

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 is found within 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

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