Epping School District Library/Media Center Mission Statement

The Epping School District’s Library/Media Centers are committed to creating a common learning environment in which the learning needs of school students and staff are supported in the school’s library/media center.

School Library/Media Center Vision

The Epping School District has adopted the model “21st Century Student Outcomes for College, Career, and Life Ready Students” based on the Partnership for 21st Century Skills. In meeting the challenges of the 21st century learner, the Partnership reports that school media centers are “transforming themselves into “learning commons” – hubs that support learners by providing library resources, IT tools and support, tutoring, and other academic support services, all in one central location. These new spaces show the promise of the 21st century school library – as a gateway to information resources and services, a design studio to spur creativity and collaboration, and a calm and orderly place to make sense of a data-flooded world.” It is this vision of a school library/media center that we strive to be.

*Information technology
School Library/Media Center Services

The School Library/Media Center strives to meet our mission and vision by providing the following services. Library/media needs change frequently and this plan will be updated when changes occur or within two school years.

A. Library resources in alignment with
   - Student interests,
   - Student abilities and needs,
   - School curriculum,
   - School instructional programs, and
   - Town and other libraries.

B. Technology tools and infrastructure with the purpose of
   - Acquiring new knowledge,
   - Supporting learning,
   - Demonstrating learning,
   - Promoting information, media, and technology literacy, and
   - Building awareness of a world beyond school.

C. Student support services in the form of
   - Specialized instructional software,
   - Specialized student assistance, and
   - A calm and orderly learning place.

D. Information, media, and technology literacy curriculum on
   - Accessing and evaluating information,
   - Using and managing information,
   - Analyzing media,
   - Creating media products,
   - Using technology appropriately, and
   - Applying technology effectively.

E. A formal learning place for
   - Large group presentations,
   - Team collaborations on projects, and
   - Individual reading, reflection, and relaxation.

School Library/Media Center Practices
Library/media center resources frequently change to reflect current needs and interests and sometimes generate questions or cause unintentional controversy. The following practices have been put in place to answer how resources are determined, selected and/or replaced, and accounted for, and how complaints are addressed. Each School Library/Media Center may also develop more detailed protocols to govern their practices.

- Resource needs assessment
- Resource development
- Resource selection (new, replacement and gifts)
- Inventory management, resource access, and cooperation with other libraries
- Complaints and censorship

**Resource Needs Assessment**

An advisory committee of school students and staff will be established to review the School Library/Media Center and provide recommendations for improvement. The School Library Media Specialist is also a member of the District Technology Committee where technology needs are assessed and allocated.

In assessing resources the committees may ask:

- How does the School Library/Media Center meet the needs of the 21st century learner and school?
- What other resources, technology, student services, or literacy curriculum are needed?
- Is the School Library/Media Center a calm and orderly place for reading, reflection, and relaxation?
- What does the future School Library/Media Center look like?
- Are students and school staff familiar with the School Library/Media Center and its services?
- Where do students and school staff go for information on a school assignment?
- What part does the School Library/Media Center play in student studies?
- What part does the School Library/Media Center play in classroom instruction?
- Does the School Library/Media Center facility and staff support student needs?
- How do students and school staff use the School Library/Media Center’s technology?
- How does the School Library/Media Center compare to other places of available information?
- Do students and school staff prefer to look at print or online material?
- Do students and school staff prefer to read hard copy or electronic books?

The district also uses Follett’s Titlewave Program to evaluate the strengths and weaknesses of the library/media center collection, i.e. current books and lack of books. The library/media technology resources are also evaluated as part of the Epping School District Technology Plan.

**Resource Development**
The purpose of the School Library/Media Center resources is to provide student support services and meet the information, media, and technology needs of the school community in a timely and economical manner. The School Library/Media Center will strive to provide:

- Resources in support of student abilities and needs
- Resources that cover the reading range and interests of all students
- Resources in support of school curriculum
- Resources in support of the Framework for Instruction/Workshop Model
- Resources in alignment with “just right” classroom libraries
- Resources requested by school staff
- Resources included on “best” lists in literature, information, media, and technology
- Resources standard to library/media centers and state programs
- Resources in print and electronic format
- Resources for student electronic portfolios
- Resources of varied technologies
- Resources promoting a place of learning.

Resources may include:

- Printed materials such as books, magazines, periodicals, references
- Internet access
- Online magazines, periodicals, encyclopedias, databases
- Electronic books and e-book readers
- Audio-visual equipment and materials such as flip videos, digital cameras, DVDs
- Computers and peripherals such as a projector, document camera, interactive white board
- Computers including a laptop and large screen computer
- iPods and iPads
- Electronic student responders
- Student software such as Accelerated Reader, Successmaker, Study Island, Write Out Loud, Novanet
- Student digital portfolio program Student Jotter.

School Library/Media Center resources will also be evaluated for their condition, relevance, and use. Resources may be weeded due to:

- Outdated content or availability of newer editions
- Poor condition such as missing pages, mildew, and other damage
- Shelf space or availability in electronic format
- Lack of interest or circulation
- Broken or obsolete technology
- Unsupported software.
Resource Selection

Resource selection will be made by the School Library/Media Specialist taking into consideration the input of the School Advisory Committee, District Technology Committee, and School Principal, and the school district budget.

Resource replacement will take into consideration school student and staff needs, similar library/media resources, replacement funds, and replacement resource availability.

Gifts of library/media resources are welcome subject to School Board Policy KCD “Public Gifts/Donations” and KCD-R “Public Donations to Schools.”

Resources are selected based on the following criteria:

- Resources support student and school staff needs
- Resources are of interest to students
- Resources support the school curriculum
- Resources support and align with “just right” classroom libraries
- Resources develop information, media, and technology skills
- Illustrations and graphics are appropriate and of high quality
- Controversial issues are represented objectively so that students may analyze and make informed judgments
- Resources represent a wide diversity of religious, ethnic, and cultural groups
- Authors and designers are acknowledged and respected
- Resources are factually accurate and objective
- Value is commensurate with need, cost, and resource life.

Inventory Management, Resource Access, and Cooperation with Other Libraries

The district uses an online system Atrium to manage the resource inventory. Technology equipment and software are included in the district technology inventory per the District Technology Plan.

The Darryl Rice Media Center, serving middle and high school students, is open to students after the regular school day. Students, school staff, and parents may access the online card catalog OPAC from the district or school’s web page. Students, school staff, and parents may also access the student electronic portfolio Student Jotter from the district or school’s web page.

School Library/Media Centers cooperate in sharing resources with each other, the Epping Town Library, and any other organization that supports the mission and vision of the school library/media center.

Complaints and Censorship
Complaints regarding School Library/Media Center resources are governed by School Board Policy KEC “Policy on Reconsideration of Instructional Materials” and may be made using the form for this purpose (KEC-Form). The American Library Association will also be notified of the complaint using the online challenge reporting form.

The School Library/Media Center will make a reasonable effort to restrict resources which are objectionable to the parent while still allowing free access for other students.

Recommendations and suggestions for the Epping Elementary School Library/Media Center may be sent to byoung@sau14.org and the Darryl Rice Library/Media Center to tthompson@sau14.org.