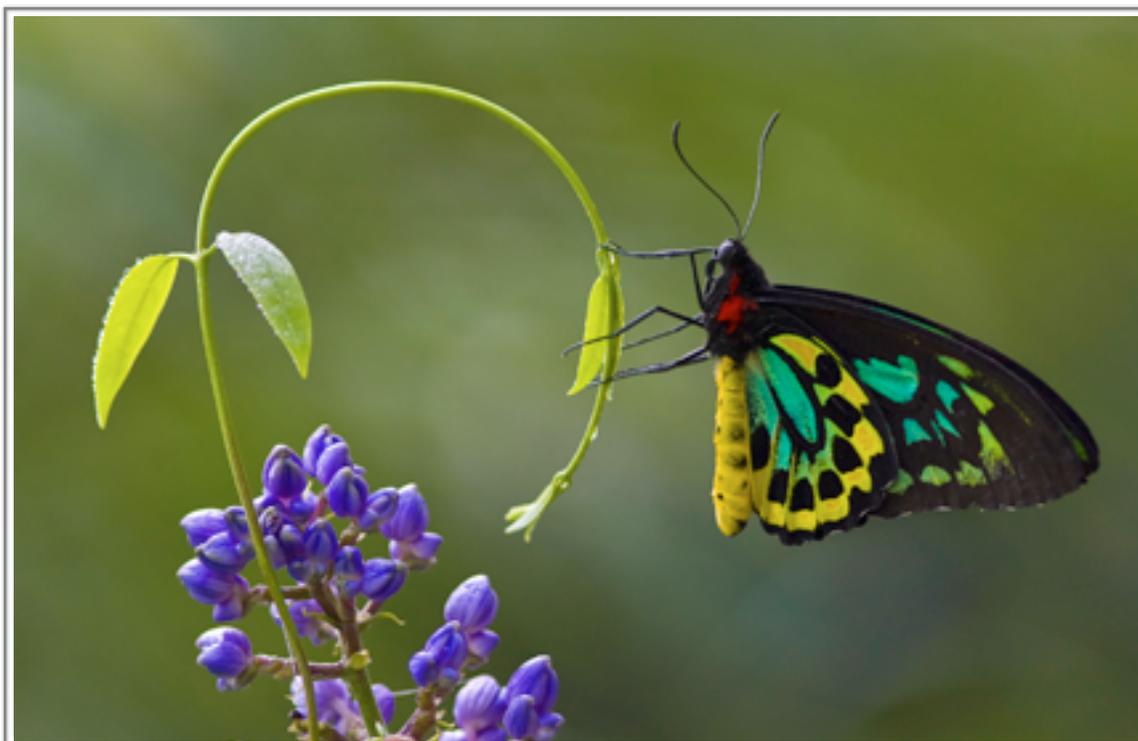


Holy Cross Christian Academy

Library Policies and Procedures Manual



June 2014

Statement of Purpose

The mission of the HCCA library is to provide access to a collection of current, engaging, reliable, and relevant materials that support the curriculum and encourage reading for pleasure so that students become effective users of information and develop a love for reading in a way that honors God.



Therefore, whether you eat or drink, or whatever you do, do everything for God's glory.

1 Corinthians 10:31

Library Information

Hours and Availability

The library is open daily from 8:00 AM until 3:30 PM each school day. All classes from PK3 through 5th grade are scheduled to come to the library on a weekly basis. However, students may also come to the library in groups of three or less at their teacher's discretion at any time throughout the day in order to check out books, conduct research, or work quietly. Additionally, teachers may schedule individual classes for instruction in research or library skills as needed. Students who are disruptive or disrespectful while in the library will be sent back to class.

Collection

The HCCA library includes a large collection of books and online databases for student, parent, and faculty use. Ebooks and online databases can be accessed via Destiny, the library's management software at <https://insert> address here!

Circulation

Students are encouraged to visit the library as often as their particular reading and/or information needs require. Although classes will be scheduled to visit the library weekly, students may also visit the library before or after school, as well as during the school day in order to exchange books or access information. Students are encouraged to return their books to the library as soon as they have finished reading them, even if it's not their library day!

Students, parents, and faculty members may borrow materials from the HCCA library. The number of items borrowed will be determined by age and the level of responsibility demonstrated by the student, beginning with these general guidelines:

- PK / Kindergarten students - 1 to 2 books
- 1st - 3rd grade students - 1 to 3 books
- 4th - 8th grade students - 3 to 5 books

- Parents may borrow up to 5 books at a time.
- Faculty members may borrow up to 25 books at a time.

The loan period for printed materials is one week, but students may renew items up to two times if needed. The HCCA library does not assess fines for overdue books. However, if a student accumulates more than one overdue item, his/her borrowing privileges will be suspended until the items are returned. Overdue notices will be sent to parents in print or electronic form bi-monthly. In the event that a book is lost or damaged beyond further library use, the student will be assessed a \$10 replacement fee. The report cards and/or educational records of students with overdue library materials or outstanding fees may be held until the item(s) are returned or the replacement fee is paid.

Reading Programs

Book It

Students in grades K through 6 may earn free personal pan pizzas from Pizza Hut each month from October through March by reaching a reading goal determined by their homeroom teacher.

Six Flags 6 Hour Reading Club

Students in grades K through 6 have the opportunity to earn a free Six Flags ticket by reading for pleasure for six hours from December through February. Students must complete a reading log that will be turned in to their homeroom teacher by the deadline . Information on this program will be sent home between Thanksgiving and Christmas breaks.

TLA Reading Lists

The HCCA library also supports participation in the following programs sponsored by the Texas Library Association:

- The **2x2** reading list for ages 2 through 2nd grade
- The **Texas Bluebonnet Award** for grades 3-6
- The **Lone Star** reading list for grades 6-8

The above programs will be conducted in accordance with the guidelines set forth by the TLA.

HCCA Reading Challenges

Throughout the school year and in the summer, the librarian may host campus-based reading challenges with incentives for students who choose to participate.

Library Curriculum

Students in kindergarten through 5th grade will practice library skills according to the following scope and sequence:

- ~ Through the letters of the alphabet, kindergarten students will learn that a library is kept in a specific order.
- ~ First grade students will learn that books are arranged by the author's last name. They will concentrate on a new author each week and learn where to find those books in the library.
- ~ Students in second grade will learn about the Dewey Decimal system and the different sections of the HCCA library.
- ~ In third grade, students will learn to use Destiny, the online catalog system, as well as different reference books.
- ~ Fourth grade students will learn to independently locate and evaluate books for research.
- ~ In fifth grade, students will review locating and evaluating the tools needed (both print and electronic) for research.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

Research / Information Skills

Students at HCCA will be taught the Big 6 Research Model according to the following scope and sequence:

- ~ In Kindergarten, students are introduced to the concept of books being used for information. As a grade level, students will identify information from a book to answer questions about a topic. At the end of the year,

kindergarten students will research an insect and write one fact about their animal.

- ~ First grade students are introduced to the word “research”. As a class, students will identify factual information from a book read aloud. First grade students research Apples in the fall and Penguins in the spring. They will create a PowerPoint slide displaying the facts gathered.
- ~ Second graders review the word research, and are introduced to the Big 6 Research Process. Working with a partner, students will identify and arrange information (in their own words) from a book in paragraph form. Second grade students research pumpkins or gardens in the fall and the Monarch butterfly in the spring.
- ~ Third grade students review the word research and will practice using the Big 6 Research Process with more than one resource (book and encyclopedia) to obtain information. Individually, students will follow each of the Big 6 Research steps to locate, interpret, and organize information to develop PowerPoint presentation on animal groups that includes at least 7 slides.
- ~ Fourth graders will review the Big 6 Research Process and explore the online databases available through Destiny. Students will research a topic using multiple sources (book, encyclopedia, almanac, online resources). Individually, students will follow each of the Big 6 Research steps to locate, interpret, and organize information to develop a written and constructed outcome.
- ~ Fifth grade students will review the Big 6 Research Process. Students will be introduced to evaluating websites as research tools (RAD CAB Method). Students will research using multiple resources (book, encyclopedia, almanac, online resources, and websites) and individually follow each of the Big 6 Research steps to locate, interpret, and organize information to develop a written and constructed outcome.

Collection Development

Acquisition of Materials

Information resources and literature shall be provided in a variety of formats, including both print and electronic media.

Procedures governing the selection of materials for the Holy Cross Christian Academy library have been established to enable the library to provide the best materials available to support the curriculum and encourage students to read various types of literature for pleasure.

While it is the librarian's responsibility to select and de-select library materials, input from faculty, parents, and students is vital and encouraged. All stakeholders in the HCCA library are welcome to suggest titles for purchase with the understanding that materials will be purchased at the librarian's discretion based upon an understanding of the collection as a whole, curriculum requirements, available budget, and a demonstrated need or demand for the item(s). The following criteria is utilized to determine whether items recommended will be purchased:

1. Multiple positive reviews substantiate the quality of the material.
2. Determination made by the librarian and any appropriate teacher(s) as to whether the item supports the curriculum.
3. Suitability of the materials for the subject area, age, and ability level for whom they are intended.
4. Materials reflect the cultural diversity of the student body as well as the many people groups that God created.

All materials, whether donated or purchased, shall be considered for addition to the library relative to the following criteria:

- Educational significance / support of the curriculum
- Literary merit, as evidenced by favorable reviews from professional sources such as Booklist, School Library Journal, or The Children's Book Review
- High standards of quality in terms of physical format, accuracy of information and treatment of subject
- Recommendations based on preview from parents, students, or faculty
- Popularity / demand for pleasure reading

- Balance of the collection as a whole as defined by the Follett Library Resources Balanced Dewey Comparison (available online at www.titlewave.com)
- Cost of material(s)
- Availability in desired format
- Age-appropriateness
- Items that condone, encourage, or glorify lifestyles in opposition to Biblical teaching shall be excluded from consideration.

Not all factors weigh equally in each decision, but primary consideration often lies with the material's relevance to curriculum needs.

We Holy Cross Christian Academy do not support the theory of evolution. Although some books in our library may include references to the theory of evolution, the books in question factual information relevant to the subject of the book. Faith Christian School believes God created the heavens and the earth. We endeavor to use books such as these as opportunities to teach our students to discern and evaluate materials in order to equip them to engage a culture which supports secular theories.

“In the beginning, God created the heavens and the earth.” Genesis 1:1

Gifts / Donations

The same selection criteria used for purchases applies to the acceptance of gifts. Inherent in the acceptance of any material donated to the HCCA library is the understanding that donated items may be included/excluded from the collection at the librarian's discretion. Donations for the purchase of library books may be made in honor of a student's birthday (or any other occasion) at the following website: <http://donations.juniorlibraryguild.com/holycrossca.html>

Reconsideration

In any group of people, regardless of how similar their shared worldview might be, there exist variances in what is deemed permissible or acceptable. In recognition of this, it is expected that parents will review the books checked out by their students in order to determine whether the material is appropriate for their child. While the

librarian will guide students in selecting age-appropriate books, it is not possible or desirable that the librarian should attempt to set parameters on what each grade level or child should be allowed to read. Those decisions must be made by each family according to their own set of standards and beliefs.

It is anticipated that there will be occasions when a parent or student objects to the inclusion of an item in the library collection. In order to effectively and fairly address such challenges, a reconsideration committee consisting of the librarian, the administrator, a teacher, and two parents shall be formed annually. Any challenge to library materials will be addressed by following the reconsideration procedure outlined below:

- 1) The parent or student shall notify the librarian in writing of the objection and request a Materials Challenge Form.
- 2) The parent or student shall complete the Materials Challenge Form and submit it to the librarian and/or administrator.
- 3) The members of the reconsideration committee shall read/view/listen to the challenged item.
- 4) The committee shall meet (no less than one month from the date of the challenge) to determine the action to be taken regarding the item.
- 5) The parent or student shall be notified in writing within 48 hours of the committee's decision.

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 11:18-19

Weeding

A vital part of the collection development process involves removing items from the collection that are no longer useful in supporting the mission of the library. The CREW method <<http://www.tsl.state.tx.us/ld/pubs/crew/>> is the standard for maintaining a current, relevant, and attractive collection.

Reasons which may warrant removal of materials from the library collection include:

- the material has become obsolete and/or dated

- the material has been superseded by a more current edition
- the physical appearance of the material is unattractive
- the number of copies exceeds the need / demand
- limited shelf space
- lack of student interest as demonstrated by a lack of circulation

Items that are removed from the library collection may be donated (to classrooms, individual students, or other organizations) sold, or discarded.

Volunteers

Parents or other family members of HCCA students who would like to assist in the library are encouraged to contact Mrs. Martin at 817.295.7232 or via email at cheryl.martin@hccaburleson.com. Volunteers may be asked to check books in and out to students, shelve books, read and or review books, assist with book fairs, laminate, copy, or color lessons for story time.