

WMS Library Policies

CIRCULATION

- **Print Items:** There is no limit to the number of books that can be checked out at a time. Items are due back to the library after 15 school days.
 - **REMOTE LEARNING POLICY:** Borrowed items may be returned to the “Book Return Bin,” which is a plastic bin by the front doors of the school, which is accessible 24/7.
- **Digital Items:** Students have access to numerous e-books and audiobooks online through the Follett Destiny app on their WCS Classlink Dashboard. E-books that are checked out can be read on a device via the Destiny Read app.
- **Fines:** There are no fines; however, students with a book that is 30 days past due will be asked to pay to replace the book. We consider the book lost at this point. Student accounts need to be clear of such issues by the end of each quarter.
- **Renew:** Students may renew items in person.
 - **REMOTE LEARNING POLICY:**
- **Holds:** Students may place 1 hold on a book at a time.
 - **REMOTE LEARNING POLICY:** Students may place up to 5 holds at a time.
- **Lost/Damaged items:** If a student loses a book, or if it is damaged while in the student’s possession, the student will be asked to pay for the book. If the student locates a lost book within the school year it was paid for, the student will receive a refund.
- **Student Library Account:** Students may view their library account through the Follett Destiny app on their WCS Classlink Dashboard.

LIBRARY ACCESS

WMS LIBRARY HOURS: 7:30am-3:00pm

NOTE: There will be limited access to the library this year due to the pandemic. Information is subject to change frequently and will be communicated to students via Schoology.

- During the school day & during Warrior Time- Students need their agenda signed by their classroom teacher.
- Focus: Because the entire school has access to the library during this time, Focus is very busy. Students should conduct library business promptly and return to focus so that other students from their class have an opportunity to come. They need their agenda signed by their focus teacher.

COMPUTER and PRINTER ACCESS

COVID-19 policy: Due to social distancing expectations, only 6 desktops will be available for use.

We have 12 desktop computers available for student use and 2 color laser printers. Students may print with permission. All computer use and printer use must be for school related purposes.

LIBRARY EXPECTATIONS

COVID-19 policy: Please wear a mask to visit the library and sanitize your hands upon entering. Adhere to social distancing expectations as you browse for books. Sit in designated areas only.

- Return or renew borrowed items on time.
- Replace lost/damaged items by paying the replacement cost of the item.
- Always be mindful of your voice level.
- Respect the variety of learning activities going on in the library.
- Clean up your workspace.
- Ask to print so we can help make sure you're only printing what is necessary, so that we can conserve toner and paper.
- Bring your organizer, which serves as your hall pass, and the barcode on the front serves as your library card. Replacement barcodes are available upon request.
- Sign in at the front desk before proceeding with your library business.
- Follow expectations for technology use according to the [WCS Acceptable Use Policy](#).
- Follow all behavior expectations of WMS as stated in the Student Agenda.

SPECIAL EVENTS & ACTIVITIES

COVID-19 policy: We cannot accommodate student library workers, 3D print team, or Aquiteam at this time. There may be an opportunity for virtual author visits this year and a virtual book fair.

- We host numerous author visits each year.
- The library has two book fairs per year plus a Bookmobile visit. Book Fair week involves a variety of games and contests and exciting author visits!
- The library also sponsors a book drive for Book 'EM. We encourage students and families to purchase new books from the fair or to bring in books in good condition from home.
- There are a variety of book clubs for anyone to join. Students are also encouraged to form a book club based on shared reading interests.
- Students may assist with our aquariums and 3D printer, and they may volunteer in the library.
- Students may take any item from our Little Free Library. Donations are also accepted.

Woodland Middle School Selection Policy

In accordance with [WCBOE Policy 4.402](#), the library, “will seek to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.

Objectives of Selection:

“In order to assure that instructional materials are an integral part of the educational program, the following selection objectives are adopted:

1. To provide materials that will enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities, and learning styles.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives
4. To provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical analysis
5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.”

Responsibility for Materials Selection:

“The responsibility for selection of instructional materials is delegated to the professionally-trained personnel employed by the school system. Selection of materials may involve many

people including library media specialists, teachers, students, principals, administrators, parents and the community.

Gift materials, meeting the selection standards, may be accepted.”

Selection Criteria and Procedures for School Media Centers

1. “Selection should be consistent with the goals and objectives of the instructional program based on knowledge of the students and teachers to be served.
2. Selection should be made to provide balance in materials that present different points of view concerning current problems and issues.
3. Selection should be made based on a knowledge of the existing collections of materials in the media center and in the classrooms.
4. Selection should be made using reputable, unbiased, professionally-prepared selection aids.
5. Selection should be a continuing process throughout the school year as new suggestions of staff members and students are evaluated and materials already purchased are reevaluated to determine their current or lasting contributions to the educational program of the school.
6. Gift materials should be judged upon the same basis as the library media center's own purchases. Gift materials meeting the selection standards may be accepted, although the library media specialist reserves the right to decide whether or not the material shall be placed in the library media center.”

Additionally, at Woodland Middle School, we uphold the [AASL Common Beliefs](#) and the [ALA Library Bill of Rights](#). For book selection, the library strives to consult at least 2 juried sources, such as *School Library Journal*, *Kirkus*, *Horn Book*, etc. The library contains books of all reading and interest levels. Students are encouraged to select books based on their interests and maturity levels. Books which are recommended for grades 8 and up will be labeled with a YA sticker to let patrons know that the book contains mature content. Students who feel that a book is not appropriate for them should return it and ask the librarian to help them find books more suitable to their needs and interests.