



Media Centers' Policy and Procedure Manual

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Mission Statement

The mission for the Scotland County Schools media center program is to ensure that students and staff are effective and efficient users and creators of ideas and information.

Vision Statement

To inform, enrich, and empower all students by creating and sustaining quality media center services by providing the most relevant library materials, resources, technology, programs, by promoting 21st century learning skills in a globally competitive world.

Computer and Internet Use

[Chromebook Agreement Form](#)

[SCS Board Policy](#)

[Acceptable Use Policy](#)

Copyright Policy

Scotland County Schools' faculty, staff, and students are expected to uphold the Federal Copyright Law and Fair Use guidelines therefore:

- The reproduction of copyrighted materials on school equipment is prohibited.
- All faculty will teach students acceptable copyright practices.
- Faculty, staff, and students that use copyrighted materials must obtain permission from the owner except for those materials that are considered "fair use", under which certain uses of copyrighted material for, but not limited to, criticism, commentary, news reporting, teaching, scholarship, or research may be considered fair.
- All employees and students who violate the copyright law are liable for their own actions according to SCS Board Policy 3230/7330.

The provisions of [Section 108](#) of the copyright law states that the library or any of its employees acting in the capacity of their employment may replicate copies of print resources and recording under the following circumstances only:

- The purpose of preservation
- The purposes of private use or research
- The purpose of interlibrary loan

Collections Development

Selection Policy

A. In order to select the most current and relevant materials on any topic, the Media Coordinator will use the following representative list of selection tools to aid with the review and purchasing process.

B. Reviewing media:

1. *Follett Titlewave Website*
2. *School Library Journal*
3. *Common Sense Media*
4. Curriculum guides in all subject areas
5. Personally previewed materials

Collection Weeding

A. Purpose

Scotland County Schools Media Centers recognizes the importance and necessity of having a collection of materials that is current, accurate, relevant, and useful with regard to content and format. Therefore, a periodic evaluation of the collection will be conducted by the Media Coordinator to determine if any items in the collection no longer meet the standards for inclusion. The following guidelines have been devised to aid with the weeding process.

B. Guidelines

1. Weeding Based on Content
 1. Information is out-of-date
 2. Information is inaccurate
 3. Poorly written or presented information
 4. Unsuitable subject or treatment not suitable to school population (perpetuation of sexual, racial, or cultural stereotypes)

2. Weeding Based on Physical Condition
 1. Pages are tattered, torn, damaged, yellowed
 2. Cover is torn, missing, damaged
 3. Binding is beyond repair
 4. Antiquated appearance that discourages use
3. Weeding Based on Duplicate or Superfluous Copies
 1. Unneeded duplicate copies
 2. Older edition when newer one is available
 3. Books which no longer relate to the curriculum
4. Weeding Based on Use
 1. Nonfiction: the item has not been checked out in the last 5-7 years
 2. Fiction: the item has not been checked out in the last 5 years (exclusions: classics, autographed copies, copies with bookplates)
5. Book Discard will be at the discretion of the Media Coordinator.

Gift of Library Materials

Scotland County Schools Media Centers welcome book donations. These materials shall be subject to the same criteria as those obtained through the regular selection process before being entered into the collection.

Reconsideration of Materials

PARENTAL RIGHT TO INSPECT MATERIALS

Parents have a right under federal law to inspect all instructional and supplementary materials used in connection with any applicable federally funded programs. Parents also may review all other instructional materials following procedures provided by the school or superintendent according to SCS Board Policy 3210.

PARENTAL OBJECTION TO MATERIALS

Parents may submit objections to the principal regarding the use of instructional materials. The principal, in collaboration with the Media Coordinator, will establish a committee to review the objection. While input from the community may be sought, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject matter being taught.

If the committee determines that any material violates constitutional or other legal rights of the parent or student, the committee will either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the committee will ensure that the curriculum is still aligned with the standard course of study and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the committee may accommodate such objections after considering the effect on curriculum, any burden on the school, teacher or other students that the accommodation would create, and any other relevant factors.

[Scotland County Schools Reconsideration Letter](#)

ALA Library Bill of Rights- From <https://www.ala.org/advocacy/intfreedom/librarybill>

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

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).