

## **MISSION STATEMENT**

Clarksville Academy Library programming provides materials to reinforce, enrich and extend classroom learning experiences. The librarian functions as a cooperative member of the teaching staff, a consultant for the use of materials, and a teacher of library skills that will help students develop competency and independence.

Our library plays a vital role in developing a love of reading and in encouraging strong, lifelong reading habits. To support this goal, the librarian will select books of high appeal as well as books that will motivate students to develop independence in learning strategies, critical thinking skills, communication skills, appropriate attitudes, and an appreciation of literature for both pleasure and information.

Our library works to establish an educational environment in which technology serves a major role, not only in the daily routine of the school library, but as an instructional part of the library program. Students have access to a variety of media resources to help them succeed in their learning, while also developing and fostering computer skills to prepare for a life in a technological society.

Clarksville Academy Library is also committed to the free flow of information and ideas, to a cooperative relationship with stakeholders including, but not limited to, other libraries within our community.

## **MATERIAL SELECTION AND ACQUISITION**

### **Criteria for Selection**

In developing the library information collection, the Clarksville Academy Librarian will consider the educational goals of all classrooms, individual student learning styles of the student body, teaching styles of faculty members, and the existing material collection.

The librarian will ensure that the library collection is well maintained by keeping resources up-to-date and in good repair. The library will maintain items that stimulate student interest in reading and research. The following is a list of guidelines will be used when evaluating and selecting instructional materials:

- Relevance to today's world
- Support the identified needs of the school community
- Contribute to the objectives of all educational programming
- Be appropriate and appealing to the level of the user
- Stimulate creativity
- Represent quality and accuracy in writing, illustrations, and informational worth
- Provide works by authors/illustrators/publishers/producers/etc. of authority and high reputation

### **Donations**

Gift materials will be judged by the criteria listed in the preceding section and will be accepted or rejected based on the same criteria. If it is decided that the material gifted does not meet the above criteria, the materials will not be returned. All gift or donated books become the property of the school.

## **Weeding**

In order to provide students and teachers with the best overall print collection possible, the Clarksville Academy Librarian periodically weeds the collection by removing outdated and damaged materials. Weeding is a continual process and includes a plan to ensure that all areas of the collection are reviewed at regular intervals. The following criteria are examples for removal of materials from the Clarksville Academy Library

1. Materials that have not been checked out over an extended period of time, unless the item is considered to have historical value.
2. Contents/pictures are outdated and no longer relevant. For example:
  - Pictures showing outdated items or situations such as old automobiles, wringer washers, dial telephones, etc.
  - Science books that make predictions of events that have already occurred
  - Science experiment books which ask students to use materials no longer readily available or use unsafe procedures
3. Items are worn and unattractive in appearance
4. Library owns multiple copies or a newer edition
5. Items are damaged beyond repair
6. Copyright date may be used as criteria for weeding
  - Country and state books more than 10 years old
  - Computer books more than 5 years old
  - Career books more than 5 years old
  - Encyclopedias sets copyrighted within the last 5 years
  - Atlases more than 10 years old

## **Procedures for Dealing with Challenged Materials**

Occasionally, library materials are challenged, despite the quality of the selection process. Clarksville Academy supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School Librarians.

Per the American Association of School Librarians (AASL) National School Library Standards, “challenged resources should remain in the collection and accessible during the review process.” The Library Bill of Rights states in Article I that “materials should not be excluded because of the origin, background, or views of those contributing to their creation, and in Article II, that “materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

In the event that library materials are challenged, the following procedures should be followed:

1. The concerned party will contact the librarian, in writing, detailing the concern and how it interferes with learning for Clarksville Academy students.
2. The librarian will contact the appropriate Head of School within one school day. The school administrator and librarian will contact the concerned party and discuss the concern as

well as inform the concerned party about the objectives, criteria, and procedures for selection.

3. If the complainant is not satisfied with this explanation, the school administrator will contact the Head of School, Jennifer Hinote for further discussion. Final determination will be left to the school administrators who may or may not convene a meeting, or discuss, the concern with the Clarksville Academy School Board, parent representatives, teachers, and/or other stakeholders.
6. During each step, the administration team, in consultation with the librarian, shall read, view, or listen to the material in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; determine the extent to which the materials supports the curriculum; and judge the materials for its strength and value as a whole and not in part.
7. The administrator handling the concern shall present a written review and statement of its decision to the concerned party immediately following the conclusion of the discussion. At any point, the concerned party may request, in writing, an update of the review process.

### **Fines for Lost or Damaged Books**

Books that are damaged or lost, will result in a fine for entire amount of a replacement, including shipping if applicable. This fine will remain on the student's account until paid. Fines deem a student 'not in good standing' and could jeopardize future incentives because the student is not in good standing with Clarksville Academy.

### **Overdue**

Students may check out up to two books at one time. Books are due back to the library within 14 days. Books are to be returned to the library via the drop box located at the librarian's desk.

### **Checking Out Books**

The library opens daily at 7:40 and remains open until 3:50 pm. Students are welcome to check out books at anytime using our student self check out kiosk. Due to the fact that the librarian teaches classes and participates in other school responsibilities, he or she may or may not be present in the library.