and faults to be able to form opinions based on the material as a whole rather than on a particular set passages or section which can be taken out of context;
- Discuss the challenged resource in the context of the educational program;
- Prepare a written report to send to the questioner and to keep on file for future reference.

The said report of the committee will be forwarded to the superintendent of North Bolivar Consolidated School District who will inform the complainant of the results within 30 days of receipt of the complaint. No materials shall be removed from use until the committee has made a final decision. The decision of the committee is binding and complainants may not raise the same or substantially same challenge after the appeal has been decided and the matter considered closed.

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Weeding Policy and Procedures

Weeding is an integral part of collection development and is essential to rid the library of unsuitable and unnecessary resources. For accountability purposes, discarding an item because there is not room for it on the shelf is not acceptable. North Bolivar Consolidated School Board asserts that the responsibility of the Northside High School Library regarding weeding is:

- To provide quality library resources to support and enrich both the curriculum and the personal needs of students and faculty members alike
- To provide a more up-to-date collection and accurate reference information
- To make more effective use of space that allows library resources to be more visible and accessible
- To provide a more attractive collection to promote use along with encouraging patrons to care for library resources
- To provide feedback on the overall collection

The library has a plan for continuous, methodical weeding and review is implemented during the annual inventory.

Responsibility for Weeding of Library Resources

The responsibility for the weeding of resources from the library media center is entrusted to the professionally trained librarian who is employed by Northside High School Library. Northside teachers are invited to review the items marked for withdrawal.

Criteria for Weeding of Library Resources

Print Items

a. Physical appearance – Discard items that are worn out and cannot be repaired and those that have an appearance which discourages readers.
b. Outdated materials – Discard items in which the basic information and/or illustrative material is out-of-date.
c. Materials that contain incorrect information, that have been replaced with a newer edition or which contain biased or sexist terminology.

Weeding Specific Classes of Books (maximum age of materials)

- Ten Years: Encyclopedia sets, dictionaries, topical materials, atlases, and social sciences.
- Five Years: Almanacs, directories, books on mass media, descriptive geography, careers, and computers.
- Three Years: modern fiction titles (not classics).

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Other: Biographical sources, old editions of classics whose update format discourages reader.

The following library resources will not be weeded; however, they may be replaced due to poor physical condition: classics; local and state materials; materials published by or about the school which might be considered archival items (i.e. yearbook, student newspapers, and literary compositions, etc.

**Procedures for Weeding of Library Resources**

Weeded resources will be offered to outside sources in the following order: staff, students, and other libraries in the area. Weeded resources in bad physical condition will be discarded and if possible recycled. All information identifying the resource as library or school district property will be removed. Follow instructions in the computer system to delete the weeded copies.

**Evaluation**

Northside High School will continuously evaluate the quality of resources following the above-mentioned policy. The library will allow students and teachers to evaluate the Northside High School Library using a survey provided by the librarian. Northside High School will use the following assessments for student learning: book response, multimedia project, checklists, and rubrics.

**Gift Policy**

Organizations and individual parties may express interest in donating books, reference resources and other educational-related materials to Northside High School. A professional library staff member must review potential library donations using the following criteria:

1. Materials should be new or barely used, complete, and attractive.

2. Reference materials, including atlases, encyclopedia, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other resources in areas in which information quickly becomes outdated should be no more than three years old.

3. Fiction books, which are more than eight years old, will not be accepted with the exception of books by well-known young adult authors and classics.

4. All materials including reference, fiction and non-fiction, and other materials should be on the reading level and an interest of students enrolled at Northside High School.

5. Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.

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6. Textbooks, workbooks, standardized tests, most periodicals, pamphlets and catalogs will not be accepted.

Collection Analysis
The library’s collection currently consists of more than 5000 books. According to the Northside High School Library Policies and Procedures Manual, the library’s primary purpose is to provide resources to enhance the curriculum standards set forth by the North Bolivar Consolidated School District. The library media center’s mission is to “to support the stated goals and objectives of our school district by providing curriculum and technological support, research guidance, literature appreciation, and learning experiences for the students, faculty, staff, and patrons of the school community. The program fosters an environment that encourages inquiry and discovery through the use of organized, accessible resources. The school library media program aids students in becoming independent, lifelong seekers of knowledge who are capable of information retrieval and who value libraries and learning.” From the mission statement that the library views itself as a serious part of the school’s academic community, and that it does not function as a “dumping ground” for students and teachers.

Collection Analysis Method
The library media center analyzes the collection level by the Dewey Decimal System of Classification and material format. Each of the Dewey “hundreds” includes information about the overall weakness of the collection of the reference, non-fiction, fiction, teacher resource materials and several small special collections. Reference books and the entire nonfiction section need to be weeded and updated with newer and more appropriate books and materials. The professional collection also needs to be updated with books, professional periodicals and other materials that support the school curriculum and instructional program.

Improvements to the Collection
To improve the collection the librarian will work in collaboration with teachers when purchasing books and electronic resources. The librarian will set a five year improvement plan to upgrade and equip the library with the necessary resources to upgrade the library and make it more assessable to students and faculty as well as the entire learning community. The librarian will attempt to secure funding for this venture through proof that improving the library resources will enhance the instructional program at Northside High School. There is a total of five different selection criteria that a single purchase can be categorized as: 1) relevant to the curriculum; 2) relevant to student interest; 3) items which assist students and teachers to further their academic goals; 4) items which promote social and pleasure reading; and 5) items which reflect multiple points of view through a multicultural lens, including age, race, gender, religion, nationality, language, and professional or social status.

Collection Maintenance
The librarian is in charge of de-selecting items from the collection based on the MUSTIE acronym that is used in many school and small public libraries:

M = misleading, factually inaccurate
U = ugly, book is worn and torn, in disrepair

“Imagine Greatness”
S = superseded by a newer edition
T = trivial; or no real discernible value
I = irrelevant to the needs and interests of the school and community
E = elsewhere available; turn to public libraries and interlibrary loan for the subject

There is also an additional weeding criteria related to the age of the book in terms of copyright date.

**Network Acceptable Use Policy**

**Procedures for Online Usage by Students**
North Bolivar Consolidated School District is committed to offering the most current technological resources in instruction as is fiscally possible. The Board believes that access to the resources available through technology can serve a vast, diverse, and unique purpose within an instructional context, thus promoting educational excellence within district schools. The benefits gleaned from the valuable interaction, resource sharing, innovation, and communication stimulated by technological resources far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

With this availability of information comes the potential for access to material that is not considered of educational value in the context of the school setting. It is incumbent upon the user to ethically and legally, stays within strict guidelines established by the district. If a user violates appropriate use of the technology, the privilege of accessing the technology will be terminated or suspended at the discretion of the building administrator.

Refer to the North Bolivar Consolidated Schools Teacher Handbook and Student Handbook for the complete Network Acceptable Use Policy.

**Library Computer Use Rules**
1) Computers are not to be used as a gaming device during students use. 2) Downloading of games, music, or other programs and application are not allowed. 3) Formats, screensavers, desktops, icons, and properties should not be personalized or reformatted.

**Saving Documents**
Students may save documents for their use by using data storage drives formatted for proper use. Students will be responsible for keeping their own information safe and secure. Students must cite all sources properly in documents used in such a way as to decrease or eliminate plagiarism. Students will use their school Google account to create, save, and share documents.

**Using E-mail Wisely**
1. E-mail encourages informal communication because it is easy to use. However, unlike a telephone call e-mail creates a permanent record that is archived and often transmitted to others. Remember that even when you delete e-mail from your mailbox it still may exist in the system for some period of time.

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2. Be cautious about what you send and to whom. Do not say anything in an e-mail that you would not want to see published elsewhere or on the front page of the local newspaper. Remember that e-mail invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.

3. Beware of the "Reply All" button. Often your message only needs to be returned to one individual -- is the message really appropriate for and should it really take the time of everyone on the address list.

4. You can create liability for yourself and the North Bolivar Consolidated School District. For example, within or outside the district, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use e-mail to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and district policy. Make sure none of your activities violate any law or policy.

5. Please keep in mind that because of server problems and other potential delays, Internet e-mail can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.

6. Finally, beware of sending attachments. They may arrive garbled if the recipient is using a different e-mail system. Always send them to your own e-mail to see how they may look to others.

7. E-mail attachments can introduce viruses into the system, and you can introduce a virus into a recipient’s system by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet. If you do not know the sender of Internet e-mail, deleting it unopened is a safe way to go. While that should prevent activating a virus, it will not stop certain other infections (e.g., a logic bomb, a piece of code intentionally inserted into a software system that will set off a malicious function when specified conditions are met. For example, a programmer may hide a piece of code that starts deleting files (such as a salary database trigger), should they ever be terminated from the company.). Please do not open attached files ending in "EXE," "BAT," or "COM," as these files may be viruses or programs designed to delete data from the computer.

Using Internet Access Wisely
1. Be guarded about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the district's integrity.

2. Read the "License" or "Legal" contract terms on every site. Do not accidentally bind the North Bolivar Consolidated School District to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the North Bolivar Consolidated District equipment or Internet account.

3. Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site

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stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that it is the "government" and not a government-related entity such as the post office.

4. Be aware of the "Do you want a cookie?" messages (if you have configured your browser to get such messages). If you answer yes, whatever activity you perform in the site may be used by the owner or its advertisers to develop a profile about you or the North Bolivar Consolidated School District. It is possible that your browser is set to accept cookies without asking you each time.

5. You can create liability for yourself and the North Bolivar Consolidated School District. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the e-mail to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and North Bolivar Consolidated School District policy. Make sure none of your activities violate any law or policy.

6. Do not engage in any spamming or other activities that could clog or congest the Internet networks.

“Imagine Greatness”
Facilities: Northside High Library

Map/Layout

“Imagine Greatness”
Appendix A: 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. The North Bolivar Consolidated School District Superintendent, School Board of Trustees and librarians concur with this affirmation by adhering to the following:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

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


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Appendix B: Library Orientation

Policy: All incoming ninth graders will undergo a brief library orientation during scheduled English classes.

Purpose: To familiarize students with learning materials including the library resources necessary for searching, retrieval, organization, and citation of information in all formats.

Procedure: The librarian schedules and conducts the library orientation sessions with the necessary interaction with the teacher and students. The orientation class includes:

1. Library policies
2. Introduction to basic research process
3. Destiny Follett automated system, Card Catalog and or other electronic databases

Research Classes: However, any teacher can schedule an orientation for students to learn better ways to complete assignments in that particular subject. Teachers are asked to have a brief collaborative planning meeting with the library media specialist regarding orientation to ensure students receive the best information concerning researching methods.
Appendix C: Book Processing Formats

Processing Specifications:
Spine Label: 1 ½” measurement
Mylar: tape Mylar on dust jackets only

Cataloging Specifications: Sears Subject Headings
Fiction: FIC with first 3 letters of authors last name author’s surname FIC FAU
Nonfiction: Class number with first 3 letters of author’s last name 973 SMI
Individual Biography: 92 and first 3 letters of biographer name 92 AND
Collective Biography: 920 with first 3 letters of author’s surname 920 GRI
Reference: REF above class number with first 3 letters of author REF 800 SHA

Barcode and Automation System
Automation System – Destiny Follett
Data Format - MARC

Cataloging Software
Destiny Follett Management System
Circulation System
Destiny Follett Management System

Call Number Information:
Call Number Tag: Dewey Decimal System
Cutter Capitalization: Use all capital letters

Standard Option:
Nonfiction Call Number: Abridged Dewey Number/ Nonfiction Cutter (3)
Fiction Call Number: FIC/ Fiction Cutter (3)
Individual Biography Call Number: BIO/ Individual Biography Cutter (3) name of biographer)
Collective Biography Call Number: 920/ Collective Biography Cutter (3)

Subject Headings – Sears Headings
Barcode & MARC Fields include:
10 digit barcode
Library name
Book or materials name
Shelf List
ISBN and Price on shelf list

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Appendix D: Advisory Committee

2018-2019 Northside High School Library Advisory Committee
Martha Jackson, Principal
Mr. LeDewayne Harris, Alternative Education
Mariesha Robinson, Librarian
, English
, Compensatory Reading
, Linda Humphrey
, Tamriah Christian

Responsibilities of the Library Advisory Committee
As advisors to the library professional staff and as advocates for the library program, members of the library advisory committee make a commitment. Each member pledges to support the library staff and program and to work together to enhance and improve the library program, resources, and services for the benefit of all students and teachers.

The library advisory committee works with the library professional staff to:
- conduct regular needs assessments to determine what additional resources (e.g., books, audio/visual, computer software, furnishings) are needed in the library;
- conduct regular student and faculty surveys to gauge customer satisfaction with the library program;
- develop a five-year strategic plan for the library based on student and faculty surveys and the needs assessment;
- collect relevant data and use that data to prepare and submit regular reports to the building-level administration and to the district showing direct positive impact of the library program on student achievement;
- prepare a budget request to meet the needs identified in the needs assessment; develop short-range plans for collection development based on the school’s implemented curriculum, a related library collection map, and input from teachers and students;
- identify strategies for facilitating collaboration between the classroom teachers and the library professional staff to ensure integration of the library resources and services into the school’s instructional program;
- work with the building-level administration, the library professional staff, and the classroom teachers to implement identified collaborative instructional strategies; and advocate for the school’s library program.

Schedule of meetings
The library advisory committee should meet at least twice during the school year (i.e., once each semester. The meeting dates should be scheduled for the entire school year, and those dates should be noted on the school's calendar. Meeting reminders with the proposed agenda should be sent to all members and meetings announced in the minutes from the previous meeting, the school's newsletter, the school's Web page, the library media center's newsletter, and the library media center's Web page.

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**Appendix E: Forms for Library Use**

North Bolivar Consolidated School District  
201 Green Street  
Mound Bayou, MS  38762

Mr. Maurice Smith, Superintendent

Letter to Complainant

Dear: _________________________________________________________________

We appreciate your concern of the use ____________________________ in the North Bolivar Consolidated School District library. The district has developed procedures for selecting materials. We realize that not everyone will agree with every selection.

To help you to understand the selection process we are sending copies of the districts:

1. Instructional goals and objectives  
2. Materials Selection Policy  

If you still have concerns please complete the Request for Consideration of Materials form and return it to me. You may be assured that prompt attention will be given to this matter. If we have not heard from you within two weeks from this correspondence, we will assume that you no longer wish to file a formal complaint.

Sincerely,

Principal

---

“Imagine Greatness”
Request for Reconsideration of Library Resources


Title ________________________________________________________________

Author _______________________________ Publisher _____________________________

Request Initiated by _____________________________ Phone __________________________

Address ______________________________________________________________________

Complainant represents: _______ Self _______ Organization/Group

Name of Organization/Group ________________________________________________

1. Did you read/hear/view the entire work? _____ Yes _____ No

2. If not, which part did you read, hear, or view? ______________________________________

3. Specifically, what part of the information did you find objectionable, and why? Please cite pages, frames, sections, CD-ROMs, DVDs, etc.

____________________________________________________________________________

4. Would you like to recommend this work for another age group? _______ Yes _______ No

5. If so, for what age group would you recommend this work? ___________________________

6. How do you perceive students would be affected by exposure to this work?

____________________________________________________________________________

7. What would you like for the school to do about this work?
   _____ Withdraw it from all students.
   _____ Withdraw it for re-consideration.
   _____ Do not assign it to my child or allow my child access to this work.
   _____ Place it on a closed shelf for special use under a specific teacher’s guidance.

Print Name ________________________________

Signature _________________________________ Date ______________________

Please list and attach supporting evidence. Thank you.

“Imagine Greatness”
Request for Class Visit

NORTHSIDE HIGH SCHOOL LIBRARY
CLASS VISIT FORM

You must be prepared to remain with and supervise your students while they are using the library’s resources.

Please list the dates and time you wish to bring your class to the library.

Time: ________________ Date(s): ___________________ Class Periods: __________________

If instruction is needed please indicate area(s) of need: ______________________________________
____________________________________________________________________________________

If you wish to have special books and materials reserved for your students to use please list them below:
BOOKS: ________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

MATERIALS/COMPUTER USAGE:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Will your students need to print materials? Yes: ___________ No: __________
If yes please let the librarian know before printing any materials.

Before bringing your classes to the library, you must have gone through library orientation and have assignments that require the use of the library media center’s resources. Also be prepared to discipline your students if necessary.

Please fill in the appropriate information and return this form to the librarian at least 2 days before you wish to bring your classes to the library. This will give us time to adequately plan for your class visit so that your students will be given the best services available. Thank you for your professional cooperation.

“Imagine Greatness”
**Teachers’ Request for Books and Instructional Materials**

*Please list below any instructional material you wish to have added to the library’s collection for your subject area:*

<table>
<thead>
<tr>
<th>Instructional Materials</th>
<th>Catalog #</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
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Please give a catalog number and a general description of the items you are requesting. We would like to have this information as soon as possible because we will submit an order in approximately 2 weeks.

Thank you for your input. It is our goal to place in the library instructional materials that will enhance your instructional program.  Mariesha Robinson, Librarian

**“Imagine Greatness”**
Faculty/Staff Library Use Sign-In Roster (Please sign in and out. Thank you.)

<table>
<thead>
<tr>
<th>Teacher’s Name</th>
<th>Date</th>
<th>Class Period</th>
<th>Time In</th>
<th>Time Out</th>
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“Imagine Greatness”
Library Orientation Sign-Up

Orientation is planned especially for new teachers and staff members, however, if you feel that you will benefit from this session, please do not hesitate to sign up.

Please check the appropriate box:
I am a 9 New Teacher 9 Veteran Teacher 9 Staff Member

I will be available for library media center orientation:
Date: ________________________________   Time: _________________________________
Signature: ___________________________________________________________________

All utilization methods and service procedures will be explained during this session.

Please check below any information that you think will be beneficial for orientation or review. Check all that apply and return this form to the librarian. Thank you.

<table>
<thead>
<tr>
<th>Subjects Covered</th>
<th>Orientation</th>
<th>Review</th>
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<tbody>
<tr>
<td>1. Media Center Services</td>
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<td>2. ITV Resources</td>
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<td>3. Equipment Operation</td>
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<tr>
<td>4. Production of Materials</td>
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<td>5. Use of Card Catalog (Athena)</td>
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<td>9</td>
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<td>6. Class Visits</td>
<td>9</td>
<td>9</td>
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<td>7. Reserve Books &amp; Materials</td>
<td>9</td>
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<td>8. Using Multi-Media</td>
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<td>9. Using Indexes</td>
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<tr>
<td>10. General Overview</td>
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<tr>
<td>11. Reference Books and Materials</td>
<td>9</td>
<td>9</td>
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<tr>
<td>12. Students Use of the Library</td>
<td>9</td>
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If you have questions, please contact Mrs. Mariesha Robinson from 7:40-3:00 a.m.

We welcome students, teachers, staff and parents of Northside High School. Please visit soon!

“Imagine Greatness”
Students’ Use of the Library - Sign-In Roster (Please sign in and out.) Thanks

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<tr>
<th>Student’s Name</th>
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“Imagine Greatness”
NORTHSIDE HIGH SCHOOL
STUDENT’S LIBRARY PASS

Student’s Name:

Date: ________________ Time Leaving Class: ________________

Teacher’s Signature: _______________________________________

Please fill in all information before releasing a student to come to the library. Thank you.

---------------------------------------------------------------------------------

Library Use

Time Leaving Library: ______ Returning To: ________________

Librarian’s Signature: _______________________________________

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