

Southwest Christian School Preparatory Campus Library Information Guide

2009-2010 School Year

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Mission Statement of the Southwest Christian School Library

**“Seek and you shall find...”
Luke 11:9**

In keeping with Southwest Christian School's philosophy statement which reads in part: "...to provide a college-preparatory education in a Christ-centered environment...[where] each child is entitled to a program of academic excellence...", the mission of the SCS Library is to provide information services and bibliographic resources that support the academic and informational needs of the school community. In doing so, the primary function of the Library is to support and reflect the curriculum.

The Library serves students, faculty, parents, administration, and staff. The Librarian works in partnership with faculty members to develop the collection as well as to enhance the learning experience outside of the classroom. To this end, bibliographic instruction, reference, online database searching, circulation of books, reserve, and audiovisual materials contribute directly to the faculty's pedagogic success.

Welcome and Introduction

Welcome to the 2009-2010 school year at Southwest Christian School! I am pleased to begin my 13th year in service to SCS as your school Librarian. The following pages contain information that I hope will be helpful to the SCS community with regard to Library usage. Please retain this guide and refer to it throughout the year. If there are any questions or concerns pertaining to these policies and procedures, please do not hesitate to call me at 817.294.9596, ext. 210. Or, you may email me at bscholl@southwestchristian.org

Policies and Procedures

The policies and procedures of the Prep Campus Library remain the same as last year. Please read through this guide carefully, as use of the Library constitutes an implicit agreement with all policies and procedures of the Library. In order to utilize the Library's resources to their fullest and to serve all Library users promptly and fairly, the following are to be implemented:

A. Hours of the Library

The Library is open from 7:30 a.m. – 4:30 p.m. each school day. Students coming to the Library before school must sign in with Mrs. Cason and take an "Early Morning Library Pass". We are pleased to continue to offer Library service during all lunch periods this year. Additionally, hours are posted on the Library doors. No passes are needed for Library use after school.

B. Availability to Students and Faculty Scheduling

Students have access to the Library "at point of need" when a valid pass by a teacher is given. Teachers may also schedule time for their classes to come to the Library when unit study is to be conducted. If possible, please allow a minimum of 3 days notice when scheduling classes for a Library visit so that the Librarian may be fully prepared. Also, please discuss with the Librarian the topic to be researched.

Teachers who bring their entire class to the Library should plan to accompany and remain with the class. If, however, a teacher sends only part of the class, the teacher may remain with the other students in the classroom while the Librarian assists those students who have been sent to the Library.

With a larger Library, we hope not to have to close the Library to other students when a class is in session. If this must be done, a sign on the Library doors will indicate this. The availability of the Library for class use is on a first-come, first-served basis and should be scheduled through the Librarian. Signs on the Library door will indicate if a class is in session.

C. Other Availabilities

In addition to classes that come to the Library when scheduled, teachers may send up to three (3) students at a time to the Library for specific purposes during class time (unless there is already a class using the Library). Students must come with a valid pass and stay "on task" at all times. Students should be aware that use of the Library and its resources is considered a privilege and not a right.

D. Loan Periods

Students are allowed to borrow up to five (5) books at a time for a period of two weeks and may renew any item indefinitely as long as another Library user has not placed a "hold" on the item. Faculty may borrow up to ten (10) items at a time for a period of two weeks (fines do not accrue for faculty and items may be renewed indefinitely as long as other faculty members are not in need of the item).

Reference materials such as encyclopedias do not circulate, nor do they leave the Library. Faculty have limited borrowing privileges for some types of reference materials. Likewise, students may also borrow certain types of reference materials for a 24-hour period. Only faculty may check-out audiovisual materials. Students will **NOT** be allowed to check-out audiovisual materials for faculty, so please plan accordingly.

E. Fines

We are no longer assessing fines for overdue materials; however, lost items must be paid for according to Section F (see below).

F. Lost or Damaged Books & Materials

All Library users are responsible for lost or damaged library resource materials. The price for lost or damaged library materials is the cost of the item (determined by replacement cost), plus a \$5 replacement fee. This must be paid before the student or a faculty/staff member can be "cleared" at the end of the year.

G. Appropriate Library Use

The Library is a relatively quiet place for research, individual study, and reading. It should not be used as a place to send students for "time out" or as a social gathering place. There is to be no computer game-playing of any kind. Students may use personal email in the Library to send and retrieve documents related to school and/or academic use. Abuse of this privilege will result in the suspension of the privilege.

All students are required to read and sign an Acceptable Use Policy (AUP) before computer privileges are given. Parents must also read and sign the AUP before their student(s) are given computer privileges. All documents should be stored on the network under the user's P drive. Diskettes do not work in our newer technology environment, but students may use flash/thumb drives for their school work, homework, etc.

Resources Available

In accordance with SACS (Southern Association of Colleges and Schools) standards for school library/media centers, the SCS Library collects a variety of materials in various formats that are designed to support and reflect the curriculum as well as to encourage the recreational reading of its users. Materials collected include:

- Circulating books, such as fiction, non-fiction, and biographies;
- Non-circulating reference books, such as encyclopedias and other multi-volume works;
- Limited-circulating reference books, such as dictionaries, almanacs, etc.;
- Periodicals, i.e., journals and magazines;
- Newspapers (the local *Fort Worth Star-Telegram* and two national papers, *USA Today* and *The Wall Street Journal*);
- Educational audiovisual materials;
- Online databases (including Facts On File, Britannica, Gale, Britannica, E-Library Science, and NetTrekker, a web-based product supporting differentiated instruction)

Specialized Electronic Resources Available

A. Computers

All Library users will have a computer account established by the school with the following policies being strictly enforced:

1. An Acceptable Use Policy (AUP), signed by the student and a parent/guardian, must be on file before an account can be established and all rules of the policy followed;
2. All computer users must use their own account and not share their password with other users;
3. Students who forget their password after the third time will be assessed a \$5.00 fee for the privilege of re-establishing their password (the fee is collected by the Library, but re-establishing the password must be done through our Technology Director, Mr. Jim Beeler);
4. Failure to observe correct computer protocol at all times and to abide by the AUP as well as all other computer policies will result in the suspension of the computer account for a period to be determined by the Librarian and/or the Technology Director, with approval by the Principal.

The computers may be used for the following:

1. Word Processing

This is a resource available to all Library users. Diskettes are not supported in our technology environment. Student users may use their personal email, or a flash/thumb drive to store and retrieve documents. Further, each user has a P Drive (Personal Drive) under which documents should be saved. Failure to save under the user's P Drive will result in loss of data. Library personnel will not be responsible for loss of data.

2. The Internet

The Internet can be a powerful research tool or a vast wasteland, depending upon how it is used. Because misuse and abuse can occur, student access to the Internet will be strictly controlled and monitored. Software has been installed that allows the SCS administration to effectively track all sites visited by a user.

Internet policies include, but are not limited to, the following:

- Use of the Internet is limited to academic- or school-related purposes only. When in doubt about its use, ask the Librarian. No "surfing" permitted.
- There is no computer "game-playing" of any kind on the Internet. This includes any games under "Accessories" on the "Start" menu. No games of any kind are permitted.
Email is allowed for academic purposes only.
- Your time on the computer or Internet may be limited if others are waiting to use these resources.

Any violation of the above rules, the AUP, or any computer policy will result in disciplinary action as stated above. Please remember that use of a computer is a privilege and not a right.

3. Online Databases

The SCS community has access to online databases including Britannica; E-Library Science, a new Pro Quest product that has been added this year; Facts On File; Gale; and NetTrekker, a web-based product supporting differentiated instruction. These resources may be accessed directly through the web, or through our school web site. Further, these databases can be accessed remotely, e.g., from home, or any computer with an Internet connection. The Librarian is available to assist all users with this resource as well as to assist in providing usernames and passwords. Additionally, brochures are readily available in the Prep Library, providing addresses, usernames, and passwords.

4. Print-Outs

We are continuing the policy of the “first 50 copies free” to all students. This means that we are providing the first 50 print-out at no charge to students. Thereafter, the nominal 10 per copy will apply.

5. Photocopier

The “first 50 free” also applies to the photocopier. If you need help with the photocopier, ask the Librarian or the Assistant. Further, the user assumes all responsibility for any infringement of copyrighted materials.

New Items

As stated in the Board-approved Collection Development Policy (CDP), the responsibility for selection of all library resource materials lies with the Librarian who works cooperatively with faculty members to develop the collection. Students and parents are encouraged to make suggestions for items they would like to have in the Library. These suggestions will be considered when they are within the scope of the CDP. A “Library Material Request Form” may be obtained from the Librarian. As new items are acquired, faculty and staff will be notified through the monthly newsletter, *Library News & Reviews*. The newsletter is also posted on the school’s web site for the benefit of the entire SCS community. Faculty are encouraged to share the information on new items with their students.

Challenged Materials

Further, the following policy information is provided concerning “challenged materials”:

The policy on “challenged materials” for the SCS Libraries is as follows:

- Any faculty/staff member, parent, or student may challenge library resource materials on the basis of appropriateness. The proper form may be obtained from the Librarian. (A form is provided on page 10 of this document.)
- Upon receipt of a signed formal request for reconsideration, the Principal shall appoint a Reconsideration Committee of five persons consisting of the Librarian and four other members that shall review the challenged items(s). The decision of the Committee is binding.
- Additional information on “challenged materials” may be found in the Board-approved “Collection Development Policy” of the Southwest Christian School Library.

In Summary

The Library is at the center of all academic endeavors. It truly belongs to the SCS community with the Librarian as the Keeper and Guardian of its resources. We hope that these guidelines will assist in maintaining the faithful use and stewardship of the Library’s resources while also promoting our students’ quest for knowledge and information. With God’s help, may we all strive, academically as well as spiritually, to fulfill the “scripture at the heart of the Library”: Seek and you shall find (Luke 11:9).



Southwest Christian School Challenged Material Form Request for Reconsideration

Title of challenged material: _____

Name of author(s): _____

Copyright date: _____

Format: (circle one): book, video, periodical, CD-ROM,
other (please specify)

Did you read, or view, the entire item? _____

Main objection - please list page number(s) and paragraph(s), time elapsed
into video, or other identifiable location(s), etc. where
reference is made to objectionable word, phrase, idea:

Please list any positive attributes of the item: _____

What do you recommend doing with the challenged material? (Restrict circulation,
etc.) _____

Formal challenges must be signed and dated by the concerned party in order to be
considered. Thank you.

Signature

Date

