

Statement of Purpose

The Main Library at Saint Ann's School endeavors to promote critical thinking skills, problem solving strategies, intellectual curiosity, and a love of reading and literature for all students, faculty and staff.

In meeting these goals the library will:

- Support and enhance the academic and creative arts curriculum.
- Maintain a collection (print, electronic and audio visual material) which attempts to stimulate the intellect and imagination of every patron.
- Provide an inviting, supportive and functional environment.
- Provide bibliographic instruction to every individual within the school community, during both scheduled classes and impromptu moments.
- Impart our passion for books.

About the library

The Main Library at Saint Ann's School serves approximately 720 students in grades 4 through 12, as well as over 200 faculty and staff. The collection includes approximately 26,000 books, as well as videos, records, subscriptions to 37 periodicals, and many electronic databases. Information about the Lower School Library (serving Kindergarten through 3rd grade) is available at:

<http://www.saintanns.k12.ny.us/depart/library/lowerschool/homepage.htm>

Within the library, there is a Juvenile Section for books geared towards the younger members of our community. However, all students are permitted to check out any material. Librarians are available to discuss the choice with the students.

Using the Library

The Main Library operates an "open door" policy. High school students and faculty are free to use the library at any time during the day. Occasionally, the library will close for a period due to a particular research project, such as the 5th grade Language Structures paper. Middle school students are free to use the library during lunch and study periods; a restricting factor would be a scheduled research project or simply too many students in the library. Children through 5th grade need to be accompanied by a parent or caregiver if using the library after school.

Hours

The library is open on a daily basis when school is in session. Hours are as follows:

Monday-Thursday 8:30-5:00

Friday 8:30-4:00

Material selection policy

Selecting books for the Main Library is an on-going process that occurs throughout the year. Books are selected in an effort to support the curriculum, both academic and creative arts, foster a love of reading, support the research of a particular student or faculty member, or simply to aid a student in the development of his or her passion. The librarians are responsible for selecting books. Suggestions from students and faculty are welcome. Requests are usually honored if the criteria for selection are met and the budget permits the purchase.

Criteria for book selection:

- Accuracy and authority of resource
- Potential usefulness for school community
- Quality of material (format and physical durability)
- Currency of information
- Price of material
- Accessibility of information
- Literary quality, historical value, or artistic merit of material

The Main Library at Saint Ann's supports an individual's Freedom to Read (<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>) and adheres to the American Library Association's Bill of Rights (<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>)

Selecting electronic databases is also a process which continues throughout the year. Subscriptions to databases are purchased on a yearly basis and their usefulness is evaluated prior to renewing the subscription. Librarians are continuously "trialing" new databases to determine their appropriateness for the Saint Ann's community. Databases are purchased, not to replace books within the library, but rather to increase the accessibility to information for students and faculty. The databases selected are varied in content and scope. Some databases, such as the Encyclopedia Britannica are broad-based, general-use resources, while others, such as ScienceDirect and JSTOR are more in-depth and academically oriented. Databases are subject to the same selection criteria as books, with the addition of:

- User-friendliness of web interface
- Availability of full-text articles

It should be noted that some databases are available free through the New York State Library while others are purchased using NYSSL funds and as such are subject to vendor restrictions as dictated through the Department of Education.

Resources for selection

Books and databases are selected by consulting some, but not necessarily all of the following resources. In addition, selection is not limited to the information available in these resources.

- American Library Association Award winning titles
- Booklinks
- Horn Books
- Kirkus Reviews
- Library Journal
- New York Review of Books
- New York Times Book Review
- School Library Journal
- YALSA

The Main Library makes every effort to support the authors within the Saint Ann's community (student, faculty, alumni, and parent), regardless of reviews.

The Main Library accepts gifts and donations of material for both the library and the annual second-hand book sale. The librarians reserve the right to determine whether donated material will be added to the collection in the library or sold in the book sale. The librarians are happy to acknowledge the receipt of donations on school library stationary. However, the librarians will not attempt to place a value on donations.

Weeding

The weeding of materials occurs through the year. However, most weeding takes place during inventory which occurs approximately every other year. Materials may be weeded if they meet one or more of the following criteria:

- Poor physical condition
- Outdated or obsolete information
- Newer, more accessible and current information is available
- Contains inaccurate information
- There is no interest for material within the community

Library computer and internet use policy

Within the Main Library it is understood that computers should be used in a responsible, ethical and legal fashion. The primary use of computers within the library, including the internet, is to be for research and creative purposes. This definitely includes, but is not limited to, school-related projects. Students and faculty may check e-mail, but it is understood that students doing research or schoolwork take priority. Middle school students should ask a librarian for permission before using the internet. The library does not have filters on the computers and trusts students and faculty to use the internet appropriately.

It is unacceptable to:

- Violate the privacy of anyone inside or outside the Saint Ann's community
- Copy materials in violation of copyright law
- Plagiarize someone else's work
- Disrupt the functioning of the computers in the library (including, but not limited to breaking into computer security software, disconnecting printers, altering the desktop, attempting to download programs, removing the mouse balls).

Web link policy

The Main Library maintains a website which provides information about the library, as well as access to the catalog, subscription databases, and library publications such as the Library Bulletin, Summer Reading Lists and the 4th Grade Book Review. In addition, the library provides links to other libraries, such as the New York and Brooklyn Public Library as well as other websites thought to be useful for students and faculty. The librarians select the majority of the linked websites and use the same material selection criteria that are used for books and other materials. The library encourages collaboration with other departments and welcomes links to websites submitted by faculty members. The library makes an effort to ensure that links on our webpage remain current, active, useful and appropriate for our community, however, it would be impossible to guarantee this given the nature of the web.

Procedure for challenged materials

We are a community which values communication; as such we hope that any objections concerning materials in the library collection can be discussed in a friendly manner and preferably resolved informally. If this is not possible, than the inquirer will be asked to complete a *Request for Reconsideration of Library Materials* form. The form should be given to the librarian, who will then take up the matter with the Head of School, the Faculty/Curriculum Coordinator, and the appropriate Division Head. It is imperative that everyone evaluating the material, as well as the inquirer, read the material in its entirety. A decision should be made promptly. The challenged material should remain in circulation during the process.

Circulation policies

All materials should be checked out using the automated circulation system. Every student and faculty/staff member has been designated a barcode ID which is stored in the library database. School ID cards may also be used. All students and faculty are permitted to check out up to 5 books for a three week period. If more books are needed for a particular project, exceptions will be made. Books may be renewed if no one else is waiting for them. Books must be brought back to the library in order to be renewed.

- Videos are subject to the same circulation guidelines as books.
- Magazines are permitted to be signed out overnight, but it is preferred that they are read in the library.

- Reference materials are non-circulating unless special permission is granted.
- A television with a VCR and DVD player is available to use either within the library or in a classroom if scheduled in advance.
- A portable record player and a slide projector are available to borrow if scheduled in advance.
- Reserve books are to be used in the library, unless a teacher gives special permission. These materials are to be signed out manually, not electronically.

Overdue notices will be sent to students and faculty periodically. No fines will be collected for books returned late. At the end of the school year, students will be billed for unreturned and lost books.

Procedure for Middle School students to use the Library during Study

There are approximately 34 study periods a week for Middle School students. Students are welcome to use the library during study periods if the library can accommodate them. In order to ensure that students' whereabouts are known at all times, the librarians have developed a plan for teachers to follow:

- 1) Send a list from study with the full names of the children who would like to come to the library. Teacher's name, the date, room number, and the time (or period) should also be included.
- 2) Have one child come to the library with the list. The list will go back to the study with the number of students permitted to come to the library. This is dependent on how many studies there are that period, if there is a library class happening, etc.
- 3) The list comes back with the students so that we can check students off as they enter the library.

Students need to come straight to the library. Visits to the bathroom, nurse's office, locker, or a division office must occur AFTER they check in.

Cell phones and iPods

High school students may use iPods and in the Library. However, the volume must be low and there is no sharing of headphones. Middle school students are not permitted to use iPods in the Library. Cell phones can be used ONLY in a manner that is RESPECTFUL TO OTHERS.

Library curriculum

4th grade:

Middle school students become acquainted with the Main Library in 4th grade during their scheduled library class which meets once a week in small groups. During this time, students select books and are read to from a chapter book. No anecdotal reports are written, nor is any homework expected. In addition, history teachers often schedule classes in the library to research various countries or Native American tribes.

5th grade

Students spend a week in the library with their Language Structures class learning how to use the library to do research for a paper on New York City. Students work in groups of 3 or 4 with a librarian or teacher and receive individualized attention and instruction. In addition, history teachers often assign short papers where students are expected to research in the library.

6th and 7th grade

History and science teachers often schedule classes in the library to research topics for numerous small papers and projects.

8th grade

Students are expected to complete a lengthy paper with their Humanities classes on a topic of their choice. Students are given extensive bibliographic instruction in the library. In addition, 8th grade science classes use the library to conduct research for a project about diseases.

9th grade

Bibliographic instruction continues with the 9th grade history research paper (or several shorter papers).

10th, 11th, 12th grade

Research projects conducted in the library vary depending on the electives the students have chosen. However, English, history and science classes make use of the materials available, as well as the help offered by the librarians on a continuous basis.

Library Publications

Library Bulletin

The bulletin is put out several times a year in order to update faculty about new acquisitions to the library, as well as any other pertinent information. Titles are organized by subject. The bulletin is put in faculty mailboxes and is also available online.

4th grade book review

This project is conducted primarily within the 4th grade library classes. Kids write reviews of favorite books and illustrate them and the librarians post them on the web. It's pretty great.

Summer reading list

Saint Ann's does not assign books that have to be read over the summer. We want summer reading to be joyous, not forced. The librarians in the Main Library create four Suggested Summer Reading Lists. The three lists for the Middle School consist of books chosen by the librarians, often from suggestions by students. The High School/Faculty Summer Reading List consists completely of recommendations made by faculty; it is simply compiled and checked for accuracy by the librarians. Faculty sign their reviews and add a suggested grade level as a means of guiding students.

Request for Reconsideration of Library Materials

Title _____

_____ Book _____ Other

Author _____

Name of person objecting to material _____

1. Have you read the Saint Ann's School *Material Selection Policy*?

2. What exactly in the material did you find objectionable? Please try to be specific. List page numbers, specific examples, etc.

2. Have you read the material in its entirety?

3. Did the objectionable material in any way aid plot, character development or add realism to the material as a whole?

4. In your opinion, is this material appropriate for an older member of the Saint Ann's community?

5. Are you aware of any reviews, either positive or negative concerning the material?

6. In your opinion, what should happen to the material?

7. Is there a substitute material that you would recommend?

Signature _____

Date _____

Sources

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