



# Our Library Media Center

## Procedure Handbook

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# Introduction

Welcome Soaring Eagles!

Just as our school follows the county's mission to ensure excellence in teaching and learning so that each student will participate responsibly in a diverse and changing world, the library also seeks to support growing, inquisitive minds through excellence in our library media program.

Longfellow strives to reflect the standards established by the Howard County School System. Likewise, our library also reflects the standards established in the *Standards for School Library Media Programs in Maryland*. Stated under standard 6.0 Facilities, "a well-designed school library media center is conveniently located and barrier-free, providing library media services that promote and support student learning."

Our library media center includes five areas based on the roles and responsibilities of the library media specialist (teacher, instructional partner, information specialist, and program administrator). The Study and Research Area is located beside the Reference shelves and offers a quiet area for small groups to do independent research or for teachers to work with small groups of students. Our library has several Informal Reading Areas in order to provide a welcoming and comfortable place for students to read throughout the library media center. The Instructional Area is centrally located within the Nonfiction collection with worktables surrounding a story area and a mobile teaching station and magnetic board. The Production and Group Project Area accompanies the mini lab of computers and, depending on the number of students working, can include the furniture in front of the mini lab for small group work or, if a class is not being taught, large groups can work in the Instructional Area with the use of the mobile lab. The Administrative Area includes a spacious office for clerical work as well as collaborative planning with classroom teachers. The area also includes the circulation desk and AV closet, located behind the circ desk, for storage and repair of AV equipment.

We hope you find our library media center a welcoming and useful facility where you can locate answers to your curiosities, work on school assignments, discover new information, use reference materials effectively, or find a new favorite book!

Sincerely,

Mr. Matthew C. Winner

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# Mission Statement

The mission of our library media center is to ensure that all students and staff are lifelong readers and effective users of ideas and information.

## Philosophy

At Longfellow Elementary, we believe that the key to an effective library media program is through enhancing and reinforcing the goals, curriculum, and philosophy of our school through the development of information literacy skills. We support the policies of Howard County Public Schools and the Library Bill of Rights. Through participating as active partners in the teaching/learning process, we seek to ensure that all students and staff are lifelong readers and effective users of ideas and information.

## Vision

School library media programs are integral to student achievement. They provide all students and staff members with equitable and timely access to ideas and information (from *Standards for School Library Media Programs in Maryland*).

We envision a learning environment that allows free and open access to information and technology, as well as a space where learning, collaboration, and the sharing of ideas are not only welcome, but also evident to all who use our library media center.

In order to accomplish this vision, the Library Media Center adheres to the learning and teaching principles of school library media centers recognized in *Information Power: Building Partnerships for Learning* (American Library Association, 1998). The library media program:

- is essential to learning and teaching and must be fully integrated into the curriculum to promote students' achievement of learning goals.
- models and promotes collaborative planning and curriculum development.
- models and promotes creative, effective, and collaborative teaching.
- access to the full range of information resources and services through the library media program are fundamental to learning.
- encourages and engages students in reading, viewing, and listening for understanding and enjoyment.
- supports the learning of all students.
- fosters individual and collaborative inquiry.
- integrates the uses of technology for learning and teaching.
- is an essential link to the larger learning community.

# Hours of Operation

Longfellow Elementary School's Library Media Center is open for use of its facilities during school days and staff inservice days.

## Monday through Friday

7:30am – 4:00pm

The library media center opens approximately 30 minutes prior to staff reporting time and closes approximately 30 minutes following staff dismissal time.

Students and staff are welcome to check out materials at any time within the library media center's hours of operation. Students visiting the library media center outside of library media class are required to have a signed pass from their classroom teacher indicating his or her permission to visit the library media center. If the library media specialist is teaching a class and the library paraeducator is busy, the student will be asked to return at a later time. Likewise, if neither the library media specialist or the library paraeducator are available, the student must return to class to visit at a later time.

Teachers may complete the manual check-out form in order to check out desired materials in the event that the library media specialist and library paraeducator are not available for check-out.

# Check Out Policy

Our school library media center hosts an abundance of materials available for students to read, enjoy, and check out. These materials include books in our fiction, nonfiction, and everybody book sections as well as board books, books on CD or cassette, and DVD and video cassettes from the everybody and fiction sections. Materials located in the reference, professional, and AV nonfiction section are for in-school use only and therefore cannot be checked out by students.

It goes without saying that students checking out materials from the library media center will return said materials in the condition they were originally checked out. Any library material returned damaged is subject to a replacement fee.

Students in Kindergarten through Grade 1 are permitted to check out one book at a time.

Students in Grades 2, 3, and 4 are permitted to check out two books at a time.

Students in Grade 5 are permitted to check out three books at a time.

Additionally, students in Grades 4 and 5 can check out a magazine as one of their book selections.

Audio books and DVDs or video cassettes from the everybody and fiction sections can be checked out by students in grades K through 5 as one of their book selections.

Teachers are permitted to check-out an unlimited number of items, as needed, and are expected to return all materials to the library media center when they are no longer in use so that the materials can be accessed by the student population. Teachers are expected to return all borrowed materials to the library media center in the condition they were originally checked out.

# Overdue Book Policy

Books are checked out to students for a two-week time period and can be renewed once before being returned. If a student has an overdue book, he or she will receive an overdue notice including the bibliographical information of the overdue title including the replacement cost of the book. If the book is not returned, the student will be asked to submit payment to replace the title. Overdue notices are sent home with students twice quarterly, with interim reports and quarterly report cards, respectively.

The overdue book title will remain on the student's record for the remainder of the year or until the book is returned or paid for the cost of replacement. The overdue title will count as a checked out book under the student's record through the remainder of the quarter. At the beginning of the following quarter the student will be allowed to check out the number of permitted titles for his or her grade level. The missing title, however, will remain on the student's record and the student will continue to receive notices citing the overdue title(s) semi quarterly.

Overdue records from the preceding year or from a student's previous school will be printed for the student at the beginning of the new school year before being cleared, allowing each student to begin the school year with a clean record.

The average replacement cost of materials from our library media center is as follows: (\*Please Note: Replacement costs are approximations and are subject to change based on publisher availability, copyright age, and format of the material.)

- Everybody Book = (approx.) \$19.95
- Nonfiction Book = (approx.) \$24.95
- Fiction Book = (approx.) \$16.95
- Audio Book = (approx.) \$27.95
- DVD or video cassette = (approx.) \$35.95

# Behavior Management Policy

Students at Longfellow Elementary School strive to be safe, respectful, and responsible at all times. This behavior is expected of every member of our school community while in the classroom, the cafeteria, the playground, and especially at specials, where tools and equipment specific to the related arts class are used on a daily basis.

When students are in the library media center, during media class or while visiting independently or working on a project, students are expected to exhibit the three Longfellow virtues at all times.

## I am SAFE in the library media center.

- I walk through the LMC.
- I am careful with materials in the LMC.

## I am RESPECTFUL in the library media center.

- I use materials with care.
- I use my media manners toward people and materials in the LMC.

## I am RESPONSIBLE in the library media center.

- I use materials appropriately.
- I am aware of my actions and the way I treat others in the LMC.

All classes bring their classroom stoplight to library media class. Regardless of where the student's clip is currently placed when beginning media, all students begin on "green" at the start of media class. Students receive one verbal warning before he or she is asked to move the student clip.

A clip moved once during media will result in a drop in effort grade from "1" to "2" (primary grades) or from "I" to "W" (intermediate grades) for the day. Clips moved a second time will result in a second drop of effort grade from "2" to "3" (primary grades) or from "W" to "N" (intermediate grades) for the day. These effort grades are averaged together at the end of each quarter in order to determine the student's effort grade for the quarter.

# Materials Request Policy

The library media center is happy to serve its teachers by gathering materials on requested subjects for use in the classroom.

In order to request materials, the requesting teacher must download the “Materials Request” form from the Longfellow Conference on CLC. (From the Longfellow Conference, click on the “templates” folder on the left-hand scroll bar, click on...)

**MEDIA NEEDS FORM**

Please use this form to report anything you need from the Media Center. E-mail the form to Matthew when complete. Thank You.

Today's Date:

Teacher Name:

Click request:  overhead - new lightbulb  
 book request  
                  subjects, titles, quantity & reading level  
                  

video request  
                  subjects, titles, quantity  
                  

other  
                  if other please indicate need  
                  

Once the form is completed: Choose File: Save As and save to your desktop. In your CLC create a new message to Matthew Winner , choose File: Attach and select your media needs.

Complete and save the form, then attach the completed form on an email to both the library media specialist (Matthew Winner) and the media paraeducator (DeLea Barkdoll). Your request will be completed and checked out to you at our soonest convenience.





# Manual Check-Out Policy

Teachers are welcome to check out materials without the assistance of the library media specialist or library paraeducator. To do so, please complete the “Manual Check Out” form for each item you would like to check out. Simply complete your name, title of the item(s) you are checking out, and accurately record the Longfellow barcode located on the back of the item (Note: This is different from the item’s UPC barcode.)

If you are an Eagle Challenge Parent Reader, please check out the book under the classroom teacher’s name.

Returned materials should be deposited in the book return slot of the circulation desk.

LFES Library Manual Check Out		
Name	Title	Barcode
1. _____	_____	35142000 _ _ _ _ _
2. _____	_____	35142000 _ _ _ _ _
3. _____	_____	35142000 _ _ _ _ _
4. _____	_____	35142000 _ _ _ _ _
5. _____	_____	35142000 _ _ _ _ _
6. _____	_____	35142000 _ _ _ _ _
7. _____	_____	35142000 _ _ _ _ _
8. _____	_____	35142000 _ _ _ _ _
9. _____	_____	35142000 _ _ _ _ _
10. _____	_____	35142000 _ _ _ _ _
11. _____	_____	35142000 _ _ _ _ _
12. _____	_____	35142000 _ _ _ _ _
13. _____	_____	35142000 _ _ _ _ _
14. _____	_____	35142000 _ _ _ _ _
15. _____	_____	35142000 _ _ _ _ _

# Acceptable Use Policy

The following is a countywide policy in the Howard County Public School System.

(from the Howard County AUP Guidelines)

## Wikis and Blogs

The two approved sites for wikis and blogs are Edublogs ([www.edublogs.org](http://www.edublogs.org)) for blogging and Wikispaces ([www.wikispaces.com](http://www.wikispaces.com)) for creating wikis. When using Wikispaces with students, teachers must set up student accounts through Wikispaces. Students may not set up their own accounts.

## Internet Searching

Students in grades pre-K through 8 may not search the Internet independently. Searches conducted by students in grades pre-K through 8 must be confined to approved online databases. If it is necessary for elementary and middle school students to do searches outside the approved online databases, it can be done in a small group (5 students or so) under direct supervision with a teacher. Teachers of pre-K-8 students may also create a list of appropriate sites, providing the URLs via the handout folder or website bookmarking site.

In the high schools, where independent access to the Internet is available, parent permission is required, and both the student and the parent or guardian must sign the school system use of Internet permission form. By signing this form, the student agrees to the provisions and procedures of Policy 8080 and current user guidelines. Students who are granted independent access under this provision may use school system computer technology to access individual e-mail accounts for school-related purposes during non-instructional periods of the day provided such use is in compliance with the policy.

## Posting Grades Online

The only approved online teacher gradebook is Teacherease. Any other gradebook programs need to go through the software approval process. Once an approved student management system has been established, all staff will be required to use the approved program.

## Posting Pictures of Teachers and Students

Anyone wanting to post pictures of any teacher must obtain the teacher's permission. Do not post student names with pictures. Instead, use generic terms such as "student reading a book..." Be sure to check that their names are not on the photo exclusion list. This information can be obtained from your school administrators.

# Selection and Weeding Policy

The following is a countywide policy in the Howard County Public School System.

(From the Handbook for Library Media Specialists and Administrators)

Developing the library media center collection is primarily the responsibility of the library media specialist, who, along with other staff members, will evaluate a variety of materials and select materials based upon the curriculum and the objectives of the school. The Coordinator of Media and Educational Technology and the Library Media Instructional Facilitator will provide guidance regarding a countywide Collection Development Plan and guidance for individual schools. Selected materials will then be ordered following standard prescribed procedures.

## Evaluation and Selection

School library media collections should meet current state standards (see the Maryland State Department of Education publication, Standards for School Library Media Programs in Maryland in the appendix) and should conform as nearly as possible to the American Library Association standards. After the basic collection is acquired, additional materials should be selected to support the curriculum and new or special programs, to enrich all phases of school activities, to give depth to the collection, and to update and replace materials as needed.

The Howard County policy regarding the selection of instructional materials, including those placed in the library media centers, is the primary source for selection criteria. Materials at the appropriate grade level may be selected from the following:

- \* Approved List of Bibliographic Sources and Reviewing Journals (see appendix)
- \* Blanket Approval - sources of consistently high quality materials (see appendix)
- \* Central AV Library
- \* Public Access Catalog for the Howard County Public School System
- \* List of resources in approved curriculum guides, including those for approved pilot programs
- \* List of materials pertaining to an approved textbook, when the materials are an integral part of the textbook series and published by the same publisher (e.g., audio tapes, compact discs, computer software, kits, transparencies, and videotapes).

Any materials not reviewed in approved selection aids may be purchased upon favorable evaluation by three professionals, using the established Selection Criteria for Media

Center Materials form (see appendix). One form including all three signatures is acceptable. Use a separate form for each item purchased.

In addition to observing the evaluation and selection policies established by The Howard County Board of Education, the library media specialist should also be aware of the suggestions of the American Association of School Librarians, which reaffirm its belief in the Library Bill of Rights of the American Library Association (see appendix). Whenever it does not conflict with county policy, it is the responsibility of the library media center:

“To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual’s needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.

To provide qualified professional personnel to serve teachers and students.”

School Libraries, vol. 19, no. 2, p.61

# Selection and Weeding Policy (cntd.)

## Weeding

Once an adequate collection of materials has been established, it should be maintained at peak quality and usefulness. This can be done by adding materials as needed, by discarding those that are worn out, out-of-date, or no longer used, and by mending books in need of repairs. Weeding is second only to selection in keeping the collection current.

At least once a year the collection, both print and audiovisual, should be examined to find worn-out materials, to remove those items which no longer justify their space due to infrequent circulation, to consider replacement of poor editions by better ones, and to round-out the collection. This may or may not be done in connection with the shelf list inventory. Up to 5% of the collection should be weeded each year. The library media specialist must keep a careful accounting of the number of materials withdrawn. The tally of items withdrawn must be kept from April 1st of one year to March 31st of the next.

The library media specialist is responsible for deciding what to discard. Reference to standard lists and the advice of authorities in special fields should be the basis for retaining or discarding doubtful titles.

Mend those items that can be repaired quickly with simple materials. Rebind books only if they are out-of-print, or expensive and still in good condition. Handle this directly through the company and pay through the library media supply account.

Discard those items that fall into the following categories:

- \* Books with pages missing or badly torn
- \* Books with minute print, poor illustrations, and/or unattractive bindings when better editions are available
- \* Materials which have not circulated for a considerable time
- \* Numerous duplicates of seldom-used titles
- \* Series books of mediocre quality
- \* Items with inappropriate reading or interest level
- \* Materials which are out-of-date or inaccurate
- \* Fictionalized representations of life that have contributed to false and stereotyped concepts.

Criteria to consider when weeding include:

- \* Copyright

Below are some suggested guidelines.

#### Dewey Classifications

000	2-10 years	500	5-10 years
100	10 years	600	5-10 years
200	2-10 years	700	5-15 years
300	5-10 years	800	flexible
400	10 years	900	15 years

- \* Biographies - Flexible
- \* Fiction - 10 years
- \* Encyclopedias - 5-7 years
- \* Reference - evaluation on individual basis
- \* Periodicals - 5 years
- \* Almanacs/Yearbooks - 3 years in reference, 3 additional years in circulation
  
- \* Content – should be relevant to the needs and curriculum of the school
- \* Physical condition – if in poor condition, repair or replace; does repair make sense?
- \* Number of circulations – This information can be found in Library.Solution Reports (Titles & Items -> Items in a Selected Holdingscode.....). If an item hasn't circulated for several years, consider weeding.
- \* Superseded – Is there newer information available?

Consider keeping:

- \* Classics, award winners; replace when condition deteriorates
- \* Local history
- \* Yearbooks and school publications
- \* Titles on current reading lists
- \* Out-of-print titles that are still useful

# Selection and Weeding Policy (cntd.)

## Reevaluation of Instructional Materials

The Board of Education recognizes its responsibility for the selection and acquisition of instructional materials including textbooks, classroom materials, media materials, and computer software in accordance with current state law. The Board further recognizes that the instructional materials selected must provide content that is accurate, current, and challenging for all students.

Please carefully review the documents following this sheet regarding the Howard County Board of Education's Board Policy on the Selection of Instructional Material. Note that the document contains three important attachments: "Application for Membership on the Instructional Materials Criteria/Review Committee", "Request for Reevaluation of Proposed Instructional Materials", and "Request for Reevaluation of Instructional Materials in Use".

# Purchasing/Ordering Procedures

The following is a countywide policy in the Howard County Public School System.

(From the Handbook for Library Media Specialists and Administrators)

Each year during the budget process, funds are allocated for Library Media Materials on a “per pupil” basis. Each school’s allocation for this account (3220100) becomes available at the beginning of the fiscal year (July). The balance of this account can be found in IFAS reports.

The Library Media Materials funds are intended to be used for books and other materials for use by students during the school year in which the funds are allocated. Library media specialists are encouraged to spend the funds as early as possible in the school year.

Selection of materials for school library media collections is one of our greatest responsibilities. This responsibility is delegated to the professionally trained library media specialist in accordance with HCPSS School Board adopted policies and guidelines (Policy #8040).

After determining collection needs, select and acquire the materials. Identify high-quality materials that meet Howard County Public School System guidelines.

Materials should be selected:

- \* from favorable reviews in approved sources (see appendix);
- \* from the Public Access Catalog (PAC) for HCPSS;
- \* from favorable evaluations by three faculty members using the "Selection Criteria for Media Center Materials" form (see appendix);
- \* from HCPSS curriculum guides and resource guides;
- \* from bibliographies in HCPSS approved textbooks.

All materials must be selected for the appropriate grade level.

# Howard County Library Media Curriculum

Information regarding the Howard County Library Media curriculum objectives for grades K-12 can be located on the Howard County Public School System webpage at <http://www.hcpss.org/academics/media/>.

The website can also be used to access more information about the library media program in Howard County by visiting <http://www2.hcpss.org/met/media/>.

For your convenience, printed copies of the Library Media Curriculum for grades K-1, 2-3, and 4-5 are included following this sheet. A curriculum map for the elementary library media program is also included following this sheet.

# Related Arts Schedule (2007-2008)

All students in grades K-5 attend library media class once a week for 45 minutes. Students in the Pre-K and MINC program visit weekly with their teachers for book check-out.

Please see the attached related arts schedule for the 2007-2008 school year. The library media center is available for use by teachers with their classes. Teachers wishing to use the teaching space in the library media center must first schedule a time at least 24 hours in advance with the library media specialist to insure the space's availability.

LONGFELLOW ELEMENTARY		RELATED ARTS SCHEDULE 2007-08																PE60TECH										
	Monday					Tuesday					Wednesday					Thursday					Friday							
	Art	Mus	PE	Med	Tech	Art	Mus	PE	PE2	Med	Tech	Art	Mus	PE	Med	Tech	Art	Mus	PE	Med	Tech	Art	Mus	PE	PE2	Med	Tech	
9:00	3B	3C	3A					3B	3C	3A		3A		3B		3C	3C	3B	3A					3A		3C		3B
9:15	3B	3C	3A					3B	3C	3A		3A		3B		3C	3C	3B	3A					3A		3C		3B
9:30	3B	3C		3A				3B	3C	3A		3A		3B		3C	3C	3B	3A					3A		3C		3B
9:45	3B	3C		3A				3B	3C	3A		3A		3B		3C	3C	3B	3A					3A		3C		3B
10:00		4C	4A	3A	4B	4A	4B		4C			4B	4A	3B	4C	4C	4A	4B							4B	4C	3C	4A
10:15		4C	4A		4B	4A	4B		4C			4B	4A		4C	4C	4A	4B							4B	4C		4A
10:30		4C		4A	4B	4A	4B			4C		4B	4A		4C	4C	4A		4B						4B	4C		4A
10:45		4C		4A	4B	4A	4B			4C		4B	4A		4C	4C	4A		4B						4B	4C		4A
11:00	5C		5A	4A	5B			5B	5C	4C	5A	5B	5C	5A			5A	5B	4B	5C			5A	5B		5C		5C
11:15	5C		5A		5B			5B	5C		5A	5B	5C	5A			5A	5B		5C			5A	5B		5C		5C
11:30	5C		5A		5B			5B	5C		5A	5B	5C		5A		5A		5B	5C			5A	5B		5C		5C
11:45	5C		5A		5B			5B	5C		5A	5B	5C		5A		5A		5B	5C			5A	5B		5C		5C
12:00	2C	2B	2A			2C	2A	2B				2A	2C	5A	2B	2B	2C	5B	2A				2A		2B	5C	2C	2C
12:15	2C	2B	2A			2C	2A	2B				2A	2C		2B	2B	2C		2A				2A		2B		2C	2C
12:30	2C	2B		2A		2C	2A	2B				2A		2C	2B	2B	2C		2A				2A			2B	2C	2C
12:45	2C	2B		2A		2C	2A	2B				2A		2C	2B	2B	2C		2A				2A			2B	2C	2C
1:00		KA	KC	2A		KA	KB					KB	KC	2C	KA	KC	KA	KB						KB	KC		2B	
1:15		KA	KC	KB		KA	KB		KC			KB	KC		KA	KC	KA	KB						KB	KC		KA	
1:30		KC	KA	KB		KA		KB	KC			KB	KA		KC	KC		KA	KB					KC	KB		KA	
1:45		KC	KA	KB		KA		KB	KC			KB	KA		KC	KC		KA	KB					KC	KB		KA	
2:00	1B			1C	1A	1A	1B			1C		1C	1A	1B			1C	1A	1B				1A	1B	1C		1C	
2:15	1B			1C	1A	1A	1B			1C		1C	1A	1B			1C	1A	1B				1A	1B	1C		1C	
2:30	1B		1A	1C		1A	1B		1C			1C	1A	1B			1C	1B	1A				1A	1B	1C		1C	
2:45	1B		1A			1A	1B		1C			1C	1A				1C	1B					1A	1B	1C		1C	
3:00																												

**GR 2-5** 60/30 PE  
60 TECH

**GR 1** 60/30 PE  
60 MUSIC  
30 TECH (30 CONTENT)

**GR K** 30/30/30 PE  
30/30 MUSIC  
30 TECH (30 CONTENT)

# Intellectual Freedom Policy

“Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.” (from the ALA website, <http://www.ala.org/ala/oif/basics/Default2272.cfm>)

The following Library Bill of Rights was developed by the American Library Association to insure the rights of all patrons of the library.

## Library Bill of Rights

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.