



Library Media Center  
Policies and Procedures Manual

# Table of Contents

## Library Mission and Objectives

Mission and Vision Statements .....	3
Objectives .....	3

## Operational Procedures

Hours of Operation .....	4
Library Use Policy .....	4
Conduct Guidelines .....	5
Service Policies and Procedures .....	5
Circulation Policies and Procedures .....	6

## Collection Development

Selection Policy .....	7
Donation and Gift Policy .....	8
Weeding Policy .....	9

# Mission, Vision and Objectives

## FACS Mission

First Assembly Christian School educates in a manner consistent with a Biblical worldview so that students are prepared for college and are equipped to live for God's glory.

## FACS Vision

FACS strives continually to improve curricula and instruction, Biblical worldview training, and technological capability in order to prepare students to live for God's glory.

## Charles Coscia Library Mission

The mission of the Charles Coscia Library is to provide an environment and resources that enrich, inspire and support students, faculty and parents, equipping students to develop a love of reading and to become lifelong learners—all in accordance with our Biblical worldview. The library serves as an extension of the classroom, reinforcing the curriculum and vision of the school.

## Charles Coscia Library Objectives

Objective No. 1: To provide materials and information, including online tools, to accomplish the desired goals of the school and to expand on all subject areas and curriculum.

Objective No. 2: To maintain a collection that provides a variety of books and resources that meet the interests and needs of its patrons and to assist patrons in locating the desired materials.

Objective No. 3: To help inquisitive learners find answers to their questions.

Objective No. 4: To provide a welcoming, Christ-centered environment.

Objective No. 5: To foster a love of reading that will create lifelong readers.

# Operational Procedures

## Hours of Operation

Monday, Wednesday,

Thursday, Friday                      7:30am – 4:00pm

Tuesday                                      7:30am – 3:15pm

## Library Use Policy

### Student Use

- Students in grades 7-12 should present an appropriate hall pass when entering the library during school hours.
- Library staff will not write late excuses to class; therefore, it is the students' responsibility to manage their time while in the library.
- AR testing for students in 2nd-6th grades can be completed in the library before school from 7:45-8:00 a.m. as students have time before class and throughout the day with permission from the classroom teacher.

### Class Use

- Students in grades PreK-6 have scheduled library class once a week. Elementary classes will be escorted and picked up at the designated time by their teachers.
- Elementary and Secondary teachers may schedule time, in advance, for their classes to use the library by contacting library staff. Approval will be based on schedule availability.

## Conduct Guidelines

Students must follow the established rules of conduct for the school and classroom. Appropriate behavior and respect for all library patrons, staff, and faculty is expected from students while using the library.

Below are additional rules that students must follow while in the library:

1. Food and drinks are not allowed while using the computers.
2. If furniture, books, and other print resources are used during the visit, students are asked to return the item to the proper location.
3. If materials are used and returned damaged, the patron will be required to pay for its replacement.

## Service Policies and Procedures

### Resources/Assistance

Library personnel seek to provide informational resources in support of the academic programs at First Assembly Christian School and to provide professional and expert reference assistance and instruction to the students, faculty, and staff in their research or information-seeking processes. Library personnel are available to assist students when asked for help. If an extended amount of time is needed, it is recommended that students request an appointment by emailing library staff.

### Internet/Computer Policy

While the intent of FACS is to make Internet access available for educational goals and objectives, we expect students to obey the [Student Responsible Use of Technology Agreement](#) when using the Internet. Students found in violation of the policy will be referred to the appropriate Dean for disciplinary action.

## Student Aide Policy

Students who work as a student aide in the library will perform duties such as checking out materials and shelving books as well as any other assignments as needed.

## Circulation Policies and Procedures

### Materials Policy

- Reference books generally are used in the library.
- Current issues of magazines are used in the library.
- Materials may be placed on reserve by a teacher for a class assignment. These materials are used in the library and do not circulate for a specified time.
- A "hold" may be placed on a book that is checked out to another person. It will be set-aside for the student when it is returned to the library.

### Student Policy

- Students in PreK and JrK may check out materials with a parent or guardian after school.
- Students in SrK-2nd grade may check out two books each week as long as all other materials are returned at the time of checkout.
- Students in 3rd-6th grade may check out three books each week as long as all other materials are returned at the time of checkout.

### Due Dates

- SrK-6th grade: books may be checked out for 7 days and renewed as needed.
- If an elementary class misses library day due to a school holiday or field trip, books will be due the following week on library day.
- 7th-12th grade: books may be checked out for 14 days and renewed as needed.

### Faculty Policy

- Faculty and staff have no limit on the number of materials available to check out.
- Materials should be returned after a reasonable amount of time, preferably two weeks. If an extended amount of time is needed for a material, faculty and staff should let library personnel know.

## Collection Development

The process of collection development includes selection and deselection of materials (weeding); planning of strategies for continuing acquisitions; and evaluation of the collection to decide how well it serves the objectives and user needs.

### Selection Policy

The library strives to provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of the individual students and teachers. Materials should be available in a variety of formats and represent varying levels of difficulty. Materials are considered for their quality and appropriateness.

### Responsibility for Selection of Library Resources

All materials included in the library collection are selected and maintained by the Library Director. Teachers, administrators, and students may be consulted in decisions. General selection considerations include content, curriculum relevance, student interest, and adherence to Christian values.

## Funding for Library Materials

The majority of materials are purchased with school budget funds. In addition, funds raised through the annual Book Fair and other fundraisers may be used to supplement the collection. The library also accepts donations of materials.

## Criteria for Selection of Library Resources

The library attempts to keep a balanced collection with a wide variety of topics, reading levels, and age-appropriate content. More specifically, resources are chosen based on:

- Literary and artistic excellence, authority, and accuracy
- Educational significance and support of the curriculum
- Content in alignment with Christian beliefs and values
- Contribution to the diversity of the collection
- Appeal to the patrons
- Suitability for intended use
- Awards received
- Reviews from trusted sources
- Amount of the materials already owned and/or shelf space
- Price, format, and physical durability

## Donation and Gift Policy

- Donated materials will be reviewed by library staff and processed based on condition, need, and compliance with the library's vision and objectives. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.
- Monetary gifts, whether for a birthday book for your child, to honor a teacher with a gift to the library, or to give a larger amount to enhance our collections are happily accepted. Please contact the Library Director.



## Weeding Policy

The collection must be reevaluated on a regular basis to determine resource needs based on curriculum changes, the needs of the students and faculty, and the necessity of resources.

The criteria when deciding whether to withdraw materials from the collection include:

- Value to the collection
- Physical condition
- Number of copies in the collection
- Coverage of the subject by other printed or electronic materials in the collection
- Age or obsolescence
- Historical value and use

## Responsibility for Weeding of Library Media Center Resources

The Library Director is responsible for the weeding of resources from the collection.

While the final decision rests with the Director, library staff continually assesses materials in the circulation process and provides input on the condition and relevance of specific materials.