



2022

**PROCEDURES  
FOR THE  
SCHOOL LIBRARY**



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## Mission Statement

The mission of the library program at the Oneonta City School District is to provide an active learning environment where each learner is given the opportunity to become an independent, effective, and responsible user of ideas and information. This mission is accomplished by:

- Providing intellectual and physical access to information in a variety of formats to address the diverse interests, backgrounds, and varied learning levels and promoting life-long learning.
- Fostering personal curiosity and encouraging learners to seek out materials for recreational purposes.
- Providing instruction to develop learner competencies in selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information ethically.
- Teaching information literacy skills that complement curriculum and classroom instruction.



## Goals of the School Library

1. Provide intellectual access to information through learning activities that are integrated into the curriculum and support National School Library Standards, as well as the curriculum framework provided by the Empire State Fluency Curriculum.
2. Help all learners achieve information literacy by developing effective cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information ethically in all formats and in all content areas of the curriculum.
3. Provide physical access to information through:
  - a. Carefully selected and systematically organized local collections of diverse learning resources that represent a wide range of subjects, levels of difficulty, and formats
  - b. Systematic procedures for acquiring information and materials from outside the library media center and the school through such mechanisms as electronic networks, interlibrary loans, and cooperative agreements with other information agencies
  - c. Instruction in using a range of devices for accessing local and remote information in any format
4. Provide experiences that encourage learners to be discriminating consumers and skilled creators of information.
5. Provide leadership, collaboration, and assistance to teachers by applying principles of instructional design.
6. Provide resources and activities that contribute to lifelong learning while accommodating a wide range of differences in learning styles and interests.
7. Provide resources and activities for learning that represent a diversity of experiences, opinions, social and cultural perspectives, as recommended by the NYSED Culturally Responsive-Sustaining Education Framework.
8. Supports intellectual freedom and access to information and facilitates opportunities for responsible citizenship in a democracy.
9. Foster personal curiosity and encourage learners to seek out materials for recreational purposes



National School Library Standards (2018). American Association of School Librarians. Chicago, IL: American Library Association.

## School Library Standards

The school library provides an environment in which teaching and learning are the primary emphases and fosters literacy and teaching inquiry skills to support lifelong learning.

1. **Inquire:** Through scaffolding the use of an inquiry-based model of learning, the school library offers multiple opportunities for learners to integrate new and existing knowledge. School librarians develop and facilitate learning activities that are academically rigorous, thought-provoking, and inquiry-based. Integrating a collaborative approach across a variety of content areas, the school library promotes an inquiry process that includes posing questions, finding answers, and developing critical thinking and communication skills through information exploration.
2. **Include:** The school library will include resources, programs, and services that meet the needs of all learners, represent various points of view on current and historical issues, and provide support across a wide range of interest areas. Resources are diverse and inclusive, enabling learners to broaden their interests and understanding through exposure to new authors, genres, multiple forms of resources, and opportunities to recognize themselves as members of a global learning community.
3. **Collaborate:** The school library encourages collaborative teaching practices that integrate information-seeking practices through authentic, real-world applications. School librarians collaboratively partner with fellow educators to facilitate learning in the school library, classroom, and within a variety of physical and virtual education environments.
4. **Curate:** The school library includes a professionally curated collection of resources selected based on their authority, currency, relevance, scope, and relationship to other items in the collection. Users of the school library are encouraged to examine the authority and bias of authors or producers of information when curating resources for personal and academic use.
5. **Explore:** The school library focuses on the development of a culture of reading, supports reading for learning and personal enjoyment, and provides opportunities for learners to read for pleasure. To meet the needs of all learners, the school library provides a wide variety of resources in multiple formats.



6. **Engage:** The school library helps learners engage with the principles of safe and effective information skills, including how to find and evaluate information to ensure its reliability, think critically, and make informed decisions about the information they encounter. Ethical use of information is modeled and taught to ensure learners are proficient in creating and sharing new information with a larger community of learners.

National School Library Standards (2018). American Association of School Librarians. Chicago, IL: American Library Association.

## School Library Objectives

Learners who inquire will address knowledge gaps, build collective knowledge, and strengthen intellectual tools to sustain an inquiry process.

Learners who inquire will build balanced perspectives and develop skills to articulate an idea, exhibit tolerance for differing viewpoints, and reflect on their perspectives and the perspectives of others.

Learners who collaborate will think critically to solve problems, negotiate new and shared meanings, and solicit feedback from others.

Learners who curate will evaluate information, integrate new information into existing knowledge, share knowledge with others, and integrate resources into larger learning networks.

Learners who explore will engage in complex thinking, conceptualize ideas, and understand issues in greater depth.

Learners who engage will develop dispositions that allow for participating ethically and responsibly in communities of practice, producing materials based on valid information, and extending learning by personalizing their use of information.



National School Library Standards (2018). American Association of School Librarians. Chicago, IL: American Library Association.

## **Re-evaluation of the Mission, Goals, and Objectives**

Ideally, the Mission, Goals, and Objectives will be re-evaluated on a five-year basis.

A committee comprised of a principal, a representative from the elementary level, middle school level, and/or high school level, library support staff, qualified volunteers (parent and/or community members), The OCSD Director of Curriculum and Instruction, and the SLMS will meet at the end of every fifth year to re-evaluate the mission, goals, and objectives of the library. Updates will be made accordingly and submitted to the Board of Education for approval.

## **Confidentiality**

The library is committed to providing learners the opportunity to research and read without the intervention of scrutiny, thereby protecting the rights of free speech and free thought as described in the United States Constitution.

Technology will be used to promote academic achievement, empower parents and students with information, and advance efficient and effective school operations. Personally identifiable information held by the school will be protected. Under no circumstances will personally identifiable information be sold or shared for commercial purposes.

IT Services manages the implementation of the law and accompanying regulations.

## **Education Law Section 2-D Definitions**

**“Educational agency”** means a school district, board of cooperative educational services, school, or the education department.

**“Personally identifiable information,”** as applied to student data, means personally identifiable information as defined in section 99.3 of title thirty-four of the code of federal regulations implementing the family educational rights and privacy act, section twelve hundred thirty-two-g of title twenty of the United States Code, and, as applied to the teacher or principal data, means “personally identifying information” as such term is used in subdivision ten of section three thousand twelve-c of this chapter.



**“School”** means any public elementary or secondary school, universal pre-kindergarten program authorized pursuant to section thirty-six hundred two-e of this chapter, an approved provider of preschool special education, any other publicly funded pre-kindergarten program, a school serving children in a special act school district as defined in section four thousand one of this chapter, an approved private school for the education of students with disabilities, a state-supported school subject to the provisions of article eighty-five of this chapter, or a state-operated school subject to the provisions of article eighty-seven or eighty-eight of this chapter.

**“Student”** means any person attending or seeking to enroll in an educational agency.

**“Eligible student”** means a student eighteen years or older.

**“Parent”** means a parent, legal guardian, or person in parental relation to a student.

**“Student data”** means personally identifiable information from student records of an educational agency.

**“Teacher or principal data”** means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of section three thousand twelve-c of this chapter.

**“Third-party contractor”** shall mean any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. Such term shall include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to section two hundred eleven-e of this title and is not an educational agency as defined in paragraph c of this subdivision, and a not-for-profit corporation or other non-profit organization, other than an educational agency.

**“Chief privacy officer”** The commissioner shall appoint a chief privacy officer within the department for a term of three years, which may be renewed for three-year terms thereafter. The chief privacy officer shall be qualified by training or





experience in state and federal education privacy laws and regulations, civil liberties, information technology, and information security. The chief privacy officer shall report to the commissioner on matters affecting privacy and the security of student, teacher, and principal data.

FindLaw. (2021). New York Consolidated Laws, Education Law - EDN § 2-d. Unauthorized release of personally identifiable information. Retrieved from <https://codes.findlaw.com/ny/education-law/edn-sect-2-d.html>

The policies outlined below detail how these rights are to be upheld by the libraries at the Oneonta City School District.

### 1. **Notice & Openness**

Advancements in technology put all at risk through the transmission of Personal Identifiable Information (PII). The Oneonta City School District has established the following policies to protect the PII of all learners using library resources. Further information regarding the school's policy on PII may be found at <https://www.oneontacsd.org/DistrictPolicy.aspx> Section B.41 Data Security and Privacy.

- a. *No Personal Identifiable Information is collected*
- b. *Parental or Guardian Access* – Persons with legal custody of a student who requests access to personal information will be required to comply with school policy, which may include producing legal, documented evidence of necessity.

### 2. **Choice and Consent**

Library users have a voice in how personal information is used. Any information collected by the staff of the library will be retained only as long as is necessary to complete its designated purpose. This includes the requested use of specific pronouns by individuals.

### 3. **Access by Users**

Patron records are automatically uploaded from eSchool, the school's learning management system. Library users have the right to access their information and view their circulation records.

### 4. **Data Integrity & Security**

- a. *Data Integrity*: The information collected and maintained at this library will be accurate and secure.
- b. *Tracking Users*: This library has appropriate technology to protect the security of personally identifiable information. When accessing or



using websites, library users should not identify themselves, use social security numbers, personal PINS, or passwords. Library users should only use school-provided or school-related information when accessing websites that have been sanctioned by the district for academic purposes.

- c. *Security (3<sup>rd</sup> party)*: The Oneonta City School District IT Services department will ensure that software licenses, contracts, and offsite computer service arrangements reflect the policies and legal obligations concerning user privacy and confidentiality. If there is an outside request or access to a user's personal information, library staff will not divulge that information unless it is required by law.
- d. *Security Measures*: We have security measures that involve both administration and technical policies and procedures which protect against the loss, unauthorized access, destruction, or disclosure of information.
- e. *Staff Access to Personal Information*: Only authorized library staff with assigned confidential passwords may access personal information stored in the library's computer system for the purpose of performing library work.

Guidelines for Library Policies. (2019). Adopted by the ALA Intellectual Freedom Committee June 28, 1994; revised January 19, 2005; March 29, 2014; and June 24, 2019. American Library Association. Retrieved from <https://www.ala.org/advocacy/intfreedom/librarypolicyguidelines>

## Interlibrary Loans

Interlibrary loans (ILL) are a transaction in which a school library shares resources with another library upon request.

Interlibrary loans are available to all students, staff, and community members of the Oneonta City School District. Any type of resource may be requested for a loan or, if applicable, in photocopy form. In each instance, the lending school library has the privilege of declining or approving the request.

- **Patron Borrowing Procedure:**

1. Pick up an ILL request form at the circulation desk. A separate form is required for each request
2. Complete the ILL form in its entirety



3. Submit the ILL form to the school librarian ten days prior to the date the material is needed
  4. A confidential notification of arrival will be delivered to the homeroom or by e-mail
  5. Requested materials may be picked up in the library
  6. Materials should be returned to the library by the due date
- **Lending Procedure:**
    1. Any decision to loan materials is made by library staff
    2. Requests will be processed in a timely manner
    3. The requesting library will be notified of approval or denial
    4. Resources will be scanned at the circulation desk for recording purposes
    5. Under the terms of this agreement, the lending library will not loan the following:
      - a. Materials in current use, on reserve, or in heavy demand
      - b. Non-circulating items
      - c. Materials that are property of other departments but are managed by the library staff
      - d. Reference books (photocopies of text may be made following Fair Use Guidelines)
      - e. Materials will be loaned for a period of six (6) weeks but may be extended upon request

## **Selection of Materials**

### **Philosophy:**

The primary goal of the school library media center is to encourage lifelong learners.

In this information-rich society, it is the main objective of education to learn how to identify, locate, organize, and present materials in a clear, concise, and persuasive manner. The school library is an integral part of the school curriculum and encourages collaboration between teachers and library media specialists. The integrated school library program also reflects the values of the community. Resources purchased will reflect students' interests and curricular needs.

### **Objectives of Selection of Print and Digital Library Materials:**

The function of the school library media center is to support, enrich, and help to implement and supplement the instructional program of the school and provide for independent study as well as personal reading. To achieve this objective, the following guidelines provided by the American Library Association [ALA] will be



followed in the effort to define the responsibility of its professional library media staff:

- To provide materials that serve all learners
- To provide materials that meet the needs of all learners, including the gifted reader, the reluctant reader, the mentally, physically, and emotionally impaired as well as those from diverse backgrounds
- To provide and maintain a diverse collection of material that represents various points of view on current and historical issues, and a wide variety of areas of interest to every student that is served so each may develop, with guidance, the practice of critical reading and thinking
- To provide a background of information that will help students make intelligent judgments in their everyday lives
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic value, and ethical standards
- To provide materials that represent the many religions, ethnic, and cultural groups and their contributions to our national heritage and the larger world community.

### **Responsibility for Selection:**

Differentiated types of learning resources for library media centers will be recommended for purchase by the library media specialist(s). Although students, faculty, and staff can request materials, the professional librarian is responsible for the selection and purchase of school learning resources.

### **Criteria for Selection:**

The following general selection criteria will apply to all materials purchased by the school library media specialists:

1. Library material shall support and be consistent with the educational goals of the state and district, specific courses, and, if applicable, individual schools.
2. Library material shall support and supplement both the common core learning standards and next-generation learning standards.
3. Library materials shall meet high standards of quality in factual content and presentation.
4. Library materials shall be relevant to today's world and reflect the problems, aspirations, attitudes, and ideals of a global society.
5. Library materials shall be appropriate for the subject area, age, and emotional development of students.



6. Library materials shall meet the personal reading needs and interests of faculty and students.
7. Library materials shall be current and up to date.
8. Library materials shall include works of artistic, historic, and literary significance.
9. Library materials shall be selected to help students gain awareness of our diverse society.
10. The selection of library materials on controversial issues will be directed towards maintaining a diverse collection representing various views.

### **Digital materials through the School Library System (BOCES)**

#### **Procedure:**

All materials for the school library will be recommended for purchase by the library media specialists within the ONC BOCES SLS membership. Reputable and professional resources such as *Booklist* and *School Library Journal* will be consulted in selecting resources for the library.

#### **Special Areas:**

- Professional Book Collections: Resources will be selected for use by the faculty to enhance professional growth. These materials will generally not be for student use or recreational use.
- All gifts received will be kept at the discretion of the professional library staff. The appropriateness of each gift will be determined and will be dealt with accordingly. All gifts of money, including memorial gifts, will be accepted for the purchase of materials.
- Sponsored Materials: Instructional items provided by private concern or commercial organizations will be subject to review by the school library media specialists. Any materials attempting to establish the exclusiveness of a particular product or service will not be accepted.
- Collection Weeding and Maintenance: Withdrawing and discarding materials from the library collection will be left to the discretion of the professional library staff. Material which is deemed in poor physical condition, which contains outdated or obsolete information, which is of questionable literary value, or which is in the physical form of outdated technology will be removed. Collection maintenance and weeding policies specify who repairs materials, who is responsible for weeding and



inventory, and provide guidance about the disposal of weeded items. Conducting regular inventories of the collection is also an essential component of collection maintenance and weeding. Weeding is a necessary ongoing collection maintenance process. The ONC BOCES SLS office recommends the M.U.S.T.I.E. methodology for weeding (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere)

### **Intellectual Freedom:**

The school library prescribes the philosophy as stated in the Library Bill of Rights presented by the ALA, which is based on the First Amendment of the Constitution of the United States of America. The materials held in the school library collection have been approved by the school library staff and are considered age-appropriate; therefore, any materials that are in question will be defended by Intellectual Freedom (see Appendix A).

### **Reconsideration of Materials:**

Materials selected for the school library are analyzed to ensure they meet the educational needs of the student and the educational goals of the school district. If materials held in the library collection come into question by an employee of the district or any member of the outside school community, he/she has the right to request reconsideration of the material. The individual may file this request with the school librarian. Upon receiving the request, the individual may receive the reconsideration form (Appendix B) by mail or electronic delivery and will have three weeks to complete and return it. The reconsideration form will be reviewed by a committee, and a decision will be made (see Procedure for Challenged Materials).

### **Procedure for Challenged Materials:**

Any member of the school district community, including parents/guardians and staff, have the right to challenge any of the collection materials considered inappropriate to the educational process. The following procedures will take place if a complaint about the material is raised:

- The complaints will be forwarded to the building principal. The principal will meet with the school librarian to discuss the reason for the complaint.
- The individual responsible for the complaint will be required to meet with the principal and school librarian to discuss the complaint and will be required to read the challenged material in full.



- After reading the challenged material in full, they can receive the Request for Reconsideration form (Appendix B) and the policy for the selection of materials to complete. If the form is not returned to the school library within three weeks of the complainant receiving it, the challenge will be considered defunct.
- If the Request for Reconsideration is completed and returned within three weeks, the Head of Curriculum and Instruction will be notified, and they will assemble a school-level committee that will review the material. The committee will include (1) the school librarian, (2) the building principal, (3) the Director of Curriculum and Instruction, (4) a teacher, a parent representative, and (5) a student representative. The Head of Curriculum and Instruction will lead the committee.
- A building administrator will inform the complainant that the Request for Reconsideration has been received.
- Prior to the meeting, each committee member will read the challenged material in its entirety.
- The committee will convene to review and evaluate the material in question. A report detailing the results of the review and recommendations for the challenged material will be created and forwarded to the school superintendent. The superintendent will review the report and share his/her decision regarding the material.
- The building principal will notify the complainant of the decision made by the superintendent.
- If the complainant is not satisfied with the decision made, they may appeal to the Board of Education to override the superintendent's decision.



## Appendix A

### Intellectual Freedom:

The First Amendment of the Bill of Rights to the United States Constitution grants every American citizen the right to freedom of speech and press. Intellectual Freedom grants every individual, regardless of age, the right to read, view, listen to, and disseminate all ideas and materials from all points of view and be able to respond without prejudice or discrimination.

The school library's mandate for Intellectual Freedom is to develop a collection of ideas and information in a variety of formats, which will present all points of view, opinions, and perspectives about matters particularly related to curriculum studies as mandated by common core learning standards.

It is important to note that under **New York Penal Law § 260.10**, a person can be charged with endangering the welfare of a child if (in part), [he/she] knowingly acts in a manner that is likely to harm the physical, mental or moral welfare of a child who is less than 17 years old.

Accordingly, all educators act in **loco parentis**, a Latin term meaning "in [the] place of a parent" or "instead of a parent." This refers to the legal responsibility of some person or organization to perform some of the functions or responsibilities of a parent.

### Responsibility of Library Media Center Materials:

- Rests with the school's Board of Education
- Is delegated to the school librarian but involves all members of the learning community
- Those selecting materials are guided by the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, and standards adopted by the American Association of School Librarians.

### Criteria for Acquisitions That Reflect Intellectual Freedom:

The following criteria are recommended as a guide to selecting the best resources for the school library:

- Literary and artistic excellence
- Lasting importance of significance to a field of knowledge
- Support the curriculum and the educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals based on examination of materials





- Reputation and significance of the author, illustrator
- Timeliness of the material
- Contribution to the diversity of the collection
- Contribution to multicultural awareness and differing points of view
- Appeal to library patrons
- Suitability or developmentally appropriate
- Provides opportunities for lifelong learning

**Procedures for selection by school librarians that reflect Intellectual Freedom:**

- Analyze the existing collection
- Assess curricular needs and examine materials firsthand. Consult reputable, professionally prepared selection aids
- Solicit recommendations from faculty, students, and parents
- Evaluate gift material based on the above criteria
- Purchase duplicates of extensively used resources
- Replace worn, damaged, or missing basic materials
- Re-evaluate the collection in a systematic manner according to the above criteria (weeding)
- Utilize inter-library loan

**Procedure for addressing controversial materials:**

- Consult Oneonta City School District's philosophy of education
- Follow established guidelines
- Keep a balanced presentation – protect the rights of both parties



## Appendix B

### Request for Reconsideration:

Name of individual initiating the request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Complainant Represents:

\_\_\_\_\_ themselves \_\_\_\_\_

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Identify another group \_\_\_\_\_

Title of Material Questioned: \_\_\_\_\_

Author: \_\_\_\_\_

Copyright: \_\_\_\_\_

Publisher & Address: \_\_\_\_\_

Checkmark Format of Material:

\_\_\_\_\_ Book                      \_\_\_\_\_ Periodical                      \_\_\_\_\_ Video/DVD

\_\_\_\_\_ Website                      \_\_\_\_\_ Audio Book                      \_\_\_\_\_ eBook

\_\_\_\_\_ Other [please explain] \_\_\_\_\_

Was the material read or viewed in full? \_\_\_\_\_ If not, what parts or sections were read or viewed?

What specific part of the material was found objectionable? Please cite the exact parts of your objection.

What age level group would you recommend this material to?



## Circulation

**Policy:** The Oneonta City School District makes a variety of materials in various formats available to all persons on an equal basis.

For equitable circulation of materials, the school library sets the following policies regarding borrowing eligibility: length of the loan for various materials; limits on the numbers of items that can be borrowed, renewed, and reserved; accessibility of materials acquired through interlibrary loan; and assessments for damages and losses.

The school library utilizes an integrated automated circulation system to maintain, monitor, and report circulation statistics; generate overdue notices, bills, and balances; maintain patron records; and manage inventory.

**Procedure:** The school library's purpose is to enrich and support the mission of the Oneonta City School District. The library staff is committed to the following provisions as outlined in the American Association of School Libraries National School Library Standards <https://standards.aasl.org/> and is committed to supporting Next Generation and Common Core Standards as outlined by New York State Education Department <http://www.nysed.gov/curriculum-instruction>

The school's certified school librarian will provide intellectual access to information through learning activities that are integrated into the curriculum. All learners will be supported to achieve information literacy by offering effective cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information in all formats and in all content areas of the curriculum.

Members of the school community will be provided with physical access to information through a carefully selected and systematically organized local collection of diverse learning resources that represent a wide range of subjects, levels of difficulty, and formats. A systematic procedure for acquiring information and materials from outside the library and the school will be utilized through such mechanisms as electronic networks, interlibrary loans, and cooperative agreements with other information agencies, and instruction in using a range of technology for accessing information in a variety of formats.

Library staff will Provide experiences for learners to become discriminating consumers and skilled creators of information and provide resources and activities that contribute to lifelong learning.



## Overdue Materials

### **Policy:**

Fines are not charged on overdue materials

### **Procedure:**

1. Overdue notices will be sent to student email or to homeroom teachers. Notices are confidential in nature and are to be distributed to students by the homeroom teacher.
2. Overdue notices that exceed a reasonable time for response will be sent to the student's home address and/or caregiver's email.
3. Borrowing privileges will be suspended until the overdue item(s) have been returned or, if the material was damaged, reimbursement has been made.
4. If the library user fails to return or pay for the overdue material, it will be presumed that the material has been lost or damaged.
5. At the end of the school year, students will be given a clear library record. However, it is at the discretion of the library staff to make a note in the circulation system indicating whether or not a student is responsible and may limit what is borrowed.
6. At the end of the year, a list of student obligations will be sent to the office and become subject to district policy.

## Transfer or Withdrawal of a Student

### **Policy:**

Students withdrawing or transferring to another school must return all outstanding library materials.

### **Procedure:**

The school office will notify the SLMS that the student is transferring, and the SLMS will make a collective effort to get the materials back.



## Appendix C

### Parent/Guardian Library Restriction Form

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**My child is restricted from using the following media resources:**

Books – Please list specific authors/titles

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

eBooks – Please list specific authors/titles

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Other – Please specify

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature

Date

**\*A new form must be submitted each academic year.**

*I agree to abide by the above wishes of my parent/caregiver. I will not read or view materials that exceed the restrictions as listed by my parent/guardian.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Borrowing Resources

The Oneonta City School District libraries serve students from kindergarten through twelfth grade as well as staff and faculty. The school district population is culturally diverse. There is a Pre-Kindergarten program that provides instruction for students and supportive services for their families.

Teachers utilize the library for resources that support learning standards and for professional development. Students seek resources for entertainment, personal interests, and studies. Administrators have access to databases related to educational policies and topics.

Any member of the school district is eligible to check-out materials. The library makes the following types of materials available for lending for the stated length of the loan period:

### **Type of Material:**

- Books
- eBooks
- Equipment
- Periodicals
- DVDs

**Limited Supply Resources:** Generally, there is no checkout limit or due date for teachers. The only exception is for themed books or DVDs that are in high demand and limited supply.

- Holiday and themed books may only be checked out for a week, and only ten of the same subject (habitats, cells, civil war, etc.)
- The teacher may renew these limited resources if there is no demand for them while they are checked out.

**Holds:** Library patrons may request holds for specific print titles. The patron has one week, upon notification, to pick up the resource. If the resource is not picked up after one week, it will be shelved for circulation.

**Reference Books:** Reference books may be checked out by classroom teachers.

**Item Borrowing Limits:** Certain categories of materials have limits as to how many items of that type may be on loan to a student at any given time.

- Elementary students are permitted to have a maximum of 3-5 items on their account at any one time.
- Middle school students are permitted to have an unlimited number of items on their account at any one time.



- High school students are permitted to have an unlimited number of items on their account at any one time.

Library materials should be returned to the library and placed in the book drop at the circulation desk. It is the student's responsibility to return borrowed resources to the library. Books should be brought to the library for renewal.

## Copyright

*\*It is recommended that you **verbally** share copyright guidelines with faculty and staff, follow up with a **print** handout and **electronic** copy on an annual basis. See Appendix D.*

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of original works of authorship: including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available for both published and non-published works.

For educators and students, the Fair Use doctrine of copyright law grants exceptions for use of copyrighted materials without paying royalties. Fair Use allows someone other than the copyright owner to make limited use of a copyrighted work without permission for purposes such as teaching, criticism, research, and parody.

***It is the responsibility of all employees and students to whom this policy applies to demonstrate an understanding of the copyright guidelines.***

District employees and students will adhere to copyright regulations as identified in title 17, U.S. code sections 101-810.

The use of music and movies shall be within legal copyright guidelines.

The legal protections of the school district will not be extended to employees, students, their parents/guardians, or volunteers who violate copyright laws.

The ethical issues caused by piracy, along with digital citizenship, copyright, and ethical use of technology, will be taught to students as part of the school curriculum.



## Appendix D

### An Educator's Guide to Copyright and Fair Use

#### ***What exactly are copyright and fair use?***

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available for both published and unpublished works.

For educators, the "fair use" doctrine of copyright law grants exceptions for use of copyrighted materials without paying royalties. Fair Use allows someone other than the copyright owner to make limited use of a copyrighted work without permission for purposes such as teaching, criticism, research, and parody.

#### ***How do I know if copyright law applies?***

An original work created on or after January 1, 1978, is automatically protected for the length of the author's life plus 70 years.

An original work created before January 1, 1978, but not published or registered by that date is given the same right as if it were created on or after January 1, 1978.

An original work created and published before January 1, 1978, is protected for the first 28 years. If the copyright is renewed during the 28<sup>th</sup> year, the work is protected for another 75 years.

#### ***If something is in the public domain, does that mean I can freely use it?***

Not necessarily, as the public does not mean free in this sense. The following would be in the public domain:

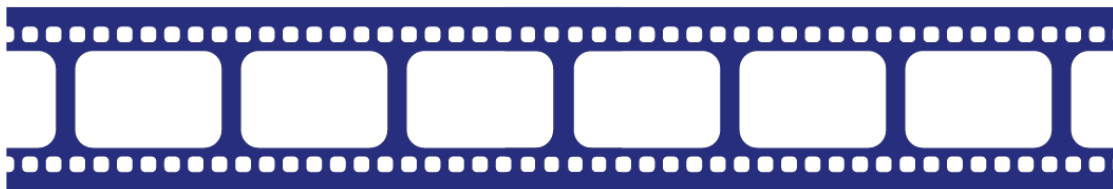
- many, but not all, United States government publications;
- works copyrighted before January 1, 1978, and published in the United States more than 75 years ago, unless the copyright was extended;
- all works copyrighted in the United States before September 19, 1906.

Educators have a variety of resources to use in their classrooms. It is important to understand how copyright law applies when utilizing various resources. Resources include, but are not limited to, *literary works, pictures, graphics, movies and other audiovisual works, sound recordings, and musical works with or without words.*





Technology, artificial intelligence, and social media have drastically impacted the fair use of resources for educators. **It is very important to look at the licensing agreements when planning to use a movie or music provided through streaming services for movies and music.**



**Streaming videos** from Hulu, Disney+, Amazon Prime, and Netflix in the school environment is quite easy to do, but the licensing agreement applies to the subscriber's **in-home use only**. Even if your school purchases a movie license through SWANK/Movie Licensing USA and/or Motion Picture Licensing Corp., streaming a movie from a personal account is not permitted in a public setting. When agreeing to use a streaming service, the license agreement does not cover public performance.

So how do educators use videos for classroom use? There are three options. The first option is to use a physical DVD and measure its use against a **Fair Use checklist**, like this one from Cornell University:

[www.copyright.cornell.edu/sites/default/files/2016-10/Fair\\_Use\\_Checklist.pdf](http://www.copyright.cornell.edu/sites/default/files/2016-10/Fair_Use_Checklist.pdf).

A DVD may be from a home collection, rented from a vendor like RedBox, or borrowed from a library.

The second option is to use streamed videos from ONC BOCES' Learning Resources. For example, PBS, Discovery Ed, and CCC Streaming provide educational and entertaining videos that complement curricula.

The third option is for the school to purchase a streaming service similar to what SWANK/Movie Licensing USA provides.



**Streaming music** from a playlist is not permitted based on licensing agreements that clearly state the service is for **personal use only**. When music is streamed into the school environment, and others are present and hear the music, it becomes



a public performance. Always refer to the licensing agreement when using any service. Live radio may be utilized, but ads and songs are unpredictable. One option used by many schools is to purchase an annual music license through ASCAP for legally playing music for dances, celebrations, sporting events, etc.

Copyright protects the particular manner in which a creator has expressed him/herself. According to Section 107 of the Copyright Act, the Doctrine of Fair Use means that individuals have limited rights to use copyrighted material. Refer to a **Fair Use checklist**, like this one from Cornell University, if in doubt: [https://copyright.cornell.edu/sites/default/files/2016-10/Fair Use Checklist.pdf](https://copyright.cornell.edu/sites/default/files/2016-10/Fair%20Use%20Checklist.pdf)

### **Student Work:**

Copyright applies to both published and unpublished works. Did you know a student's work is protected by copyright law? Be sure to notify students when work will be displayed inside and outside the classroom. Allow students the right not to have work displayed. If you wish to keep a student's work for future use, obtain the permission of the student. **To do this, place "Unpublished work © 2005 Student's name" on the work.**

As soon as an idea becomes tangible, it becomes the property of the author who created the work and may be copyrighted. If a student has created a work of exceptional value, you may encourage him or her to file an application for copyright. Applications and more information may be downloaded from <http://www.copyright.gov>. Registration establishes a public record of the copyright claim. If a student's work is infringed upon, a suit may be filed in court. A student preparing a portfolio for college, for example, may protect her work by applying for copyright protection.

Understanding copyright law can be a valuable tool to use for the benefit of your students. Artwork, video production, personal web pages, and articles are examples of works created by students that can be copyrighted to showcase their work. Encouraging a student to copyright his material and guiding him through the process is an added bonus to his education.

### ***What if I need permission?***

If the work you wish to use exceeds fair use, permission must be granted by the copyright holder. Contact the school librarian if you need assistance.



***Is there anything I can use without having to be concerned with copyright issues?***

Any work that is not fixed in a tangible form of expression: Titles, names, short phrases, slogans, familiar symbols, recipes, ideas, procedures, methods, systems, processes, concepts, and principles.

**Avoiding Copyright Infringement:**

Willful infringement occurs when someone disregards copyright law. Although there is flexibility in the way resources are used for education, personal responsibility is necessary for knowing the limits and how not to exceed them. Copyright infringement carries a stiff penalty; a court of law can award up to \$100,000 for each separate act of willful infringement.

It's likely that many educators have unknowingly violated copyright law at one time or another. However, educators have an ethical responsibility to obey the law and set an example for students. If you have any questions or concerns, contact your school librarian.



**Signature Page**  
**Library Policy and Procedures**  
**2022-2023**

The policy format identifies the goals and governance of the school library program through procedures, forms, and related information.

All policies included in this manual provide guidance in school library matters and decisions.

This policy is applicable to learners, employees, parents, staff, community members, and other persons engaged in interactions with the school library.

Policy and procedures are reviewed and/or revised periodically with Board of Education approval.

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Printed Name of School Librarian	Signature of School Librarian	Date
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Printed Name of BoE President	Signature of BoE President	Date
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Printed Name of Superintendent	Signature of Superintendent	Date
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