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

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School Librarian Signature  
Date

School Principal Signature  
Date