



Gallatin Gateway School District #35

***Library Policy
Handbook***

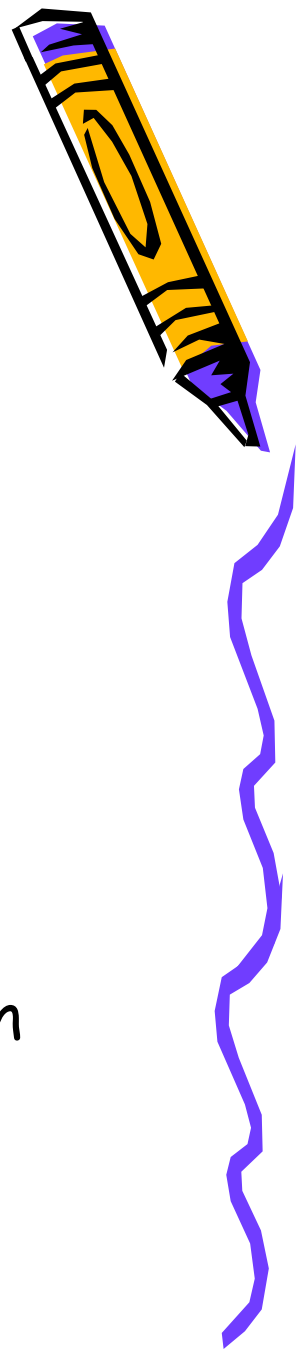
Motivation

- According to 10.55.1801, the Montana Office of Public Instruction requires standards for a Library Media Program
- To standardize a method for patron circulation procedures



Outline

- Mission Statement
- State Learning Standards
- Objectives
- Historical & Cultural Collection
- Library Planning
- Collection Development
- Student Learning Objectives
- Policy Implementation, Evaluation, and Revision



Mission Statement

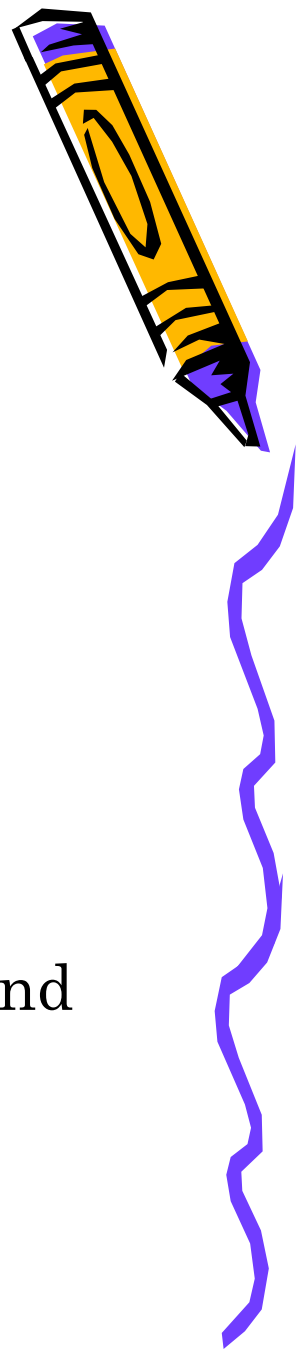
The mission of the Gallatin Gateway Library Media Program is to ensure that students are effective users of ideas and information. The library media center strives to provide a wide range of materials at appropriate levels which encourage growth in knowledge, establish a lifelong love of reading, and foster information literacy.



State Learning Standards

A student must:

- Identify the task and determine the resources needed
- Locate sources, use information and present findings
- Evaluate the product and learning process
- Use information safely, ethically and legally
- Pursue personal interests through literature and other creative expressions



Objectives



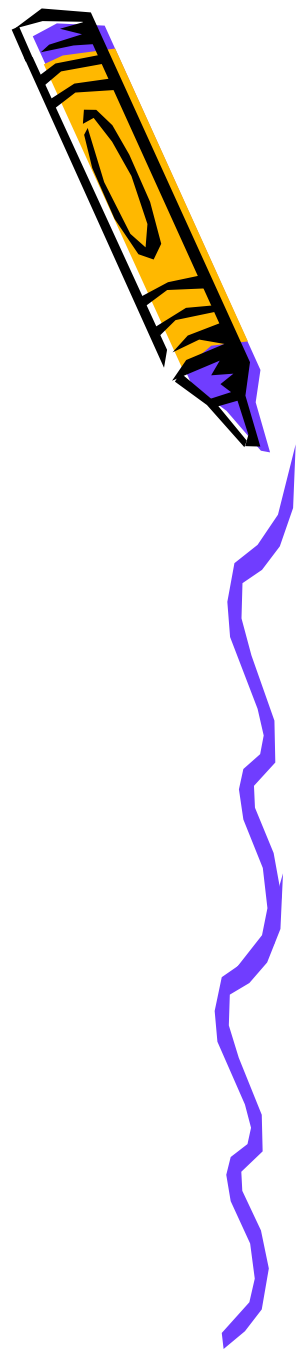
The goals of the media specialist are:

1. To teach students to access, evaluate, and use information
2. To maintain a well-balanced collection of media appropriate to the needs of the school
3. To provide assistance in locating and using instructional materials
4. To promote instruction in information literacy to students and faculty
5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation
6. To manage a planned program and a welcoming environment

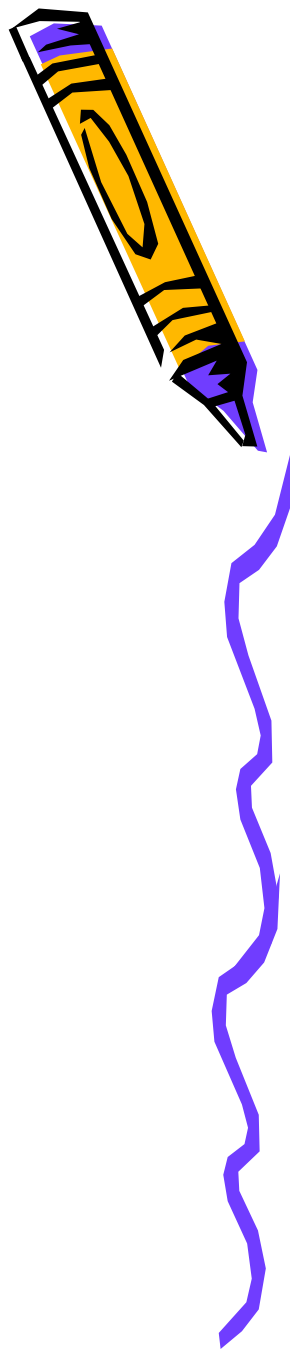


Historical & Cultural Collection

1. Indian Education For All
2. Montana History/Geology



Library Planning

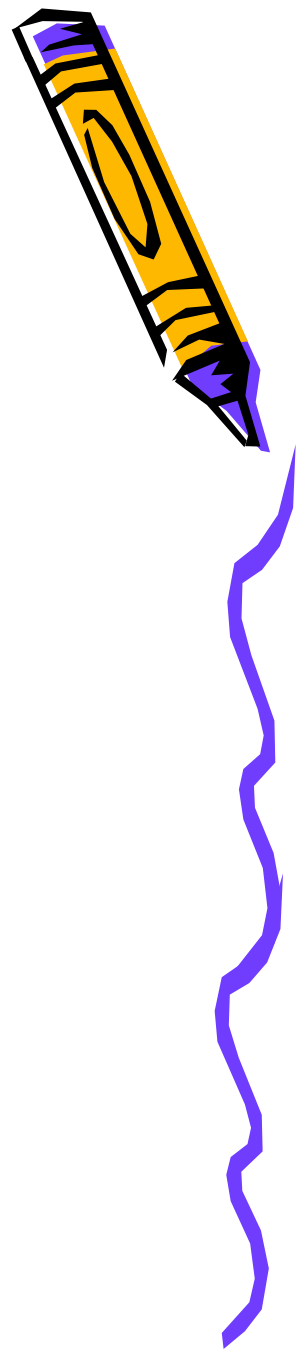


- Long-Range Planning Goals
 - Policy implementation
 - IEFA Resources
 - Inventory
- Cross Curricular Collaboration
 - Community Service
 - Class Projects
- Partnerships
- Library Volunteers
- End of Year Procedures



Collection Development

- General Description
 - Special Collections
 - Oversized Materials
 - IEFA
- Material Selection
- Material Processing
- Weeding
 - C-U-DO-IT
- Gifts
- Challenged Material Procedure



Collection Development Continued

- Circulation Policy
 - Collection Management
 - Library 4 Universal System (L4U)
- Loan Period
- Quantity Allowed
- Reserves
- Renewals
- Overdue Policy
- Lost/Damaged Materials



Collection Development Continued

- Checking Out Materials
 - General Books
 - Library Computer: L4U Software
 - Text Books
 - L4U Mobile



Student Learning Objectives

- Student Conduct
 - Library Rules
- Learning Objectives
 - Montana Standard by grade
- State Technology Standards
 - Children's Internet Protection Act Policy



Policy Implementation, Evaluation, and Revision

This policy will go into effect upon approval of the Board of Trustees. It will be the responsibility of the library staff to review this policy every year so that it will serve as a tool to facilitate the ongoing evaluation of the collection.

