

Juan Diego Academy

Catholic Regional High School



Justice + Devotion + Action

Library Policies and Procedures Manual

Created May, 2016

Vision

Juan Diego Academy is a Christ-centered, Catholic learning community forming young men and women to answer the call to lead and be active participants in their Church and community.

Mission

As a Catholic regional high school, Juan Diego Academy:

- Offers a quality, comprehensive academic curriculum
- Utilizes the latest in technology and innovation
- Educates the whole person: mind, body, and spirit
- Instills a sense of Christian responsibility and service to others
- Trains leaders to meet the current and future challenges of society

Statement of Philosophy

Juan Diego Academy is dedicated to giving students a Catholic-based, holistic education.

Religious and Spiritual Formation— Education in the doctrines, customs, and traditions of the Roman Catholic Church challenges students to see and appreciate the dignity of all persons as children of God. Catholic values are reflected throughout the curriculum: in daily prayer, religious instruction, weekly Mass, Christian ministry, and periodic retreats. In this environment of prayer and reflection, students are challenged to internalize their Christian beliefs and put them into practice. The centrality of religion to life is foundational.

University Preparation— Rigor, relevance, and relationship are hallmarks of a thorough, comprehensive, college preparatory program for the 21st century. Students are academically challenged with courses that emphasize the development of critical thinking skills, the integration of technology, an understanding of the relevance of what is being studied to life and career goals— all the while forming relationships between ideas and concepts across the curriculum. Students are equipped with the tools needed to be successful college students and life-long learners.

Educating the Whole Person— In addition to the religious and the intellectual, a truly Catholic education: builds character based on gospel values, promotes physical fitness and health, gives students the opportunity to exercise their aesthetic, kinesthetic, and artistic abilities, and involves them in competitive activities designed to foster growth of self-image, the importance of teamwork, sportsmanship, and the pursuit of excellence. These important concepts are addressed in various forms across the curriculum, particularly in competitive sports, fine arts, and extracurricular clubs and organizations.

A Christian Learning Community-- Educating the whole person requires more than excellent classroom instruction. For this reason, Juan Diego Academy continually strives to build a Catholic Christian community where each student is offered love, acceptance, discipline, and challenge. The witness of faculty, with the care, attention and respect shown to students, contributes significantly to this atmosphere. In turn, students are expected to treat faculty and each other in a similarly loving and respectful manner, responding to the Gospel mandate to, "...love one another as I have loved you." (John 15, 12)

MISSION OF THE JUAN DIEGO ACADEMY LIBRARY

To ensure that Juan Diego Academy students become effective users of ideas and information by providing access to library media materials and supplementary materials that will help them achieve academic success in all courses taught at JDA and to help them become effective users of ideas and information; to encourage reading and to foster the love of reading.

OBJECTIVES

The goals of the librarian are:

1. To teach students to access, evaluate, and use information;
2. To maintain a well-balanced and timely collection of media appropriate to the needs and mission of the school;
3. To provide assistance in locating and using instructional materials;
4. To promote instruction in information literacy;
5. To provide instructional materials that will stimulate growth in factual knowledge and in literary appreciation;
6. To provide a welcoming, Christ-centered environment;
7. To foster a love of reading that will create lifelong readers.

HOURS OF OPERATION

The JDA library is open from 8 a.m. to 4:30 p.m. those days on which a librarian or a library volunteer is available. Students must come with a pass unless accompanied by their teacher. Faculty members are welcome to browse and pick up materials in person or notify the librarian of needs via email, phone, or student messenger.

STUDENT CONDUCT

Student patrons of the library must follow the established rules of conduct for the school and classroom. Students may not have food or drinks in the library.

CIRCULATION

Materials for students are checked out for a two-week period. Materials for staff are checked out for length of use needed. Students may have no more than three books on loan at a time and books may be renewed once.

LOST/DAMAGED BOOKS

Patrons will be charged for lost or damaged books. Damage fines will be assessed by the librarian. The charge for lost books is the original cost of the book entered in the Destiny system.

SCHEDULING

There is no fixed schedule for classes. Teachers are encouraged to plan class lessons which include research and reference materials and to schedule time for classes to meet in the library. Students may visit the library individually between the hours of 8 a.m. and 4 p.m. The library is closed for Morning Prayer, Mass, and special assemblies. Teacher permission is needed during class times. With teacher permission, students may use the library for study, make-up tests or small-group meetings.

Because of the size of the library and because some classes may meet in the library on a regular schedule, arrangements must be made with the librarian prior to bringing a class or sending small groups to the library.

LIBRARY ORIENTATION

Library orientation is given to each English class during the first quarter of the school year. The orientation is designed to fit the needs of the teacher and the students. The primary purpose is to provide information about the library and about the online resources available each year.

PROFESSIONAL COLLECTION

The library maintains a collection of books primarily for teacher use. The faculty is encouraged to check out books from this section, located on the east wall of the library.

LIBRARY MEDIA COMMITTEE

A library media committee is called in the event of challenged materials. Budget and technology decisions are made by the librarian and any other staff member(s) appointed by the President or Principal of Juan Diego Academy. Throughout the year, faculty members are asked to submit suggestions for book, media, and technology purchases.

MANAGEMENT

Library materials are circulated using the automation program *Destiny* from Follett. The program is web-based and is accessible from any computer or personal device with web

connectivity. The homepage (<https://juandiego.follettdestiny.com>) provides access to the library collection and to pertinent educational sites for staff, students, and parents.

COLLECTION DEVELOPMENT

The JDA library strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials with different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library or the school advocates or endorses the contents of that item.

SELECTION POLICY

The needs of the JDA library are based on knowledge of the curriculum, of the existing collection, and of the school mission. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum.

SELECTION CRITERIA

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

- Literary and artistic excellence, authoritativeness and accuracy
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and the educational goals and mission of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Contribution to the Catholic Christian formation of all members of the school community
- Appeal to media center patrons
- Suitability for intended use
- Amount of materials on the subject already owned by the library
- Price, format, and physical durability

The process of collection development includes selection and deselection of current and retrospective materials, including gifts-in-kind; planning of coherent strategies for continuing acquisitions; and evaluation of the collection to decide how well it serves user needs. A variety of collection development tools are used, including web-based applications through the automated library software. These tools analyze the collection for average copyright dates and numbers of titles in each category.

SELECTION AIDS

The librarian continuously reviews a variety of selection aids in search of materials that meet the selection criteria. Those aids may include the following:

Booklist

Horn Book

Kirkus Review

Library Journal

School Library Journal

VOYA

ALA and other authoritative award lists

Professional librarian blogs or resources

GIFT POLICY

The library receives gift materials with the understanding that gifts that meet the standards set forth in JDA's selection criteria policy will be retained and all others will be disposed of under the discretion of the JDA librarian. All gift materials will be judged by the same standards as purchased materials and will be integrated into the appropriate place in the collection. All materials become the property of the library and may not be returned.

MATERIAL PROCESSING

When possible, books, media and equipment are purchased pre-processed. When processing is unavailable, the librarian is responsible for processing purchased and donated materials.

COLLECTION MAINTENANCE

It is the duty of the librarian to

- Maintain and update the automated catalog and organize the collection using the Dewey Decimal System;
- Maintain the collection, weeding as necessary and evaluating donations for inclusion in the collection.

CHALLENGED MATERIALS

Occasionally, materials in the library media collection may be challenged as inappropriate. The librarian prepares for this event with a collection development policy which addresses challenged materials.

1. In the interest of handling all legitimate complaints and challenges fairly and expeditiously, the following guidelines shall be followed:

- a. Supply the requesting person with a copy of the JDA Collection Development Policy.
 - b. Supply the requesting person with JDA's Request for Reconsideration of Library Material form (see attachment 1) and ask that it be completed and returned to the librarian.
 - c. Inform the President and Principal of the school of the request for reconsideration of a work.
2. Upon completion and return of the form, the librarian will discuss the nature of the complaint with the person filing the request for reconsideration.
 3. If further action is necessary, the library will request that the President or Principal appoint a Library Media Committee to consider the validity of the challenge in light of the selection criteria and educational objectives of the school. The committee should include a teacher, the librarian, and at least one member of the administrative team. The committee will be scheduled to meet within one month of the Reconsideration Request allowing members to read the book in question. The committee will judge the material as to its conformance with the selection criteria listed in the school's selection policy.
 4. Within one week of their meeting, the Library Media Committee will report their decision to the President and Principal of JDA who will then share the decision with the petitioner and the librarian. If the decision requires the book to be removed from the JDA collection, the librarian will be responsible for removing the book from the collection.
 5. The challenged material will remain in circulation until the process is completed.

INFORMATION LITERACY

The librarian, in collaboration with classroom teachers, will provide resources and instruction that will help prepare students for higher education, careers, and lifelong learning. This includes instruction on how one engages in finding and using information within the research process.

The research process as introduced in the classroom through assignments is most often the basis for beginning instruction on information literacy. Such instruction should also include media literacy and ethics.

The library strives to follow copyright law and the fair use guidelines and encourages students and staff to do likewise.

READING MOTIVATIONAL ACTIVITIES

The librarian will provide and/or collaborate with classroom teachers to provide activities that promote lifelong readers.

CURRICULUM COLLABORATION AND SUPPORT

Collaboration with the staff is an essential element that enhances student achievement and the school curriculum. The librarian will provide support for the curriculum through collaboration with the staff, with collection development, and with useful resources for teachers.

ATTACHMENT ONE

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Student's Name _____ Grade _____

Parent's Name _____ Request date _____

Daytime phone # _____ Cell phone # _____

Type of Material ___ Book ___ Periodical ___ Other-- _____

Title _____

Author _____ Copyright date _____

1. How did you come in contact with this material?

2. Did you read/hear/view/examine the *entire* work? ___yes ___no

3. If not, which part did you read or view?

4. Specifically, what part of the work did you find objectionable? (Please cite specific passages, pages, sections, etc.)

5. For what age group(s) do you recommend this material:

6. How do you feel students would be affected by exposure to this work?

7. What action do you recommend the Library Media Committee take concerning this material?

___ Do not assign or use this material at Juan Diego Academy

___ Other _____