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INSTRUCTIONAL MEDIA CENTERS (LIBRARIES)

The District Administrator shall ensure that the District's staffing plan, whether via employment or via contracted services, includes a licensed library media person who is designated to direct and coordinate the District's library media program. Under the administrative direction and supervision of the District Administrator, the licensed individual shall include, but be limited to the following:

1. Coordinate the formulation and periodic review and updating of the District's written, long-range plan for library services.
2. Work with supervising administrators to ensure that any proposed substantive revisions to the long-range plan are presented to the School Board for approval. Data documented in the plan may be updated without any additional Board approval.

At a minimum, the District's long-range plan for library services development shall:

1. Align with applicable District-level goals and priorities and draw on the results of any applicable needs assessment related to library services.
2. Incorporate goals and related action steps to guide the future direction of the District's library and media services, including goals that address at least one or more of the following priority areas:
 - a. Developing and implementing the District's student curriculum through instruction relating to areas such as literacy, research and inquiry, critical thinking, and effective and responsible use of technology.
 - b. Providing effective and equitable access to resources, including technology resources that facilitate successful learning.
 - c. Developing and maintaining the District's collection of library media resources, across multiple formats and different types of content, in a manner that facilitates the District's compliance with its statutory and regulatory obligations to make available to students a current, balanced collection of resources which, in an unbiased manner, reflects the cultural diversity and pluralistic nature of American society.
 - d. Strengthening instructional partnerships and collaboration among the District's classroom teachers and the District's licensed library staff, including leveraging the contributions of non-licensed paraprofessionals.
 - e. The role of the library media specialist(s) in planning, providing, or otherwise facilitating staff professional development.
 - f. Creating and improving the physical and virtual spaces that promote inquiry, creativity, collaboration, and community.
 - g. Cultivating community connections to promote engagement, access, and lifelong learning.
3. Incorporate the District's library media materials selection policies and procedures, including the procedures for submitting and addressing complaints that request reconsideration of any such materials.
4. Document examples of policies, procedures, services, or resources that reflect efforts directed at legal compliance, including at least in the areas of copyright, student data privacy, and Internet safety.
5. Include data, or a summary analysis of data, that is deemed relevant to assessing progress on goals and to performing an ongoing needs analysis related to library services.
6. Include a statement of any relevant budgetary information, such as any future-oriented budget projections or budget requests, with respect to the District budget components that support the services and goals of the library program.
7. Establish a procedure and timeline for the periodic evaluation and future development and revision of the plan.

In order to obtain access to materials not available in one's local library media center, the District's library media centers may participate in reciprocal resource sharing with other school and public libraries through interlibrary loan. Except as otherwise restricted by this authorizing policy, individual libraries, including the District's library media centers, have discretion as to whether a particular resource should or should not be loaned when it is requested through interlibrary loan. The following restrictions apply:

1. Without obtaining the advance written permission of the District Administrator or building principal that is based on exceptional circumstances, the District's library media centers will **not** loan:
 - books in current and recurring demand, such as books which have holds and/or waiting lists at the library media center;
 - reference materials not ordinarily circulated outside of the library media center to students/patrons;
 - classroom instructional materials that are stored/maintained in the library media center but that are not ordinarily circulated to students/patrons;
 - materials currently on reserve for group or class use in the District; and
 - non-print materials.
2. District equipment or supplies that are not in the nature of a specific content resource, including most technology resources, are **not** available for sharing through the interlibrary loan process.

The borrowing library is expected to return the materials by the agreed upon due date, is responsible for the costs of repairing or replacing any lost or damaged items, and for paying all shipping costs unless the District and the borrowing library have reciprocally agreed (for all of their mutual transactions) that the sender shall pay the shipping costs in each direction.

Any student who borrows such materials is personally responsible for the loss, damage, or late return of the materials in accordance with applicable District rules and procedures and any additional restrictions imposed by the lending library.

Whether sending or receiving materials, District officers, employees and agents shall abide by federal copyright law and regulations in connection with interlibrary loan activities, including but not limited to the limitation that District staff shall neither make, distribute, nor request unlawful copies of copyrighted works.

Legal

Wisconsin Statutes Section 120.12(1)

Wisconsin Statutes Section 43.72

Wisconsin Statutes Section - 121.02(1)(h)

Wisconsin Administrative Code – PI 8.01(2)(h)