**Desert Hills High School Library Media Center**

*MISSION STATEMENT*

The Library exists to foster the pursuit of knowledge, excellence in learning and teaching and for intellectual interaction, collaboration, study and reflection. The Library staff is committed to serving the needs of students, faculty, and staff.

*PHILOSOPHY*

The primary mission of the Desert Hills High School Library Program and its curriculum is to empower students to be effective users of ideas and information in all formats in a consistently changing learning environment.

**POLICIES**

*PROCEDURES:*

To keep our library running smoothly

• Regular book checkout period is two weeks.

• If you have an overdue book or fines you cannot check out any additional library materials.

• Periodicals are available at the circulation counter, and may be checked out for 1 day.

• You may have a total of four items checked out at the same time.

• Overdue fines are: $.05 per day per book, .10 novels, .25 textbooks

• All lost items must be paid for. There may be a replacement cost plus handling charges of $3.

• You must have a pass to be in the Library during classtime.

*RULES:*

What you can do to make this a better place for everyone

* No food or drink within the Library
* Respect the rights of others and do not engage in loud conversation or noisy activities
* Avoid abusive or disrespectful behavior
* Do not destroy or intentionally damage Library materials or facilities
* Maintain the appearance of the Library by cleaning up after yourself.

*SELECTION:*

A. Responsibility

The Desert Hills High School Librarian assumes final responsibility for the selection of materials. Materials shall be chosen by the librarian and with the cooperation of faculty, staff, parents and students.

B. Criteria for Selection

Materials selected for inclusion in the collection of the Desert Hills High School Library shall satisfy the following:

1. Materials shall be chosen to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.

2. Materials shall meet high standards of quality in:

\* physical format

\* treatment of subject

\* accuracy and currency of information

\* arrangement and organization

\* literary style

3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of Desert Hills High School students.

4. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make intelligent judgments in their everyday lives. For further information on library selection policies in general, please see the following ALA documents:

• Evaluating Library Collections

• Diversity in Collection Development

*SELECTION TOOLS:*

The following professional resources are available to assist the Desert Hills High School Librarian in the selection process; however, selection is not limited to the use of these tools.

Reviewing Media: Booklist, School Library Journal, Science Books and Films, other resource periodicals.

PROFESSIONAL SELECTION

In order to serve the needs of Desert Hills High School faculty and staff, the DHHS Library maintains a small professional collection of materials relating to the fields of education and library science.

* The librarian selects titles appropriate for a core journal collection of interest and use to educators, administrators, and librarians, especially those at Desert Hills High School.
* In addition, on-line databases provided by Utah State Office of Education provide an extensive on-line resource. (pioneer.uen.org)
* Requests from faculty are also highly considered.

*ELECTRONIC INFORMATION POLICY:*

In keeping with our role as a source of information, the library provides Internet access to information beyond the confines of our collection.

• The Internet affords us an exciting opportunity to have immediate access to timely and comprehensive information as well as a wide variety of primary sources. Providing connections to global information services and networks outside the library is different from selecting and purchasing materials for the library collection. The Internet changes rapidly, frequently, and unpredictably.

• As the vast amount of information on the Internet is generated outside the library, the library cannot be responsible for accuracy, authenticity, currency, availability, or completeness of information. We cannot insure that Internet communications are secure or private.

• Because of the library's limitations, the user is responsible for using discretion when considering the quality of material, questioning the validity of information, and choosing what is individually appropriate.

• In the Desert Hills High School Library setting, the Internet is a resource which provides timely access to students' information needs. Unfortunately, limited computer resources do not permit the library to support all types of Internet and computer usage. Therefore, in order to best allocate these finite resources, student use of the library's computers will be limited in the following ways:

• Academic use will always have priority over recreational use.

• Game playing, email, chat, online shopping, personal "productivity" activities (e.g., word processing, web page development, etc.) and other inappropriate computer usage as determined by library staff are not permitted.

• Printing privileges are restricted to academic use. Exceptions to this policy will be made at the discretion of the librarian and writing lab assistants.

• The library is also guided by the Acceptable Use Policy of the Washington County School District, the Desert Hills High School Policy and Procedures Guide, and the Desert Hills High School Library Computer Lab rules.

• For further information on Electronic Information Policy, please see the following ALA policy statements:

*AV PLOLICY:*

1. The library provides AV materials and services for the following purposes:

• to supplement its collection of materials

• to implement, enrich, and support the curriculum of Desert Hills High School

• to meet the individual, educational, emotional, and recreational needs of students, faculty and staff.

2. Format

• The library's AV collection consists primarily of videos, DVDs, and CDs, but also includes electronic reference sources, audio/book materials and some classical music cd’s.

*WEEDING*:

A. Purpose

The Desert Hills High School Library recognizes the importance of maintaining a collection of current, appropriate, and useful materials.

Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials, which are no longer useful. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of material rests with the Dixie High School librarian.

B. Guidelines

1. Weeding by Appearance

 \* Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.

 \* Badly bound volumes: soft, pulpy paper and/or shoddy binding

 \* Badly printed works

 \* Books of antiquated appearance which might discourage use

 \* Audio-visual materials with missing or broken pieces

2. Weeding of Superfluous or Duplicate Volumes

 \* Unneeded duplicate titles

 \* Older editions

\* Highly specialized books (when library holds more general or up-to-date volumes on the same subject)

 \* Books on subjects of little interest to the local community

 \* Books which no longer relate to the curriculum (if specialized)

3. Weeding Based on Poor Content

 \* Information is dated

 \* Information is inaccurate

 \* Stereotypes are present

 \* Book is poorly written

4. Weeding According to Use

 \* Nonfiction: Book has not been checked out within last 10 years

 \* Fiction: Book has not been checked out within last 5 years (classics excluded)

Categories of Books which may be quickly outdated:

 \* 000s: computer

 \* 100s: psychology (especially popular literature)

 \* 300s: college & career materials

 \* 400s: grammars with dated examples and/or illustrations

 \* 500s: astronomy, chemistry, physics, biology

 \* 600s: electronics, engineering, health, technology

 \* 900s: popular biographies

 \* Mistakes in selection/acquisition

Categories of Books which are not quickly outdated:

 \* dictionaries

 \* biographical sources

 \* literary criticism

 \* classics of literature

 \* foreign language literature

 \* art books

 \* local history/geography

 \* books providing general principles of a subject or discipline

 *RECONSIDERATION OF MATERIALS:*

1. Statement of Policy

•The Dixie High School Library subscribes in principle to the philosophy expressed in the American Library Association's Library Bill of Rights and its supporting documents, and the American Association of School Librarians' School Library Bill of Rights for School Library Media Programs. Copies of these documents are appended to and made a part of this policy.

•The Dixie High School Library also recognizes that occasionally materials selected may be challenged or questioned, despite the care taken in selecting them.

•A procedure for processing and responding to criticism of approved material has been established and shall be followed.

•This procedure shall include a formal signed complaint of standard format and an appointed committee to re-evaluate the material in question.

B. Procedure for handling Challenged or Questioned Books and Materials

1. Upon receiving a complaint, the Desert Hills High School Librarian shall hold a conference with the patron making the complaint. The Principal of Desert Hills High School shall be notified and may be present at the conference.

2. If the problem cannot be resolved in the conference, the patron will be given a "Citizen's Request for Reconsideration of Library Materials" form.

3. The patron will return the completed form to the Librarian, who will forward a copy to the Principal of Desert Hills High School.

4. The Principal of Desert Hills High School will appoint a committee to review the complaint. This committee shall be composed of the Desert Hills High School Librarian, the Principal of the Desert Hills High School or an appointed designee, a member of the Desert Hills High School PTSA board, one faculty member from the department, where the materials are used (If the material is recreational reading, a language arts teacher shall be selected), and one other faculty member from Desert Hills High School.

5. The committee will review the complaint and make a written report and recommendation to the Principal of Desert Hills High School.

6. If the decision is not satisfactory to all parties, the principal upon receiving a written request shall forward the appropriate information to the District administrator for Secondary Education. District policy shall then dictate the outcome of the challenged material.

*GIFTS:*

The Desert Hills High School Library welcomes gifted materials. These materials shall be subject to the same criteria as those obtained through the regular selection process.

• Materials not chosen for inclusion in the Desert Hills High School Library’s collection shall be sent to the Deseret Industries or Catholic Thrift Shop, where they shall be made available either for purchase in their store, or shipped to areas in the world recognized as needing written resources.