

Resurrection Catholic School

Library Handbook

STATEMENT AND BUDGET

Mississippi Department of Education Mission Statement

The mission of Mississippi's school library programs is to assist in providing a quality education for every child by:

- Encouraging lifelong information literacy and learning through reading and inquiry.
- Providing an inviting, dynamic environment in which students and staff become learners capable of accessing, evaluating, applying, and sharing information independently.
- Providing real and virtual access to appropriate, high-quality resources (print/non-print and digital formats) and services that support and enhance teaching, literacy, and learning during and outside the school day.
- Participating in curriculum development and design of learning activities.
- Facilitating professional development for the learning community

Resurrection Catholic School Mission Statement

The mission of Resurrection Catholic School is to provide a safe, nurturing environment where all students become intentional disciples of Jesus Christ who, through their spiritual and academic formation, can meet the challenges of a changing society and live a life of "truth, honor, and integrity."

Resurrection Catholic School Libraries Mission Statement

The mission of Resurrection Catholic Schools' Library programs is to provide an accessible, welcoming, student-centered environment for all patrons and the pursuit of books and resources needed to promote a love of reading and lifelong learning in the 21st century. Our libraries seek to create a more literate community of learners by providing the very best products for students to successfully seek ideas and information to meet their recreational, educational and informational needs.

Vision Statement

The Resurrection Library program's vision is to be the very heart of education, with a well-established collection of print and non-print materials, available technology to support the needs of students, and fully staffed with leaders who are dedicated to building a culture of literacy within our community.

Statement of Philosophy

The school library supports and enriches the curriculum by providing current materials and technology to meet the information needs of students and teachers. Instruction is provided in locating, evaluating, and using information. The library media specialist promotes the value of the library as an accessible source of information for lifelong learning and stimulates interest in reading and literacy for a diverse population of students and teachers.

Demographics for Resurrection Catholic School:

***Numbers are approximate and may vary slightly from year to year.**

Elementary:

- Total Students Free-19
- Total students Reduced -12
- Total students full pay – 169
- White Male -68
- White Female - 80
- Black Male - 5
- Black Female - 3
- Other Male - 8
- Other Female - 14

Middle/High School

- Total Students Free - 29
- Total students Reduced -7
- Total students full pay - 174
- White Male -84
- White Female - 87
- Black Male - 11
- Black Female - 12
- Other Male - 9
- Other Female - 7

Goals and Objectives

1. Consult with teachers, administrators and the school library advocacy committee to create Student Learning Outcome and School Library Program SMART goals which plan for and provide necessary resources, technology, and instructional services aligned with the *Mississippi Learning Standards for Libraries* and support the *Mississippi College-and Career-Reading Standards*.

2. Plan instruction and provide print and digital resources that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs by working with teachers, administrators, and the school library advocacy committee.
3. Encourage reading of various forms of literature by developing and maintaining a balanced, comprehensive, diverse, and up-to-date collection of print and digital resources that support the school's instructional program while maintaining an awareness of students' reading interests and providing guidance in the selection of grade-appropriate materials.
4. Collaboratively plan and teach engaging inquiry-based informational and digital literacy activities and literacy lessons that incorporate multiple literacies and foster critical thinking as an integral part of the *Mississippi Learning Standards for Libraries* and the *Mississippi College and Career-Readiness Standards*.
5. Provide training and assistance to students and teachers in the use of print and digital library resources, equipment, copyright and fair use, and emerging technologies to support teachers and learning.
6. Organize the library resources and ensure equitable physical access to facilities while demonstrating high expectations and maintaining an environment that is inviting, safe, flexible, and conducive to teaching and learning.
7. Select resources according to the principles of the *School Library Bill of Rights* and *Intellectual Freedom* and provide access to information in consideration of students' needs, abilities and diversity.

Budgeting Procedures

Resurrection Catholic School libraries receive a budget set by the school administration for the purchase of books, materials, and supplies. The librarian uses student/teacher needs assessment and standards set by MDE to prioritize funds when ordering books and library supplies. Each library raises additional funds through fundraisers such as but not limited to book fairs and supply sales.

Needs Assessment

Each year, the Librarian will provide students and teachers with an interest and need inventory. The information collected from these inventories will be used by the LMS to purchase books and materials for the library collection.

OPERATIONAL PROCEDURES

Resurrection Catholic Elementary

Resurrection Catholic Elementary Library has a fixed schedule.

7:30-7:55 a.m.	Open Library	All students are allowed to use the library during this time.
7:55-11:35	Open Library/Teacher Reserve	All students are allowed to use the library and Teachers may reserve a time to use the library.
12-2:30 p.m.	Scheduled Classes	The library is used for scheduled classes.
11:00-11:35 a.m.	CLOSED	Lunch
2:30-3 p.m.	CLOSED	Car Duty

Resurrection Catholic Middle/High School Library Schedule

Our library works on a flexible/open schedule. We use email for teachers to reserve the library to bring whole classes, send students for make-up work/tests, or to send students to check out books. Students may visit the library during break and lunch for free reading, research, or studying.

1st-3rd Periods (8 a.m.-11:03) 7th Period (2:21-3:14)	Open Library	During this time, classes may be scheduled at the request of teachers through email. Appointments may be made to reserve the library for the following reasons: class checkout, class computer lab, class lessons, and Librarian-led lessons. Appointments must be scheduled with the librarian at least one week in advance through email.
9:50-10:05	Open for Break	All students are allowed to use the library during this time to read or work quietly. Students can also use the computer lab to print during this time. No food or drink is allowed in the library.
12:02-12:27	Open for high school lunch	All students are allowed to use the library during this time to read or work quietly. Students can also use the computer lab to print

		during this time. No food or drink is allowed in the library.
11:08-2:18	Teacher Reserved	During this time, teachers may reserve the library for classroom research and lessons. There is no librarian on duty.

Non-Traditional School Day Policy

On certain days of the week, the library schedule will be altered as determined by the school administration.

Circulation Policy

Resurrection Catholic Elementary

Student Policy

Resurrection Catholic Elementary School students are allowed to check out one book (1st grade) and two books (grades 2-6) at a time. All checked-out books are due on the student's next scheduled library day. If a book is not returned, a parent notification is sent home in the student's AR/Library folder. Students with lost or missing books cannot check out a new book.

Faculty Policy

Faculty may check out materials from the Teacher Resource Room for two weeks.

Fine Policy

If a book is lost or damaged beyond repair, the student/parent must pay the full replacement fee or replace the exact book. The fee will be printed on the parent notification letter and sent home in the student's red folder.

Circulation Policy

Resurrection Catholic Middle/High School

Student Policy

Students are allowed to check out two books at a time. They may choose any genre and keep the books for two weeks. Before or on the due date, students may visit the library or email the librarian to renew books for an additional two weeks. Failure to contact the librarian will result in an overdue fine.

Faculty Policy

Faculty members may check out an unlimited number of books for classroom use. Classroom sets are kept behind the library desk for teachers to peruse and check out as needed. A list of all classroom sets is emailed to English staff at the beginning of school year. Faculty works with the

LMS to agree on a due date for books/materials so that units and classroom topics are covered thoroughly.

Fine Policy

The LMS sends out a report every nine weeks to remind students and faculty that they have books due or overdue.

If a book is lost or damaged beyond repair, the student/parent must pay the full replacement fee for the replacement. The overdue book fee is .05 per day after the due date. Students with fines must pay them by the end of each year. If a student does not pay the librarian in person, student fines will be billed through FACTS. RCMHS Students must pay all fees, not limited to library fees, before the end of the year/graduation.

COLLECTION DEVELOPMENT

Selection Policy

The primary objective of the RCS library material selection procedure is to provide students and teachers with a wide range of educational materials on levels of difficulty and a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view. In keeping with the ideas expressed in the School Library Bill of Rights, asserts that the responsibility of the media specialist is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under their guidance the practice of critical reading and thinking.
- To provide materials representative of many religious, ethnic, and cultural groups and their contribution to our American heritage, thereby enabling students to develop an intellectual integrity in forming judgments.
- To place principle above opinion and reason above prejudice in the selection of materials of the highest quality to ensure a comprehensive selection appropriate for students.

Responsibility for the Selection of Materials

The identification, selection and recommendation of library materials is primarily the function of the school librarian and library aide. The selection of library materials will be guided by the instructional needs of the individual schools, the adequacy of recommended materials in meeting adopted curriculum goals and the strengths and weaknesses within the existing collection of materials.

Criteria for selection of Materials

The major criterion for the selection of resources is the educational suitability of the resource for its intended use. Media specialists will use educational criteria from the Mississippi Department of Education. All materials purchased or accepted as gifts will be evaluated according to the following criteria:

- Relevance to the curriculum
- Relevance to informational and recreational needs
- Suitability of subject
- Format and level for the intended audience
- Quality and variety of format
- Importance of subject matter to the collection
- Scarcity of materials of the subject
- Published and/or broadcast reviews or inclusion in special bibliographies and indices
- Authority and significance of the author, composer, filmmaker, etc.
- Reputation of the publisher or producer
- Timeliness and/or permanence
- Student interests
- Provision of alternate viewpoints
- Quality of writing, design, illustrations or production
- Relevance to school community standards
- Potential and/or known demand
- Cost
- Users of the library

Challenged Materials

Instructional materials, including library books, are selected to implement, enrich and support the educational program for the student. The main objective is to provide students with a range of educational materials on all levels of difficulty and in a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view.

Library books are chosen by the media specialist based on the book's educational significance; literary and or/artistic merit; contribution the subject matter makes to the curriculum and/or to the interests of the students; favorable recommendations based on preview and examination by professional personnel; reputation of the author or publisher; or high degree of potential user appeal. Resources will be selected for their strengths rather than rejected for their weaknesses and shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students.

Any resident or employee of the school may formally challenge books available in the school library or the classroom. People requesting the removal of a book should present their request in writing to the school principal.

Evaluation and Weeding

Each media specialist will evaluate the collection continuously to identify materials in need of repair, replacement or withdrawal.

The following criteria are considered when withdrawing materials:

- Physical condition
- Currency of information
- Availability
- Permanent value
- User demand
- Other coverage of subject material
- Available space

Donations and Gifts

Gifts of books or other materials may be accepted, but incorporation into the collection is based on need and the judgment of the media specialists. All gifts are subject to evaluation by the criteria for the selection of materials. Commercially prepared materials are accepted if they meet the selection standards, are intended to inform, do not promote sales and are free from excessive advertising.

Cataloging and Processing

The librarian and librarian aide will order, process and catalog all materials. They will make certain that books contain: the name of the school, a correctly labeled spine and a barcode. The librarian will add applicable information for each book/material to the Library Atrium Book System.

Requests

The librarian will record requests made throughout the year to a wish list. These requests will be used for ordering books/materials.

TECHNOLOGY

Copyright/Fair Use

The librarians will follow the Copyright Act of 1976 including section 107, "fair use." The LMS will offer guidance to the teachers, staff, and students on the topic of copyright and fair use. A copy of this document can be found here: [ALA | Copyright & Fair Use](#)

Storage/Maintenance of Equipment

The librarian has all the equipment marked with the school's name. Any equipment that can be checked out to teachers/staff is marked with a barcode and recorded in the Library Atrium Database. Equipment is accounted for during inventory and stored in the library, library office or library closets.

MANAGEMENT AND FACILITIES

Job Descriptions/Responsibilities

School librarians work with both students and teachers to facilitate access to information in a wide variety of formats. They help instruct students and teachers how to acquire, evaluate and use the information and the technology needed in this process. Librarians also introduce students to literature and other resources to broaden their horizons.

School librarians are responsible for:

- the environment
 - providing a welcoming and respectful climate
 - arranging the library for a variety of uses
- the program
 - developing a vision, a mission and short- and long-term goals for the school library program with input from administrators, teachers and students.
 - providing orientation and instruction on the use of the library's materials and equipment
 - encouraging reading by maintaining an awareness of students' reading interests and by guiding the selection of appropriate materials
 - developing and implementing reading initiatives to motivate and engage students

- collaborating with teachers to plan and implement instructional units integrating the resources of the library with the classroom curriculum
- providing instruction and support to reach diverse student needs
- ensuring that students have access to the library for a wide range of needs
- participating in school curriculum planning meetings
- knowing state and school-wide test results concerning proficiency in the library and information literacy skills
- the technology
 - staying current on the latest teaching and learning technologies
 - collaborating with teachers to integrate inquiry, library and research skills, and technology skills into the curriculum
 - working with technical personnel to maintain working and up-to-date technology
 - implementing management and instruction in the use of technology
- the collection development
 - providing access to a balanced, up-to-date collection of both print, non-print and digital format materials, including technology, that meets the needs of the school
 - establishing, maintaining and updating an automated catalog and organizing the collection
- the budget
 - establishing budget priorities based on an assessment of needs, the status of the collection, technology needed, plan for improvement, the library advisory committee and industry trends
 - maintaining budget and expenditure records
- policies
 - maintaining fair, consistent circulation and use policies
 - developing a scheduling policy that provides open and flexible access
 - developing a policies and procedures manual for the library approved by the local board of education
 - documenting, reporting and maintaining records showing the use of library resources such as budget requests/justification, collection statistics and short/long-time goals
 - managing the library staff and volunteers
- professional development
 - providing professional development for teachers and administrators based on assessed needs
 - providing access to professional materials/information for faculty and staff
 - attending local, state and national professional development workshops and meetings geared to school librarians
 - reading professional library journals to stay abreast of trends and best practices

Record/Reports Keeping

The librarians at each site will keep records and reports as requested by the school and state.

Advocacy and Public Relations

The responsibilities of Resurrection Catholic School librarians about advocacy are as follows:

- Communicate regularly with administrators, teachers, students and parents about library resources and programs in various forms
- Promote the use of the library to students, teachers and parents to ensure that the library is a vital and active center of learning for the entire school community
- Develop an ongoing advocacy program for the library

Opening and Closing Duties

At the beginning of each year, librarians will use predetermined time to train, organize, plan and inventory. At the end of the year, librarians will complete similar tasks to close out the year.

Inventory Procedure

The LMS conducts a library inventory in the spring semester of each school year.

Duties of Support Staff and Volunteers

Library volunteers will aid with reshelving books, making copies and other tasks needed.

Volunteers may also assist with special activities such as a Book Fair.

Disaster Preparedness

Each library will follow the disaster plans outlined by the administration at each building site.

LIBRARY PROGRAM

Services/Activities Offered

Resurrection Elementary School

- Each class participates in Accelerated Reader. The student's reading teacher sets points and goals per nine weeks, and students who reach their goal will participate in an AR incentive. At the end of the school year, students who reach yearly point goals will earn rewards.
- STAR Reading testing is done 4 times a year and is organized by the LMS.
- The library holds a Book Fair in the spring each year.

Resurrection Catholic Middle/High School

- The library offers a space for students and teachers to read, research, collaborate and relax. Our space houses diverse seating options and workspaces. Classes may meet to choose free reading material, read materials from ELA classes, or utilize technology for research.

Library Bill of Rights

The [American Library Association](#) affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people in 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 the 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.
- 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.