

# **Policies & Procedures Manual**

Loris High School  
LIBRARY LEARNING COMMONS

Mrs. Terri Daniels, Library Media Specialist

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# LLC Mission & Vision Statements

## **LLC Vision**

The Library Learning Commons provides access to resources and services for all stakeholders to promote collaboration, a love of reading in all forms, and a flexible environment that supports student achievement.

## **LLC Mission**

Our mission is to provide a caring, creative, and flexible environment for students, teachers, and community to read, think, create, collaborate, to instill a love of reading, and to provide opportunities to become effective users of information.

## LHS Mission Statement

The mission of LHS is to prepare all students to achieve excellence by creating an environment conducive to learning where students and families' work together to promote the skills needed in a continuously changing world.

# Rules of the Library Learning Commons

The school media center is a valuable resource for teachers and students. A wide variety of print, audiovisual-based materials and technology-based resources relating to curriculum needs are available in the media center, and each school also has at least one media specialist to assist teachers in scheduling and using these resources. Teachers and students are encouraged to make full use of the media center

**Staff:** Mrs. Terri Daniels, Library Information Specialist  
Miss Stephanie Gause, Library Assistant

**Hours:**  
7:45 am – 3:30 pm

## Rules/Behavior/Use of the Learning Commons

Students should always remember that coming to the Learning Commons **is a privilege**. This privilege can be revoked at any time should students not respect this area and respect the supervision of Mrs. Daniels and Ms. Stephanie, or any person in a position of authority in this Learning Commons.

### *When visiting the Learning Commons, students will:*

- Enter respectfully and quietly
- Present a hall pass upon entering and place in the circulation desk basket
- Sign in to the Google form/computer stating the reason for visiting
- Ask if a computer is **available** before assuming it is
- Come to work **as assigned** or leave the Learning Commons
- NOT come to **socialize**, but to work, think, or be creative
- NOT use their **cell phone** while in the Learning Commons
- NOT come to **sleep** in the Learning Commons
- Return chairs, books, games, computers **as they were found**
- Respect the authority of Mrs. Daniels, Ms. Gause, or any person of authority at all times
- Get your original pass and have it signed, along with the time, to return to class

# Policy for Students

**When Entering.** When entering the LLC, students **must show what they were sent to work on, drop off the hall pass at the circulation desk, and SIGN IN to the Google Form/computer. Expect to be returned to class** if you are not working.

**When Leaving.** Students **MUST** take the hall pass they arrived with, have it signed, along with the time, to return to class.

**Center Hours.** Students may use the Library Learning Commons before school (7:45 to 8:05) and after school (3:15 to 3:45). Students may use the LLC during the four class blocks during the school day, with a pass from his/her teacher stating the reason for the visit.

**Lunch Visits.** Students may use the LLC during their lunch period, without a pass, but must stay under the supervision of the Library Media Specialist or Assistant the length of the lunch period.

**With a Purpose.** Students may never come to socialize, sleep, use their cell phone, or be

on non-academic related websites. If a teacher grants the student reward time, he/she may come with a pass stating the nature of the visit prior to using any of the Maker Space materials.

**Visits During Class Time.** When visiting the Learning Commons during class time, teachers may allow students to come individually or in groups of three (3). Students **MUST** have a specific academic purpose to be away from class and **WILL BE** returned to class if they are not working.

**Passwords.** The Library Media Specialist can obtain student computer and PowerSchool log-in information. The LMS cannot troubleshoot log in information, but can direct you to the appropriate staff member(s). Keep the information in a safe place as it will not be given out repeatedly.

**Please Remember.** Open drinks and food products are not allowed in the LLC. The LLC is closed to students during exams, standardized testing, pep rallies, assemblies, and other school-wide events.

# Policy for Teachers

**Student Orientation.** Teachers may sign their classes up for student orientation for a center tour, review of policies and procedures, and demonstrate the powerful resources available.

**Sending/Bringing a Class.** Teachers should consult with the LMS to schedule classes to use the LLC or labs (314/325). Time should be reserved in the LLC notebook. This ensures space and availability.

During class time, teachers may allow students to come individually or in groups of three (3), **when space is available AND with a written pass.** Students MUST have a specific academic purpose to be away from class and will be RETURNED to class if they are not working or if they are breaking any of the rules/behavior/use guideline.

**Last Minute Reservations.** Call the LLC to check on availability. If a class is not already in the library or labs, teachers are welcome to bring their class

For larger groups or classes, teachers must accompany their students, must remain with

their class at all times, and are responsible for the discipline of their students.

**Collaboration with LMS.** The media specialists offer teachers assistance in using information resources, planning research projects and incorporating information skills into the classroom curriculum.

**Substitute Teachers.** Teachers are asked to make a note to SUBSTITUTE TEACHERS that they may NOT send students to the LLC unless notes have been left by the teacher to do so for special circumstances only.

**Requesting Materials.** Teachers are encouraged to request books, videos, and other materials needed. A notebook for these requests is located at the circulation desk. Teachers are asked to provide as much information as possible about needed materials. The wait time for those materials will be based on available funds and when those funds are available.

**Copyright.** Teachers must comply with the District policy guidelines concerning copyrighted print and non-print media. This policy is available in the LLC.

# Book & Materials Loan Policy

## STUDENTS

- Students may check out a maximum of two (2) items at a time. This consists of books and e-books. Additional items may be checked out at the permission of the Library Media Specialist.
- The loan period for regular circulation books is 10 school days.
- Books can be renewed for an additional 10 school days, if needed.
- The loan period for reference and visual materials is overnight.
- Overdue notices will be sent out every nine weeks to all homeroom teachers.
- Lost books will require payment for book replacement. Lost book fees apply to CLASSROOM SETS as they are checked out individually to the student.
- Students may check out headphones and games on the form located at the circulation desk. Should these items not be returned, lost item fees will apply.

## TEACHERS

- Faculty and staff may check out materials for any length of time during the school year, including books, materials, technology.

- If a staff member's checked out materials are requested by someone else, the LMS may request it be returned for a period of time.
- Faculty and staff will be responsible for the replacement cost of the materials if not returned annually.
- Faculty and staff may check out materials over the summer/breaks.

## SELECTION/PURCHASES

The LLC follows District policy guidelines regarding the selection and purchase of media from approved sources. Efforts are made to obtain reviews and/or previews of media to be purchased. In order for the LLC to better reflect the curriculum and reading interest of Loris High School, teachers and students are encouraged to make recommendations for the purchase of books, materials and equipment.

## AUDIO-VISUAL

The LLC maintains a collection of non-print media and equipment for instructional use by teachers. All audiovisual equipment and media are to be checked out at the circulation desk.

# Fines/Fees Policy

## **Students will be assessed the following for library books**

- NO fee for late books
- Replacement cost of the book will be charged to the student if not returned after 6 months.

## **Students will be assessed the following for non-book items** (i.e. headphones, games)

- These items should be returned THE SAME DAY. Students will be charged 50 cents per day until returned or replaced.

## **Printing**

- The LLC has a printer available for use as long as it relates to a class assignment or project.
- Student needing to print for personal use will be charged 10 cents per page for black and white and 50 cents per page for color.

## **Book Drop**

The book drop is located along the wall outside of the Learning Commons. Use this book drop to avoid late books and materials, which lead up to lost materials fines.

Books may also be returned to the circulation desk upon entering the Library Learning Commons.



# Computer Usage

## Computer Lab

Teachers may sign up to reserve the Learning Commons computer lab or either of the two outside computer labs – Room 314 and Room 325. There are 15 computers available (when all are in working order). If available, there are 10 additional computers in the commons area of the Learning Commons. Please note that students enrolled in online classes have priority over these 10 computers. Students may be asked to pair up to free a computer(s) for an online student in need.

Internet use is granted only to students working on school-related work. Computers are for EDUCATIONAL PURPOSES ONLY. Personal email, chatting, instant messaging, social media, music, and games are NOT allowed.

## E-Books

By visiting the HCS district website and going to the puzzle called “Student Learning Commons”, many resources are available. Students will then click the “high” puzzle piece and go to Destiny Library Manager. Students will select Loris High School and, once selected, will see e-books and many other tools. See your Learning Commons staff for assistance.

## Google Apps for Education

HCS is a Google for Education district. Each student has a Google account. Accounts are accessed by using your school [username@g.horrycountyschools.net](mailto:username@g.horrycountyschools.net), along with your school computer password. Example: Lucy Student would be [lucystudent@g.horrycountyschools.net](mailto:lucystudent@g.horrycountyschools.net). You now have access to this email and Google Docs and Google Drive.

# Materials Procedures Selection

## Horry County Schools Policy Manual: Instruction

The library media specialist will be responsible for the selection of materials. In coordinating this process, the library media specialist will:

1. Ensure that material selected must be supported by at least one recommended review from an approved source.
2. Use reputable, unbiased, professionally prepared selection aids. The following approved sources should be consulted:
  - American Film & Video Association Evaluations
  - The Best in Children's Books Booklist
  - Bulletin of the Center for Children's Books
  - Children's Software Review
  - Horn Book
  - Kirkus Reviews
  - Library Journal
  - Library Talk
  - Multimedia Schools
  - Reference Books for School Libraries
  - School Library Journal
  - Technology Connection
  - VOYA
  - H.W. Wilson Guides (Senior High, Junior High, Children's Catalog)
  - CD-ROMs for Schools and Libraries
  - Other sources as approved by the District Coordinator
3. When possible, examine items to be purchased.
4. Consider recommendations from faculty, administrators, students, and parents.
5. Judge gift items by standard selection criteria, including an approved recommended review.
6. Materials will be purchased based upon approved district criteria and policies, or personal examination and review by professional staff to the extent necessary or practicable to apply criteria.

**Video Selection.** The school district no longer provides a District Approved list for videos/movies. The Loris High School Library Media Specialist, one of the school's assistant principals, and each academic department head will form a committee charged with the responsibility of previewing videos to determine their suitability to be shown in our school community.

# Materials Procedures Criteria

## Horry County Schools Policy Manual: Instruction

### Criteria for selection of materials

1. Materials should support and be consistent with the district's general educational goals and the educational goals and objectives of our individual schools and specific courses, and be appropriate for the students for whom they are selected.
2. Materials should be selected to support and enrich both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.
3. Care will be taken to select materials meeting standards of high quality including:
  - a. educational significance
  - b. physical format
  - c. presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, graphs
  - d. readability
  - e. authenticity/accuracy in factual content
  - f. artistic quality or literary style
  - g. technical production/construction that is well-crafted, durable, manageable, and attractive
4. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum.
5. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.
6. 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.
7. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
8. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
9. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

# Materials Procedures for Reconsideration

## Horry County Schools Policy Manual: Instruction

The selection of the resource materials for use with students in the teaching/learning process is a professional responsibility of teachers, administrators, library media specialists, and other educators. However, parents and pupils have legitimate and appropriate interests in the selection process and the choices, which are made. Sometimes these interests are expressed as challenges to the use of a specific title.

This document has been prepared to assist school and District-level educators in addressing such challenges. This document and the process outlined is appropriate for addressing materials of any physical or intellectual format, whether basic or supplemental to instruction, and in any subject area. Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting materials.

If a complaint arises, the following procedures should be followed:

1. The complainant will secure the “Request for Reconsideration” form from the school principal. The principal will explain the process to the complainant and have the form submitted back to him/her.
2. Upon receipt of the form the principal will notify the District Coordinator for LMP’s. The form will be signed and dated by the principal and then forwarded to the Coordinator who will immediately notify the Superintendent of the received complaint.
3. The principal will form a School Reconsideration Committee that will consist of two teachers, two parents, two students (middle and high schools only), a library media specialist (chair), and the principal. The panel will review the material and make the decision within 15 school days as to the appropriateness of the material based upon principals of educational suitability, including considerations of:
  - a. Purpose: What is the material’s purpose and direct relationship to instructional objectives and/or curriculum content?
  - b. Reliability: Is the material accurate and authentic in its presentation of information?
  - c. Quality: What is the material’s literacy and/or artistic merit?

- d. Possible uses: Is the material suitable for use by students individually or in groups, for instruction or in-depth study?
  - e. Applicable law: The principal, with approval of the Superintendent, may request that the District's General Counsel advise the Committee on the applicable law in the circumstances.
4. The building principal will notify the District Coordinator and the complainant in writing of the decision reached. The principal will inform the complainant that he/she may appeal the school decision to the District through the Coordinator of Media Services, who will initiate the District Reconsideration Committee process to prepare a recommendation for the Superintendent's review. Any such appeal must be submitted in writing to the Coordinator of Media Services within 10 school days of receipt of the decision of the School Reconsideration Committee.
  5. While it is preferable that the process for reconsideration of materials begins at the school level, an exception may be made when the material is challenged in more than one school. In this instance the "Request for Reconsideration" form will be secured from the Coordinator for Library Media Programs who will explain the reconsideration process. This same process is used for appeals from the school-level decision. The District Coordinator will notify the District Reconsideration Committee, consisting of two principals, the Director of Curriculum, two classroom teachers, two library media specialists, at least four parents (selected from the District's Parent Cabinet), and the District's Coordinator who will facilitate as a non-voting member of the committee. Representatives on this committee will represent the grade levels of the material being challenged. Within 15 school days, the committee will make a recommendation to the Superintendent regarding the appropriateness of the item.
  6. Once the District Reconsideration Committee has made its recommendation, the Superintendent will review the material in question, the School Reconsideration Committee's decision, and the District Reconsideration Committee's recommendation. On the basis of this review, the Superintendent will render the District's decision on the matter and notify the complainant in writing of his/her decision within 15 school days of receiving the District Committee's recommendation.
  7. The complainant may petition the Horry County Board of Education to review the Superintendent's decision. The petition must be delivered to the Superintendent's office in writing and be signed by the complainant. The petition must be received within 15 school days of receipt of the Superintendent's decision. The Board will, at its next regularly scheduled meeting,

consider the petitioner's request for review and decide whether or not to grant a review. If a review is granted, the Board may decide the matter on the written record alone, or the Board may provide for such additional

procedures at the Board level, as it deems appropriate. The Superintendent's office will notify the complainant of the Board's actions on the matter.

*Legal reference.*

*State.*

*S.C. Code § 59-31-10 – Library committee.*

*Revised: 7-1-02; 7-1-13; 7-1-15.*

# **Request Form for Reconsideration**

**Located in the Horry County Schools Policy Manual: Instruction  
See the school principal or the Library Media Specialist for a copy.**

# Procedures for Weeding, Discarding, Repurposing, & Disposing

## Horry County Schools Policy Manual: Instruction

Purpose: to maintain an up-to-date, relevant, stimulating and appealing print library collection for the school community by following selection guidelines and by removing outdated, obsolete, misleading, and/or visually worn books as needed.

Library books are weeded following standard library weeding guidelines {see Standards for South Carolina School Library Resource Collections} taking into consideration:

- |   |   |
|---|---|
| 1. age (copyright) of the book            | mending or rebinding) SUPERCEDED        |
| 2. usage (circulation)                    | (buy a new ediCon or a beDer book on    |
| 3. MUSTIE guidelines - MUSTIE An          | the subject) TRIVIAL (of no discernible |
| acronym for the six negative factors that | literary or scientific merit)           |
| can ruin a book's usefulness & mark it    | IRRELEVANT (to needs and interests      |
| for weeding & repurposing.                | of your community) ELSEWHERE            |
| MISLEADING (and/or factually              | (may be obtained elsewhere through      |
| inaccurate) UGLY (worn and beyond         | interlibrary loan)                      |

Analysis of the library collection is helpful in guiding decisions of whether or not to remove a book from the collection. These decisions rest on the professional training of the LMS. Once removed:

- Books should be offered to students, teachers or staff within that school. It is recommended that the LMS document this process with artifact/s - copy of emails, signage, pictures).
- Books can be repurposed for art projects and textblock is used for a variety of purposes.
- All discarded books taken by a stakeholder **must have** HCS/LHS identification inked out, and barcodes and library labeling removed.
- Outdated, biased books **should not be given** to teachers as part of a classroom library collection and should be processed for appropriate disposal.
- Volunteers or student aides may assist with the discard process. They should be made aware of safe practice when using solvents or cutting tools. Library staff



should be nearby to supervise the process.

**Procedure for discarding tangible copies of the book:**

1. Determine the books to be discarded following weeding guidelines, above.
2. Sort discarded books into two groups:
  - a. complete disposal – follow step 3 below
    - i. inaccurate, outdated, biased – cannot be given to teachers for classroom use
    - ii. moldy, dirty, torn, discolored – total discard
  - b. repurposing - can be given to students, teachers or staff at the school – these books will follow a different discard procedure. To save time, follow steps below. If any books remain after stakeholders have had the opportunity to select books, then follow step 3 below.
    - i. place all repurposed books on a cart or area and label “Potential Discards” or “Book Repurposing”
    - ii. place rubber bands, sticky notes, writing utensil by these books
    - iii. post sign - possible suggestion for signage: *Potential Books for Repurposing If you would like any of these titles, please write your name on a sticky (or have a form to complete), attach to the book/s you want (if more than one book, please group books together with a rubber band), and give to library staff. Your books will be processed for discard and available for you to pick up by \_\_\_\_\_{date}\_\_\_\_\_.*
3. Procedure for processing books designated as complete disposal
  - a. remove mylar dust jackets – shred - (shredded mylar material cannot be commingled with office paper recycling; place in trash bin)
  - b. hardcover books:
    - i. remove hardcover from the textblock
    - ii. completely ink out barcode with permanent marker or remove barcode
    - iii. security tag does not need to be removed

- iv. place hardcovers in cardboard box, tape closed, mark “cardboard recycling” and place in the green SWA commingled recycling dumpster on day scheduled for SWA pickup (check with head custodian or SWA for pickup day) Weed, Discard, Repurpose & Dispose - HCS LMP Page 4
- v. place textblock in cardboard box, tape closed, mark “recycled books” and continue with step 4
- c. Paperback books
  - i. remove covers and shred (this shredded material may go into commingled recycling if there is no plastic on the covers; if plastic covering is present place shredded material in trash bin)
  - ii. remove pages that have HCS/school identification and shred
  - iii. KAPCO covers: shred if possible otherwise remove identification and place in trash bin
  - iv. place textblock in cardboard box, tape closed, mark “recycled books” and continue with step 4
- 4. Contacting SWA for pickup (see Definitions for contact information)
  - i. schedule a time for pickup
  - ii. clarify where the sealed, cardboard boxes should be located for the pickup
  - iii. indicate number of boxes to SWA
  - iv. store cardboard boxes in the library until the day scheduled for pickup
  - v. take cardboard boxes to pickup area shortly before scheduled time (work with custodian for assistance)

If a school library is anticipating a large discard of materials, please contact the district library coordinator to discuss.

# South Carolina Standards for School Library Resource Collections

<https://ed.sc.gov/educators/school-and-district-administrators/certified-support-specialists/library-media-specialists/standards-for-school-library-resource-collections/>

# School Library Bill of Rights for Library LLC Programs

## American Library Association

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. 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.

*Adopted June 18, 1948.*

*Amended February 2, 1961, and January 23, 1980,*

*inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.*

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*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

# AASL Standards for the 21<sup>st</sup> Century Learner

The AASL Standards can be used to shape the learning of students in the school.

The student should be able to:

- Inquire, think critically, and gain knowledge.
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
- Share knowledge and participate ethically and productively as members of our democratic society.
- Pursue personal and aesthetic growth.

