

## **Library Mission Statement**

The St. Francis Preparatory School library seeks to implement, enrich and support the educational program and mission of SFP through access to resources and collaboration with faculty to integrate research and writing skills into the curriculum. Equally important is our commitment to encouraging reading as a pleasurable, recreational activity by providing a large selection of age appropriate, engaging fiction and non-fiction to appeal to our diverse student body. We take seriously our charge of creating life-long readers, researchers, and learners.

## **General Information**

The library is open between 7:30 a.m. and 4:00 p.m, unless otherwise noted. On Fridays, the library will close at 3:30 p.m, unless otherwise noted.

Please be considerate of your fellow library patrons at all times. Please especially respect the need for a quiet, studious atmosphere.

At present, the library's collection includes over 25,000 volumes, including reference books as well as books for circulation. The extensive reference collection is located on the balcony of the library. The library's ebook collection is growing steadily and currently includes more than 500 volumes for students to check out. Students also have access to more that 10 research databases, which provide scholarly resources remotely - so students can access them 24/7 from school or from home. We take great pride in the depth and breadth of our digital offerings, which allow students the most up-to-date, cutting edge resources at their fingertips.

The librarians collaborate with classroom teachers throughout the year to help deliver the best instruction in research and writing. Research and writing are integral parts of the curriculum at SFP, and the librarians work to ensure that all students, across the curriculum and in all grade levels,

The library houses 58 computers, which are available both for individual student use and for use by teachers with their classes. We encourage students to use their own devices (laptops, smartphones, tablets, etc.) as well.

Students and Faculty members are encouraged to visit the Genius Bar, located on the west side of the library. The Genius Bar is staffed most periods by a team of SFP Geniuses, who provide technical support for mobile devices - including school-provided iPads.

The Homework Room Help Center is available to all students during school hours.

Other services available to students include: several color and black and white printers, two copy machines, and a change machine.

Also, a glass enclosed conference room is available for faculty use.

## **Policies and Procedures**

In order to run the library as effectively as possible, patrons are asked to adhere to the following policies:

- A student's ID Card functions as their library card - there is no sign-up required to check out books.
- No book may be taken from the library without being checked out.
- Checkouts are for three weeks and may be renewed as many times as needed.
- Although the library does not assess fines for late materials, students must pay for any damaged or lost library materials.
- Reference books and materials may not be checked out.

## **Selection**

Responsibility for the selection of library materials rests with the librarians. The circulating collection is kept up-to-date by continuous purchasing. Teachers and students are encouraged to recommend or request books both for required reading and for pleasure reading - requested books can often be acquired within a week. The Library strives to encourage independent reading and to help students cultivate a lifelong love of reading and research.

All materials selected should enrich and support students' and faculty's research and recreational needs. Materials for students should be chosen with level of knowledge, scope, and tone carefully in mind. Potential for appeal to students should be a high priority for all materials aimed at the student population, whether or not they are intended for independent reading.

The library is guided at all times by the St. Francis Prep mission statement.

General considerations for all acquisitions:

- Lasting value of the content
- Enduring interest in the subject
- High degree of potential teen appeal
- Favorable reviews
- Quality and potential longevity of format
- Strength of present holdings in the same or similar subject areas
- Value commensurate with cost and need
- Authority of the author or reputation of the author
- With the exception of foreign language dictionaries and a small Spanish language collection, the library acquires primarily English language materials
- The majority of selections are current publications.

## **Weeding**

The library recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, an annual evaluation of the collection will be performed in order to remove or replace materials that are no longer useful. The following guidelines for deselection of materials will aid in the weeding process.

- Poor appearance: worn-out, dirty, brittle, yellow pages, missing pages, bad bindings, or otherwise unappealing in appearance
- Superfluous materials: Unneeded duplicates of titles, old or outdated editions, or materials that no longer relate to the curriculum.
- Poor content: Materials that contain information that is outdated, inaccurate, contains stereotypes, or the material is poorly written, produced, or dated.
- Non-use: Nonfiction materials that have not been checked out within last 10 years or fiction materials that have not been checked out within last 5 years.

Faculty will be consulted when additional assistance in making a replacement or deselection decision is required. Withdrawn material is given away, donated, or discarded, at the librarians' discretion.

## **Gifts**

Gift books, materials, and equipment are accepted with the understanding that they must meet the same selection criteria as materials that the library would have purchased with school funds. The librarians regret that they cannot accept materials that are worn or obviously used, except in special cases.

## **Challenged Materials**

The library endorses The Freedom to Read Statement, The Freedom to View Statement, and The Library Bill of Rights of the American Library Association. If materials are challenged, the complainant will fill out the Request for Reconsideration of Library Resources form (on the next page), and the matter will be referred to the purchasing librarian, and if necessary, to department chair, who will review the complaint and make a written report and recommendation. Final authority to keep or remove library materials rests with the Principal, who will determine the validity of any complaints by consulting Prep's mission statement. A letter explaining the decision shall be sent to the complainant.

*Sections of this document have been used with the permission of The Brearley School and Little Red Schoolhouse and Elizabeth Irwin High School.*

**Request for Reconsideration of Library Resources**

The Principal of St. Francis Preparatory School has delegated the responsibility for selection and evaluation of library resources to the school librarians, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the St. Francis Preparatory School Library.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_ Organization? \_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine \_\_\_\_ Library Program  
\_\_\_\_ Electronic Information/Network (please specify):

Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource?

\_\_\_\_\_

4. What concerns you about the resource? (use other side or additional pages if necessary)

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

Revised by the American Library Association Intellectual Freedom Committee, June 27, 1995.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.