

LIBRARY HANDBOOK COVER SHEET

Library Monitoring Rubric - Section 2.3

Librarian Growth Rubric - Standard 2

School Library Guide - Section 6.9

The goal of the school library is to support the educational goals and aspirations of set forth by the Mississippi Department of Education. The purpose of the library handbook is to provide a guide for the effective management and operations of the school library. The following is a guideline of the information that should be found included in the library handbook.

District-approved policies must have School Board Policy Number on document.

STATEMENTS AND BUDGET

- Mission Statement
- Vision Statement
- Statement of Philosophy
- Demographics
- Goals and Objectives
- Budgeting Procedures
- Needs Assessments

OPERATIONAL PROCEDURES

- Open/Flexible Scheduling for Library
- Non-Traditional School Day Policy
- Circulation Policy

COLLECTION DEVELOPMENT

- Selection Policy - District
- Challenged Materials - District
- Evaluation and Weeding - District
- Donations and Gifts - District
- Cataloging and Processing
- Requests

TECHNOLOGY

- Acceptable Use Policy - District
- Copyright/Fair Use
- Storage/Maintenance of Equipment

MANAGEMENT AND FACILITIES

- Job Descriptions/Responsibilities - District
- Record/Reports Keeping
- Advocacy and Public Relations
- Opening and Closing Duties
- Inventory Procedure
- Duties of Support Staff and Volunteers
- Facility Map
- Disaster Preparedness

LIBRARY PROGRAM

- Services/Activities Offered
- Library Bill of Rights

School Librarian Signature

Date

School Principal Signature

Date



Mississippi Department of Education
SCHOOL LIBRARY PROGRAM