



Duchesne Omaha 1881
Academy of the Sacred Heart

LIBRARY POLICIES & PROCEDURES MANUAL

Manual of Library Policies and Procedures

Duchesne Academy of the Sacred Heart

Duchesne Academy of the Sacred Heart Mission Statement

Duchesne Academy of the Sacred Heart, a Catholic college-preparatory high school for girls of all faiths and backgrounds, is a member of the Network of Sacred Heart Schools in the United States and Canada.

Duchesne Academy of the Sacred Heart Library Mission Statement

The mission of the Duchesne Academy library program is to promote a culture of learning that incorporates the Goals and Criteria of Sacred Heart Schools for the development of students who are literate, ethical, resourceful and independent learners. To achieve this mission, the library seeks to:

- Provide access to current, timely and accurate materials for curricular enrichment, research and pleasure reading
- Support the academic and student-support programs
- Support the information needs of all students
- Support the use of digital resources and tools to gather, evaluate and use information
- Promote the use of appropriate digital resources and tools
- Promote independent reading
- Select, acquire and manage library resources that support curricular and recreational activities
- Deselect library materials that are out-of-date, inaccurate, superseded, unattractive, or uncirculated
- Promote collaborative planning with faculty
- Promote the development of information literacy and technology skills through individual and group instruction
- Provide an inviting and safe physical and virtual environment
- Communicate regularly about the library program
- Create opportunities for collaboration with the librarians at other Omaha high schools and at other Sacred Heart schools.

The Duchesne Academy library endorses the American Library Association’s “Library Bill of Rights,” which is as follows:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

21st Century Learners

Additionally, the Duchesne Academy library, in its mission to remain current with professional standards and philosophies, adheres to the ALA (American Library Association) and AASL (American Association for School Librarians) Standards for the 21st Century Learners in which students apply 1) skills, 2) disposition in action, 3) responsibilities, and 4) self-assessment strategies demonstrated through the following actions:

- I. Inquire, think critically, and gain knowledge
- II. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
- III. Share knowledge and participate ethically and productively as members of a democratic society
- IV. Pursue personal and aesthetic growth. (American Association of School Librarians, 2007)

Selection Policy and Procedures of the Duchesne Academy Library

Materials for the library are selected in consideration of the curriculum and with the interests and needs of the students in mind. Teachers and students are consulted and encouraged to make requests and suggestions for purchase to the librarian.

Materials for selection, purchase and inclusion are evaluated on the following criteria:

- a) Educational value to enhance classroom curriculum
- b) Recent copyright date, applicable to topic
- c) Topical balance brought to the collection
- d) Reputation and authority of author or producer of content
- e) Popular appeal for young adults
- f) Accuracy of content and freedom of bias
- g) Clarity
- h) Logical organization of ideas
- i) Validity of ideas
- j) Quality of format
- k) Request from faculty or student
- l) Price

Tools Used for Selection of Materials

When choosing books and materials for addition to the collection, the librarian evaluates the existing collection and consults various professional selection tools including, but not limited to:

- 1) At least one unbiased and authoritative professional publication such as Booklist or School Library Journal
- 2) Various department heads
- 3) Materials recommended by other professional librarians and educators
- 4) Commercial publishers and jobbers
- 5) Any other source the librarian finds acceptable

Gifts, Memorials, and Donations

The Duchesne Academy library encourages donations and gifts of materials that will further improve the quality of the collection. The librarian, trained in this work and familiar with the collection and the needs of the constituents, has right of refusal in accepting materials that are gifts or donations. The library will accept gifts and donations with the understanding that the final decision for inclusion in the collection rests with the Academy librarian, and gifts given to the library as donations or Memorials are evaluated using the same criteria for purchased materials, noted above.

- Magazines and periodicals are not accepted.
- Unannounced donations dropped off at the school will not be accepted

Evaluation of Collection and Criteria for De-selection/ Weeding

The library strives to provide a collection that is used, current, and valuable to its students and faculty, therefore a constant and on-going process of evaluating all parts of the collection (print and non-print) is essential. Just as items are selected with care for inclusion in the library, so too, are they de-selected for removal from the library collection. This process ensures that the school library is a place where accurate and desirable information is held, accessed, and utilized.

Guidelines used for de-selection may include, but are not limited to:

- a) Has not been circulated in the past 10 years
- b) Duplicate titles
- c) Superseded information: more current information is available
- d) Books that are dirty, shabby, worn-out, water damaged, stained, moldy, or infested, etc.
- e) Books with missing pages
- f) Books with brittle or yellowed pages
- g) Books that are outdated, portraying stereotypes or bias
- h) Items that lack student appeal
- i) Items whose educational purpose is better met with other resources in the collection
- j) Unsolicited or unwanted gifts
- k) Reference material such as almanacs, maps, atlases, journals, indexes and encyclopedias over 10 years old
- l) All periodicals older than one month
- m) *Items that have been donated or gifted to the school will be periodically evaluated using these same criteria. Because of the organic nature of books, donors should be aware that gifts and donations of books are not permanent additions to the library that may never be removed.

Other Considerations in Managing the Collection

Owning multiple copies of works should be avoided. In the case of a very in-demand item, such as a Book Club selection, multiple copies may be purchased.

Periodical subscriptions should be examined yearly to determine their demand and value to the collection.

Audiovisual materials are purchased largely to fulfill teacher request. VHS tapes are not purchased using library funds. All AV material should be purchased in DVD or digital format

Policy and Procedures for Challenged Materials

Despite the care that is given when selecting materials for the Academy library, complaints regarding library material can occur.

The following procedures have been established in order for receiving, considering, and acting upon written complaints regarding materials found in the Duchesne Academy library.

- 1) All complaints received, whether in person, via email or telephone will be reported to building principal within 24 hours.
- 2) The principal or librarian will ask the complainant to submit written and signed form. (See Appendix A for a copy of this form.)
- 3) If a formal request for reconsideration of material is not received within two weeks, the matter shall be judged as closed.
- 4) Formal requests submitted within a two-week period after the form has been received will go to the principal and a committee of teachers and administrators who will judge the material against the library selection policy. Their recommendation will be given to the head of school, who will make all final decisions regarding materials.
- 5) In writing, the complainant shall be informed of the final decision by either the principal or head of school.
- 6) No item will be removed from library shelves during the consideration process.

Fines and Charges

The library does not assess fines for overdue materials. Fines may be assessed for material damaged or lost. Damaged material includes material that is returned to the library in such a condition that the book is not suitable to put back on the shelf. This includes, but is not limited to, stains – including pen, marker, etc., burns, water damage, ripped or missing pages, etc.

Books that are deemed by the librarian as damaged beyond repair or lost must be paid for or replaced by the patron. The fee assessed is a replacement cost of the material. A student may choose to find an identical replacement of the book/item and supply that as payment.

If the student chooses to make financial payment for the item, exact change is required. (The library cannot make change for these transactions.) A check written for the exact amount and made out to Duchesne is also acceptable.

All student materials are required to be returned or fines paid before students can take semester exams in December and May, and again before students graduate (if applicable.)

If the patron finds the lost item within 30 days of payment for said item, the book may be returned to the library for a full refund. After 30 days, no refund or return of payment will be given.

Items checked out

Students have two weeks for items checked out from the library. After that, they become overdue. Students may not check out another book if they have an overdue item. Students may renew items once for an additional period of time.

There is a ten item checkout limit for patrons.

Plan for Adoption of this Library Policy Document

This document and its policies have been approved as standard procedure for the Duchesne academy library by its Head of School Meg Brudney in December 2016.

Communications of Policies and Revisions to Staff

This manual will be made available to all staff via hard copy held in the library, or accessible on-line through the library webpage.

Request for Reevaluation of Duchesne Academy Library Materials

Date: _____

Name of person making request: _____

Address: _____

Material being questioned: _____

Book:

Author: _____ Title: _____

Publisher: _____ Copyright Date: _____

Non-print material:

Title: _____ Copyright Date: _____

Producer: _____

On a separate sheet, please answer the following as completely as possible in order to aid the Reconsideration Committee.

- 1) What brought this resource to your attention?
- 2) Have you read or examined the material in its entirety?
- 3) Identify the parts you find objectionable. Please be specific in identifying page numbers and passages.
- 4) What do you believe is the purpose of this material?
- 5) Please state what you feel would result from its use.
- 6) What age range would you feel is an acceptable one for this material?
- 7) What professional reviews of this material have you consulted?
- 8) What action(s) do you suggest be taken with this material?
- 9) What alternatives of appropriate quality do you suggest be provided in the library instead of the material in question?