St. Joseph Regional Catholic School
School Library Media Center Policies

School Library Media Center addresses polices related to library etiquette, circulation policies and library material handling part of the curriculum. Library patron privileges may be suspended in the event of failure to adhere to any of the stated policies.

1. Children's Internet Protection Act - The CIPA provides that schools and libraries applying for certain funds for internet access available pursuant to the communication act of 1996 (e-rate discounts) of museum and library services act (LSSTA grants) may not receive such funds unless they certify that they have in place a policy of internet safety that includes the use of technology protection measures, such as filtering or blocking software that protect against access to certain visual depictions available on the internet. Specifically the school or library seeking funds must certify that it has filtering or blocking software in place that will block access for both minors and adults to visual depictions that are obscene or child pornography, or harmful to minors. The school or library must also certify that it has filtering or blocking software in place that will block access for adults to visual depictions that are obscene or child pornography. The technology protection measure must be placed on all computers, including those computers used by staff. An administrator, supervisor or other authorized person may disable the filtering software for adults, but only to enable access for "bona fide research or other lawful purposes." (American Library Association, Office for Intellectual Freedom, *Intellectual Freedom Manual, 7th ed.* (Chicago, 2006), p. 390. For more information please refer to: The *Diocesan Policy Handbook for Catholic Schools* August 1, 2001; *Diocese of Manchester Serving Christ Serving Others Code of Ministerial Conduct* and the *Saint Joseph Regional Catholic School Community Information Student-Parent Handbook* Revised September 2009 addressed the CIPA. Resources, training programs and policies related to child safety and technology at www.catholicnh.org under child-safety.

2. Internet User Policy - An Internet User Policy speaks to electronic communications sent and received on school computer networks and individuals directories outlining appropriate and acceptable use and violations and reporting measures. The Student-Parent Handbook outlines the Computer Network Acceptable Use Policy, filtering and blocking measures and precautions used to maintain a safe Internet environment.
    a. The Code of Ministerial Conduct, addresses in section III Standards for Working with Minors the appropriate conduct with minors' personnel policies. Subsection 4 states to protect minors from any sexually explicit, inappropriate, or offensive material and that personnel are prohibited from viewing any such materials on property or in the presence of minors. Educational lessons and discussion regarding human sexuality policies are documented in subsection 5. In June 2009, Social Networking Sites were

addressed within the Code of Conduct. Reference:
www.catholicnh.org/child-safety/policies

3. <u>Intellectual Freedom</u> according to the American Library Association "… can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information." (*Intellectual Freedom Manual*, 7th edition) The mission of the public library differs from that of other publically funded libraries and does not apply directly to privately funded libraries (*Intellectual Freedom Manual*, 7th edition, p 8)

4. <u>Technology</u> – All school policies related to technology also apply to the school library media center. The School Library Media Center oversees Book Systems' Concourse Library Automation software system; OPAC (online Public Access Catalog); subscription databases (Britannica Online School Edition) as well as online processing of all print and non-print material records in the library selection. Software support and subscription database funding is made possible through private donations and proceeds from the summer reading book fair.

5. <u>Collection Acquisition</u> involves input from teachers, parents, students, and the school administrator. Professional organizations, which recognize national awards in children's literacy, are also considered in collection development. Collection development supports the school educational curriculum and promotes student recreational reading. Collection acquisition funding is made possible through private donations and proceeds from summer and fall book fairs, Barnes & Noble event, and Birthday Book Club.

6. <u>Management of Library Media Center Patron Records</u> – Access requires private password and login. Access to the Patron Records is confidential and accessible at the administrative level only. Information collected on patrons is limited to materials checked out and the library does not keep histories of individual patron circulation. Circulation information tied to funding sources such as grants, fundraising events and birthday book clubs is stored but is tied to the collection's barcode record and not to the individual patron records. Patron information is updated yearly by linking to the school's administrative software program. Information on patrons consists of name, grade, and phone number.
    a. Donations – Gift donors are noted in the collection record. Students & Parents may choose to opt out from having their names noted as gift donors within the system.
    b. OPAC – The OPAC is utilized within the school only. Searches on the OPAC do not require student login, as a result searches are not linked to any individual student. At the end of each day when the library system

backed up, the OPAC is shut down and searches and inquiries are eliminated. The OPAC system is currently not accessible from home.

c. Circulation/Overdue Policy – Students may borrow materials for one week and may renew materials 2 times provided there is not a patron search hold on the item. Items must be present to renew. Overdue letters are generated monthly. Students who receive an overdue notice are reminded of circulation policies and replacement cost in the event material is lost or damaged. Overdue materials do not incur a fine. Students are not denied access to library resources because of collection overdue notices, however circulation policies are limited based upon the number of overdue materials a patron has currently checked out.

d. School Library Media Center Hours – Classes are scheduled weekly for a 40-minute time period. Students are encouraged and permitted to use the library during any of their free periods provided Library personnel are available.

e. Instructional aids are used in teaching. The Motion Picture Association of America is a commercial rating service and educational videos do not use such rating service. Questions regarding School Library Media Center collections are handled by the school administration.

f. Instruction – As part of the curriculum, students receive training and resources in regards to copyright (how to conduct research, note taking to avoid plagiarism and citing sources); Internet safety; data collecting (electronic tracking); privacy protection (password integrity) and methods to help select library materials appropriate to reading level (five-finger method). Students are also encouraged to utilize their public library on-line subscription database programs for home access.