**Wills Valley Elementary School**

**Library Policy and Procedures Manual**

**2025-2026**

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**Purpose**

The purpose of the policy and procedures manual is to provide the guidelines for the operation of the Wills Valley Elementary School Library. The manual will be updated as changes are made in the library media center.

**Mission Statement of Fort Payne City Schools**

“Providing child-centered learning so that every student may pursue any dream.”

**Mission Statement of Wills Valley Elementary School**

To provide motivated lifelong learners with the skills necessary to become well-rounded, productive citizens in a democratic society. We, as dedicated professionals, will provide the proper services and resources within a safe and clean environment for the learning process to take place.

**Mission statement of the Wills Valley Elementary School Library Media Program**

To ensure that students are effective users of ideas of information. We strive to provide the school community with a wide range of materials on appropriate levels of difficulty that encourage growth in knowledge, establish a life-long love of reading, and foster information literacy. The library media center promotes reading that engages members of an educated society and encourages parents to become involved in their child’s reading achievement.

**Objectives**

The goals of the media specialist are:

1. To engage, model and support high levels of learning.
2. To teach students to access, evaluate, and use information.
3. To promote global awareness
4. To provide assistance in all areas
5. To plan and provide a program that stimulates growth in a clean and organized environment.
6. To build literacy appreciation

**Library Media Center Hours of Operation**

* The Wills Valley Library Media Center is open daily for flex time from 8:45 a.m. until 2:15 p.m.
* Faculty members may text, email, call, or come at any time to browse and pick up materials.

**Scheduling**

All grades K-2nd classes meet every other week for a 40 minute time period with the Librarian.

Teachers may send up to 3 students at a time to check out books as needed.

Teachers are encouraged to schedule additional time for activities/lessons to enhance the curriculum that is taught in the classroom. Additional times should be pre-scheduled with the library media specialist, two weeks’ prior in order to ensure needed materials are readily available.

The Fort Payne City School Library Media Program Policies and Procedures Manual will be followed in regard to inventory procedures, rescheduling procedures and guidelines

**Student Conduct**

The library media center follows a school-wide system of rules called “**PAWS**-itive behavior guidelines.”

1. **P**resent your best effort!
2. **A**lways be responsible!
3. **W**ork respectfully!
4. **S**trive for success!

**Consequences for failure to comply with the rules**

1. Verbal warning.
2. If a student continues misbehavior, they may be separated from the other classmates.
3. A behavior report may be sent home.
4. If misbehavior is severe, the student may be sent to the office.
5. Positive behavior intervention is supported

**Library Media Committee**

A Library Committee is formed at the beginning of the school year. Members will include an administrator, the librarian, a community member and a representative from each grade level. The committee will meet to discuss library issues, programs, and activities.

**Programs and Services**

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time.

Book Fairs

Laminating

Binding

Library Materials (Prof. Dev & Parent resources available)

Accelerated Reader

Presentation Equipment (SWIVL & Stand)

Book Buddies

Cricut (Teachers provide material to be cut)

Birthday Book Club

PebbleGo

Capstone E-books

Novel Effect

**Management**

Library materials are circulated using the web-based automation program ***Destiny***.

**Books**

* Teachers may send no more than 3 students to the library at a time.
* First grade students may check out 1 to 2 books the first 9 weeks (depending on reading ability and maturity), 2 books the second 9 weeks and three books after the Christmas break.
* Second graders may check out 3 books.
* Only 1-chapter book may be checked out at a time.
* Chapter books may be rechecked.
* All books must be returned to check out another book.
* Library books are the student’s responsibility.
* Library bags will be provided by the library.
* AR Guidelines will be followed.

**Reference Materials**

Teachers may check out reference materials for use in the classroom at any time.

**Faculty Checkouts**

The faculty may check out 25 books at a time. These books are the teachers’ responsibility. Periodicals and equipment must be signed out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them.

**Overdues and Fines**

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned or paid for.

**Lost and Damaged Books**

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Debts remaining at the end of the school year may be transferred to Little Ridge Intermediate School. Any items checked out at the time a student withdraws from school must be returned or paid for upon withdrawal.

**Selection Policy**

The needs of the Wills Valley Elementary School Media Center are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. Teachers' requests are considered for book orders.

**Selection Criteria**

* Meet the informational and interest needs of all patrons
* Support the identified curriculum and educational goals of the school
* Free of bias and stereotype and provide a wide range of materials on different levels of difficulty
* Contribution to the diversity of the collection
* Appeal and cost effective
* Current and timeliness of material and information
* Recommendations by professionals
* Suitable for intended use

Wills Valley Media Center strives to support the curriculum needs of the patrons. Faculty members are strongly encouraged to request materials that meet the needs of their students.

**The Wills Valley School Media Center adheres to all the Fort Payne City Library Media Program Policies and Procedures Manual.**

**The Wills Valley Media Center will follow and abide by all local, state and federal policies.**

**Procedures for Review of Materials**

The Fort Payne City Board of Education supports principles of intellectual freedom inherent in the First Amendment of The Constitution of the United States and expressed in the Library Bill of Rights. The School Board recognizes the right of persons to express objections to library materials which they deem inappropriate. When a request for review of materials is made, the following procedures should be followed:

1. Inform the complainant of the selection/review procedures, request that the material(s) in question be returned to the library, and make no commitment.
2. Upon return of the material, request that the complainant submit a formal "Request for Review of Library Materials".
3. Inform the Library/Media Specialist the principal, and the Superintendent of the complaint. A school review committee appointed by the principal, with assistance from the Library/Media Specialist will serve as the Advisory Review Committee to determine the disposition of the material. The Advisory Review Committee will consist of the principal, the school Library/Media Specialist, two classroom teachers, two parents and two students. The complainant should not be a member of the review committee.
4. Upon receipt of the complainant's completed form (Request for Review of Library Materials) the principal will request review of the challenged material by the Advisory Review Committee within fifteen working days, and notify the Superintendent that such review is being made. The challenged material will be put on a restricted list until the review process is completed. Material on the restricted list may be used by students with prior written permission of the parent or guardian.
5. The Advisory Review Committee will:
6. Read and examine the materials referred.
7. Check general acceptance of the materials(s) by reading reviews.
8. Weigh values and faults against each other and form opinions based on material(s) as a whole and not on passages pulled out of context.
9. Meet to discuss the material and to prepare a report.
10. File a copy of the report in the principal's and Superintendent's office.
11. Retain or withdraw the challenged material(s) based on the decision of the Advisory Review Committee.
12. The Advisory Review Committee will notify the complainant in writing of it’s decision. A copy of the decision will be sent to the Superintendent
13. The decision of the Advisory Review Committee may be appealed to the Superintendent and board of education. This request for appeal must be presented in writing to the Superintendent within ten (10) working days of notification from the Advisory Review Committee.
14. The superintendent and board will review the challenged material and respond in writing to the complainant within twenty five (25) working days.
15. Upon receipt of the complainant’s appeal, the superintendent will:
    1. Appoint a committee, to include the following members:
       1. Superintendent or designee
       2. At least on member of the district instructional staff
       3. A library media specialist
    2. Arrange for a meeting of the committee to take place within 10 working days after the complaint is received to review the following:
       1. The completed Request for Review of Library Materials form
       2. The report submitted by the school-level committee
       3. Information obtained from the complainant during a meeting held at the superintendent’s decision
    3. The superintendent will issue a final decision based off the committee’s report
    4. The superintendent’s decision is final

**Policy for Selection/Review of Educational Material**

**Other Than That in the School Library**

1. Textbooks -The selection, adoption and use of textbooks in the Fort Payne City Schools will be done in compliance with state law.
2. Supplementary Educational Material used by teachers (material not in school library)
3. Teachers should preview all materials they plan to use in their classes. They should use the same criteria to select this material as the library selection committee uses to select library materials. If a teacher is in doubt concerning the appropriateness of any material, he/she should seek advice from the principal prior to using the questionable material.
4. If objections are expressed about supplementary material used by a teacher, the same Review Procedure will be used that is used when library materials are objected to.
5. If the objection is to a book assigned for a student another book may be assigned to this student while the book in question is being reviewed.

INSTRUCTIONAL MATERIALS

**Request For Review of Materials**

School 

Please check type of material:

**( )** Book ( ) Film ( ) Record

**( )** Periodical **( )** Filmstrip **( )** Kit

**( )** Pamphlet **( )** Cassette **( )** Other

Title: 

Author: 

Publisher or producer: 

Request initiated by

Telephone Address 

City State Zip

Before the following questions are answered, it is recommended that the complainant read, view, or listen to the material in its entirety. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional sheet.

1. Have you read, viewed, or listened to this material in its entirety?

Yes No What do you understand to be the theme or purpose of this material?





1. To what material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, etc.)





1. What do you feel might be the effect on a student using this material?

4. For what age group would you recommend this material?





5. Is there anything good in this material? Please comment

6. What is your recommendation concerning this material?





7. Would you care to recommend other material on the same subject and format that would be more appropriate for this age level?





Signature Date

Please return the completed form to the school principal.