**Gering High School Library Media Center Policies**

*The Mission of Gering Public School is to Develop the Academic, Personal, and Social Skills of All Students and Prepare Them to be Productive, Responsible Global Citizens of the 21st Century.*

The Bulldog Way (School Improvement Goals)

All students will improve and apply literacy skills

* Increase reading, vocabulary, and writing skills based on content area standards

All students will improve and apply math skills

* Improve math computation, data analysis, and application of math in content areas.

Improve personal and social skills of all students to allow them to be productive and accountable in their academic and personal endeavors.

* Model and provide opportunities for students to practice appropriate behaviors in the school and environment.

Library Media Center Mission Statement

*The Mission of the Gering High School Library Media Center is to create a warm, safe and collaborative learning atmosphere that supports the district mission statement and the high school improvement goals. As the largest classroom in the school, we seek to provide equitable access to resources while promoting the integration of information literacy skills. The Library Media center strives to foster a lasting appreciation of reading and life-long desire to learn.*

Standards for the 21st Century Learner

Learners use skills, resources, and tools 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.

**Library Media Circulation Center Policies**

The Library Media Center has been maintained to service staff, students and community members. Our hours of operation are Monday-Thursday from 7:30-4 and Friday from 7:30-3:30 or by appointment. The Library Media Center is open during lunch periods for students who want to study, use technology or just relax. The Library does have a water only policy. No other food or drink is allowed unless provided as a pre-arranged group activity.

Check Out/Fine Policy

* Books are checked out for a period of 14 school days and renewals are allowed at the discretion of the Librarian.
* The maximum number of books to be checked out at one time is three.
* A fine of 5 cents per day per item may be applied for overdue items. The maximum fine will be $5.00.
* If a book is lost, the student will pay the replacement cost of the book.
* A maximum of 3 holds can be placed on three different books. Ready holds expire in 7 days and pending holds expire in 21 days.
* If a student has overdue or lost items from the library, the student will lose all privileges until the situation has been resolved.
* Other items such as headphones, Kindles, digital cameras, video cameras, markers, scissors, etc. have a loan period of three hours. Unless otherwise discussed with the Librarian.

**Student Librarian Curriculum Guide**

Working as a student librarian is an excellent way to improve personal and social skills of all students to allow them to be productive and accountable in their academic and personal endeavors. Student librarians will learn the research skills necessary to work in a library. They will become proficient in the areas of on-line library catalogs, professionals databases and citation guides. Students are expected to excel in the areas of technology, organization, marketing and customer service activities. Assignments will include, pleasure reading, shelving, processing, checking books in and out for patrons, completing bulletin boards and carrying out the library mission statement. Our goal is for this to be an excellent class for college-bound students to develop a life-long quest for knowledge and the pure enjoyment of reading. PRE-REQUISITE: Permission of Librarian.

**Personnel Policies and Job Descriptions**

“Each school building having an enrollment of at least 250 students has a person holding a Nebraska Teaching Certificate with an appropriate endorsement for library science or educational media specialist assigned on at least a one-half time basis, or has such person assigned on a one-fourth time basis and a full time library media paraprofessional also assigned” (Rule 10, pg 22). Gering High School has approximately 450 students and we employee one-half time library media professional, one full time paraprofessional and several student librarians.

Roles and Responsibilities of the Library Media Specialist

The library media specialist at Gering High School will strive to provide a productive environment for students, staff and community members to become effective users of information and technology. Secondly, the library media specialist will collaborate with classroom teachers to provide effective lesson plans that will enrich the lives of students. Thirdly, the library media specialist will strive to develop a life-long love for learning in all students. The library media specialist is a school leader, information specialist, program administrator, teacher and instructional partner. The responsibilities of the Gering High School Library Media Specialist include but are not limited to:

1. Supervisory and management responsibilities of student librarians and paraprofessionals.
2. Developing and maintaining a collection of materials and resources that is in correlation with district curriculum policy.
3. Continued evaluation of library staff, materials, technology and resources.
4. Knowledge of copyright, fair use and licensing of materials.
5. Networking with area librarians.
6. Seeking knowledge about the latest most cost effective technology.
7. Reading and reviewing books for pleasure reading.
8. Providing 24/7 access to the virtual library.
9. Maintaining the management of the library webpage, fusion page and other social media sites.
10. Working with other staff members to help meet the high school goals.
11. Advocating for the library
12. Participating in curriculum meeting to better understand the district and high school goals.
13. Provide ethical use of materials
14. Having active memberships in professional organizations.
15. Creating an environment of warmth, safety and collaborative learning.
16. Providing administrators with an accurate budget, inventory and other financial statements.

Roles and Responsibilities of the Library Paraprofessional

1. Readily assists students and faculty in locating print and non-print materials, as well as performs a variety of instructional support duties such as researching topics, pulling topic materials, making bibliography lists, and other clerical duties as needed. Also assists students and teachers in the operation of all media equipment, computers and database programs and helps with any problems they might encounter.
2. Assists in the processing of new materials (books, DVDs, equipment, etc…) for circulation in the Media Center. This includes cataloging, stamping books and DVDs with the school identification, attaching spine labels, covering books, attaching bar codes, pasting in pockets and due date slips in books, and printing shelf list cards. Also assists the Media Specialist in weeding outdated materials from the collection.
3. Assists in supervising student conduct in the Media Center throughout the day.
4. Assists in organizing materials for shelving and keeping materials mended and labeled.
5. Checks library materials in and out; maintains circulation records on materials checked out; re-shelves books and periodicals; maintains records of past-due books; sends notices to teachers, students and parents; periodically checks shelves for misplaced books. Oversees and maintains the building printer housed in the Media Center.
6. Responsible for opening or closing the Media Center for the day and starting and shutting down computers depending on work schedule.
7. Assists in the maintenance of the Media Center’s appearance; puts up posters, holiday decorations, and new book displays, prepares bulletin boards and display case and does some housecleaning throughout the Media Center. Responsible for upkeep of circulation desk area.
8. Responsible for videotaping of off air programs from cable and satellite broadcasts. Dubbing school programs or athletic events for teachers, coaches, and students in the district.
9. Overseeing periodical check-ins and outs, preparing certain periodicals for the bindery, and recycling old magazines and newspapers.
10. Assists in annual inventory of books and AV materials and the annual inventory of all Media Center equipment and furniture. Responsible for cleaning and maintenance of equipment.
11. Answers telephone for the Media Center and routes calls to other staff if necessary. Occasionally provides support in the office during the absence of a school secretary.
12. Supervising student aides as they perform tasks assigned to them.
13. Assists in monitoring and controlling financial transactions (fines and replacement costs of lost books) in the Media Center; assists in preparing purchase orders for the Media Center and checking in materials as they arrive.
14. Performs all related library work as requested by the Media Specialist.

**Plan for Adoption of Policies**

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion. (Adapted from the Gering Public Schools board policy)

Time Line

March 19th, 2012 (1st meeting of the board): policy consideration.

April 16th, 2012 (2nd meeting of the board): policy consideration.

Board Vote (must be approved by a majority vote).

Communication to Policies/Revisions to Staff

It shall be the responsibility of the superintendent to ensure copies of new and revised policy statements are distributed to the custodians of board policy’s adoption. Copies of changes in board policy shall also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

**References**

ALA | Home - American Library Association. (n.d.). *ALA*. Retrieved February 29, 2012, from http://www.ala.org/

Gering Public Schools - 2011-12 School Calendar. (n.d.). *Gering Public Schools*. Retrieved February 29, 2012, from http://www.geringschools.net

Morris, B. J. (2010). *Administering the school library media center.* Santa Barbara, CA: Libraries Unlimited.

Nebraska Department of Education | NDE. (n.d.). *Nebraska Department of Education*. Retrieved February 29, 2012, from http://www.education.ne.gov/