

ISP MS/HS LIBRARY MEDIA CENTER POLICY

I. Philosophy

- The mission of The Fernando Alfaro Middle School and High School Library Media Center at The International School of Panama (ISP MS/HS Library) is to educate and inspire our students to reach their full potential and contribute to the world by providing a collection of materials to implement, enrich, and support the curriculum of The International School of Panama (ISP) Middle School (MS), High School (HS), the International Baccalaureate Diploma Programme (IBDP) and certificates, and to meet the individual educational, emotional, and recreational needs of students, faculty, and staff.
- For further information on the role of the school library, please see: "Access to Resources and Services in the School Library Media Center," a document prepared by the American Library Association (ALA).

II. Selection

- The ISP MS/HS Librarian assumes final responsibility for the selection of materials. Materials shall be chosen by the librarian alone and in cooperation with faculty, staff, and students.
- Criteria for Selection:
 - Materials selected for inclusion in the collection of the ISP MS/HS Library will satisfy the following:
 - * Materials shall be chosen to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
 - * Materials shall meet high standards of quality in:
 - (a) physical or electronic format, as appropriate
 - (b) treatment of subject
 - (c) accuracy and currency of information
 - (d) arrangement and organization
 - (e) literary style

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- (f) Materials shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of ISP MS and HS students.
- (g) Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make intelligent judgments in their everyday lives.
- * For further information on library selection policies in general, please see the following ALA documents:
 - (a) “Evaluating Library Collections”
 - (b) “Diversity in Collection Development”
 - (c) Selection Tools:
- The following professional resources are available to assist the MS/HS librarian in the selection process; however, selection is not limited to the use of these tools.
 - * Reviewing Media:
 - (a) *Booklist*
 - (b) *School Library Journal*
 - (c) *Voice of Youth Advocates*
 - (d) *The Horn Book Magazine*
 - * Bibliographies:
 - (a) *Best Books for Young Adults*. 3rd ed. Koelling, Holly, ed. Chicago: ALA, 2007.
 - (b) Gillespie, John T. & Barr, Catherine. *Best Books for High School Readers*. Westport, Conn. : Libraries Unlimited, 2004.
 - (c) *More Outstanding Books for the College Bound*. Young Adult Library Services Association, ed. Chicago: ALA, 2006.
 - (d) Pawuk, Michael. *Graphic Novels: A Genre Guide to Comic Books, Manga, and More*. Westport, CT: Libraries Unlimited, 2007.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- (e) Rochman, Hazel. *Against Borders: Promoting Books for a Multicultural World*. Chicago: ALA, 1993.
- (f) Barber, Raymond W. & Bartell, Patrice. *Senior High School Library Catalog*. New York: H.W. Wilson Co., 2005
- (g) Price, Anne. *Middle and Junior High School Library Catalog*: New York: H.W. Wilson, 2007.
- (h) International Baccalaureate Organization. *Prescribed Literature in Translation List*. Geneva: International Baccalaureate Organization, 2014.
- * Professional Collection
 - (a) In order to serve the needs of ISP faculty, staff and members of the community, the ISP MS/HS Library maintain a small professional collection of materials relating to the fields of education and library science.
 - (b) The librarian alone and in cooperation with teachers, faculty, and administrators, selects titles appropriate for a core collection of interest and use to educators, librarians, administrators, and teaching assistants at ISP.
- * College, Career, and Standardized Test Preparation Collection
 - (a) The MS/HS Library maintains a core reference collection consisting of the *Fiske Guide to Colleges*, CollegeBoard's *International Student Handbook*, *College Handbook*, *Book of Majors*, and Princeton Review's *Best Colleges*, and other reference and circulating titles. Standardized test preparation materials are maintained in ISP HS curriculum subject areas. HS Counseling provides a larger collection of college and career guides, including college brochures and standardized test preparation materials.
- * Digital Information Resources
 - (a) In keeping with our role as a source of information, the ISP MS/HS Library provides Internet access to information beyond the confines of our collection. The Internet affords us an exciting opportunity to have immediate access to timely and comprehensive information as well as a wide variety of primary sources. Providing connections to global information services and networks

outside the library is different from selecting and purchasing materials for the library collection. The Internet changes rapidly, frequently, and unpredictably.

- (b) As the vast amount of information on the Internet is generated outside the library, the library cannot be responsible for accuracy, authenticity, currency, availability, or completeness of information. We cannot ensure that Internet communications are secure or private.
- (c) The ISP MS/HS Library makes available to the ISP community web search tools for safe, credible and reliable information for students and teachers, such as Follett's *WebPath Express*. We also provide guidance to web resources through our library home page.
- (d) Because of ISP MS/HS Library limitations, the user is responsible for using discretion when considering the quality of material, questioning the validity of information, and choosing what is individually appropriate.
- (e) Within the ISP MS/HS Library setting, the Internet is a resource which provides timely access to students' information needs. Unfortunately, limited computer resources do not permit the library to support all types of Internet and computer usage. Therefore, in order to best allocate these finite resources, student use of the library's computers will be limited in the following ways:
 - (i) Academic use will always have priority over recreational use.
 - (ii) Disruptive computer usage as determined by library staff are not permitted.
 - (iii) The library is further guided by and respects all ISP Educational Technology and ISP Information Technology policies and usage agreements in effect.

* Non-print Materials Policy

- (a) The library provides non-print materials and services for the following purposes:
 - (i) to implement, enrich, and support the curriculum of the ISP MS, ISP HS, and IBDP and IB non-diploma programmes.
 - (ii) to meet the individual, educational, emotional, and recreational needs of students, faculty and staff.
- (b) Format

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- (i) The library's non-print collection consists primarily of videos and DVDs, but also includes electronic reference sources, e-books, and a limited selection of audio materials.
- (ii) The library does not collect music CDs or other forms of digital music. The library does not presently support an audio book collection.

III. Donations

- The ISP MS/HS Library only accepts unconditional donations that have no special restrictions; such as placement, treatment, or any other requirement. The Library reserves the right to refuse gifts outright and to dispose of donated material according to its needs. All donated materials will be reviewed by appropriate personnel and only those materials that meet the needs of the Library and that are in good physical condition will be added to the collection.
- Gifts of up to 10 (ten) books can be dropped off at either of The International School of Panama Library Media Center circulation desks with no advanced notice. Larger donations require prior arrangement; please contact the library at +507 293-3000. Once offered and accepted, donations become the property of the Library and cannot be returned to the donor.

IV. Weeding

- Purpose
 - The ISP Library Media Center recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials which are no longer useful. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of material rests with The International School of Panama librarian.
- Guidelines
- Weeding by Appearance
 - Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers;
 - Badly bound volumes: soft, pulpy paper and/or shoddy binding
 - Badly printed works

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- Musty and moldy volumes
- Books of antiquated appearance which might discourage use
- Audio-visual materials with missing or broken pieces
- Weeding of Superfluous or Duplicate Volumes
 - Un-needed duplicate titles
 - Older and/or superseded editions
 - Highly specialized books (when library holds more general or up-to-date volumes on the same subject)
 - Books on subjects of little interest to the local community
 - Books which no longer relate to the curriculum (if specialized)
- Weeding Based on Poor Content
 - Information is dated
 - Information is inaccurate
 - Stereotypes are present
 - Book is poorly written
- Weeding According to Use
 - Nonfiction: Book has not been checked out within last 10 years
 - Fiction: Book has not been checked out within last 5 years (classics excluded)
 - * Dewey Decimal Classifications (DDC) of Books which may be quickly outdated:
 - (a) 000s: computer
 - (b) 100s: psychology (especially popular literature)
 - (c) 300s: college & career materials
 - (d) 400s: grammars with dated examples and/or illustrations
 - (e) 500s: astronomy, chemistry, physics, biology
 - (f) 600s: electronics, engineering, health, technology
 - (g) 900s: popular biographies

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- * Mistakes in selection/acquisition
- * Categories of Books which are not quickly outdated:
 - (a) dictionaries
 - (b) biographical sources
 - (c) literary criticism
 - (d) classics of literature
 - (e) Spanish and foreign language literature
 - (f) art books
 - (g) local history/geography
 - (h) books providing general principles of a subject or discipline

V. Reconsideration of Materials

- Statement of Policy
 - The International School of Panama Library Media Center subscribes in principle to the philosophy expressed in the American Library Association's Library Bill of Rights and its supporting documents, and the American Association of School Librarians' Position Statement on the Role of the School Library Program. Copies of these documents are linked to and made a part of this policy.
 - The International School of Panama Library Media Center also recognizes that occasionally materials selected may be challenged or questioned, despite the care taken in selecting them. A procedure for processing and responding to criticism of approved material has been established and shall be followed. This procedure shall include a formal signed complaint of standard format and an appointed committee to reevaluate the material in question.
 - Procedure for handling Challenged or Questioned Books and Materials
 - (a) Upon receiving a complaint, The International School of Panama Library Media Center Librarian shall hold a conference with the patron making the complaint. The relevant division administrator shall be notified and may be present at the conference.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- (b) If the problem cannot be resolved in the conference, the patron will be given a "Request for Reconsideration of Library Materials" form. (See Appendix A.)
- (c) The patron will return the completed form to the Librarian, who will forward a copy to the relevant division administrator.
- (d) The Librarian and the Principals of the relevant ISP school division(s) will appoint a committee to review the complaint. This committee shall be composed of:
 - (e) The Principal of the relevant ISP school divisions (or a designee),
 - (f) The Director of Teaching and Learning,
 - (g) Two teachers (or a designee) from the relevant ISP school division (one from the discipline and/or grade representing the subject matter of the material and one from a different discipline and/or grade),
 - (h) One other member of The International School of Panama community (this person could be a member of the Parent-Teacher Association, a representative from Middle School Student Leadership, or High School Student Government).
- * The committee will review the complaint and make a written report and recommendation to the division Principal and the Librarian.
- * Final disposition authority to keep or remove a book or other material rests with the relevant division Principal and the Librarian.
- * A letter explaining the decision shall be sent to the complainant.
- * For further information on the American Library Association's policy on challenged materials, please see [Challenged Materials](#)

VI. Circulation Policy

- MS/HS Library Circulation Policy
 - Library patrons are allowed to check out library resources according to the maximum check-out limits:
 - * Students, Parents, and/or Custodians:
 - (a) Books
 - (i) Up to five (5) books may be checked out for 14 days.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- (ii) Checked-out items may be renewed if no other patron has placed a hold/recall on them.
- (b) eBooks
 - (i) Up to five (5) eBooks may be checked out for 14 days.
 - (ii) Checked-out items may be renewed if no other patron has placed a hold/recall on them.
- (c) Reference Titles
 - (i) Selected reference materials, such as standardized test preparation materials, may be checked out for seven (7) days.
 - (ii) Checked-out items may be renewed if no other patron has placed a hold/recall on them.
- (d) Audiovisual materials
 - (i) One (1) audiovisual item may may be checked out for two (2) days;
- (e) Equipment
 - (i) The definition of equipment includes but is not limited to technology resources such as: iPads, laptops, chargers, and cable interconnects.
 - (ii) Effective August 2014, Bring Your Own Device (BYOD) is a requirement for ISP students in grades 6-12. MS/HS Library laptops are not intended to circumvent this requirement.
 - (iii) One (1) item may be checked out for the duration of the school day only.
 - (iv) Library equipment must not be taken off of the ISP campus.
- (f) Students are expected to return books on time and in good condition. Students will be held responsible for the cost of lost or damaged books or other library materials checked out in their name.
 - (i) Students with overdue library books and/or materials will have report cards withheld until the material has been returned to the MS/HS Library.
 - (ii) In the event of lost or damaged library material, students should notify the librarian as soon as possible, so that an invoice for the lost/damaged item can be issued.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

(iii) Invoices for lost/damaged materials are payable to the cashier in the ISP Front Office.

* Administration, Faculty and Staff:

(a) Books

(i) Up to ten (10) books may be checked out for 60 days.

(b) eBooks

(i) Up to ten (10) eBooks may be checked out for 14 days.

(c) Reference Books

(i) Selected reference materials, such as standardized test preparation materials, may be checked out for seven (7) days.

(d) Audiovisual Materials

(i) Up to five (5) audiovisual items may may be checked out for seven (7) days;

(e) Equipment

(i) The definition of equipment includes but is not limited to technology items such as: iPads, laptops, chargers, and cable interconnects.

(ii) Two (2) items may be checked out for seven (7) days.

(iii) ISP MS/HS Library equipment is not to be removed from the ISP campus.

(f) Exceptions to this equipment circulation policy may be granted on a case-by-case basis by submitting a Library Materials Request Form (see Appendix B) a minimum of 24 hours in advance to ISP Library staff.

(g) Faculty and staff are expected to return books in a timely fashion and in good condition. Faculty will be held responsible for the cost of lost or damaged books or other library materials checked out in their name.

(i) In the event of lost or damaged library material, faculty and staff should notify the librarian as soon as possible, so that a replacement can be ordered, and an invoice for the lost/damaged item can be issued.

(ii) Invoices for lost/damaged materials are payable to the cashier in the ISP Front Office.

* Revocation of Library Media Center Privileges

- (a) ISP community members recognize that the resources and materials available at the MS/HS Library are for the use and benefit of the entire community, and respect all library resources and materials as they would their own personal property.
- (b) ISP community members in violation of the circulation policies listed above may be subject to the suspension or revocation of their library circulation privileges for the duration of the present school semester.

VII. Library Space Use

- The ISP MS/HS Library is a school library first and foremost. To meet the mission, goals, and objectives of the library, priority is given to library meetings, library instruction sessions, and library events. This mission requires an environmentally controlled space for the collections; space for librarians, MS faculty, and HS faculty engaged in teaching and support activities; and patron space for individuals in contemplative, quiet study as well as groups participating together in class assignments and projects. Other uses of the library's spaces are ancillary to this core mission. Thus, the library reserves the right to refuse a reservation if the use would create inappropriate noise and/or activity, such as, but not limited to, loud music, filming, photography, cooking, and overwhelming large size or scope of the planned function.
- Funds and budget for the ISP MS/HS Library is shared equally between the MS and HS divisions. As such, use of library space is equitably shared by MS and HS divisions.
- Space may be reserved for use only during the library's open hours, 7:15am – 4:00pm. Special arrangements must be made with ISP MS/HS Library to use library space outside of normal library hours.
- All reservations must be booked in advance. Please provide at least 24 hours' notice.
- Reservations should be made by contacting the librarian or library assistant via email, or sending an email to mshslibrary@isp.edu.pa. In the future, an online form-based reservation system and publicly available event calendar shall be implemented.
- At the time of writing, the MS/HS Library has four (4) ten-person seminar tables and forty-two (42) multi-purpose chairs available for seating. The user should make arrangements with ISP Maintenance if additional tables, chairs, or other furnishings are needed.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- MS/HS Library staff will not reconfigure furniture for a reservation. If furniture is moveable and reconfiguration is possible, the user should make arrangements with ISP Maintenance and build enough time into the reservation to re-arrange furniture prior to the beginning of the event. Afterward, furniture must be placed in its standard configuration. All such reservations should take into consideration the time needed to move furniture and resources, before and after.
- For audiovisual (AV) presentations, the MS/HS Library offers a mobile SmartBoard which accepts a standard HDMI AV cable connection. Further technical support or the use of additional equipment should be arranged through the ISP IT and/or Ed Tech department.

VIII. Standards of Behavior

- Community standards for students at ISP, including respect, responsibility, and positive conduct, are fully expressed in the student handbook provided to students at the start of the school year. The standards of behavior listed below are intended to compliment the ISP Guidelines for Student Behavior, and have been adopted to ensure a positive experience for all ISP community members who visit the library.
- All ISP community members have a right to quality library services in an atmosphere that is safe and free of disturbances from others. While you are in the library, please be considerate of others. An unwillingness to comply with these standards may result in loss of library privileges for the duration of the semester.
- Use the Library Media Center Appropriately and with Respect
 - ISP students are expected to arrive on time to school and to all classes. Following the 5-minute warning bell, middle school and high school students are expected to go to their next class. Library activities that may prevent the student from arriving to class in a timely fashion, including but not limited to the printing of documents, are not permitted.
 - During instructional time, ISP middle school and high school students are permitted to visit the library and utilize its services, provided they have written permission or hold a library pass from the responsible course instructor.
 - Course instructors are asked to limit student group size to no more than four (4) library visitors at a time. Accommodation for student groups larger than 4 must be arranged in advance.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

- Students visiting the library during class time are expected to sign into the library and to use their library time as directed by the course instructor. Please refer to above section entitled “Library Space Use” for further information.
- Use the Library’s facilities, materials, and furnishings as intended.
- Food and Drink
 - All drinks inside the library must be secured with a lid.
 - Food is not permitted inside the library, unless as part of a library-sponsored program or previously reserved meeting or event.
- Help Us Create an Environment Which Allows Everyone to Enjoy Visiting the Library.
 - Behave in a manner that does not interfere with another person’s ability to use and enjoy the library. Keep noise levels down to avoid disturbing others by:
 - * Lowering voices
 - * Using headphones on low volume
 - * Silencing ringing or other sounds created by cell phones and other electronic devices.
 - * Quietly talking on cell phones
 - * Keeping personal items with you at all time

IX. Supporting Documents

- Partial list of sources consulted in preparing this policy:
 - "Access to Resources and Services in the School Library Media Program", American Library Association, May 29, 2007.
 - Adams, Helen R. *Ensuring Intellectual Freedom and Access to Information in the School Library Media Program*. Westport, CT: Libraries Unlimited, 2008.
 - Barber, Raymond W. & Bartell, Partice. *Senior High Core Collection*. Ipswich, MA: H.W. Wilson, 2011.
 - "Diversity in Collection Development", American Library Association, July 26, 2006.
 - "Evaluating Library Collections", American Library Association, July 26, 2006.
 - Gillespie, John T., and Barr, Catherine. *Best Books for High School Readers*. Westport, CT: Libraries Unlimited, 2004.
 - Larson, Jeanette, and Belinda Boon. *CREW: A Weeding Manual for Modern Libraries*. Austin, TX: Texas State Library and Archives Commission, 2008.
 - "Library Bill of Rights", American Library Association, June 30, 2006.
 - Loertscher, David V., and Laura H. Wimberley. *Collection Development Using the Collection Mapping Technique: A Guide for Librarians*. San Jose, CA: Hi Willow Research, 2009.
 - "Position Statement on the Role of the School Library Program", American Library Association, February 9, 2012.
 - Tilke, Anthony. *The International Baccalaureate Diploma Program and the School Library: Inquiry-Based Education*. Santa Barbara, CA: Libraries Unlimited, 2011.
 - UMass Amherst Libraries. "Libraries Event Policy." Amherst: University of Massachusetts, 2016.
 - University Laboratory High School Library. "Collection Development." Urbana Champaign: The University of Illinois, 2013.
 - William H. Hannon Library at Loyola Marymount University. "Library Space Use Policy." Loyola Marymount Univ.: Los Angeles, 2016.

THE INTERNATIONAL SCHOOL OF PANAMA MS/HS LIBRARY MEDIA CENTER

APPENDIX A

THE INTERNATIONAL SCHOOL OF PANAMA COMMUNITY MEMBER REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

This form is part of the procedure for handling challenged or questioned books and materials at the The International School of Panama MS/HS Library. It should be completed in full and submitted to the MS/HS Librarian.

Name _____ Date _____
Address _____

Complaint is from

Yourself: ____ Organization: ____ Organization Name: _____

1. Resource on which you are commenting:

Title _____ Author/Producer _____
Publisher _____ Other Information _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? Please be specific: cite pages in books, URLs for a website, etc. (Use other side or additional pages if necessary)

5. What do you feel might be the consequence of a student using this resource in a learning context?

6. Are you aware of professional evaluations of this material? (Please list references when possible)

7. What do you believe is the theme of this material?

8. What would you like the school to do about this material?

9. What other material do you recommend that would convey additional perspectives on the subject treated?

Signature of Complainant _____ Date _____

PLEASE RETURN COMPLETED FORM TO:
The International School of Panama
MS/HS Librarian

APPENDIX B

MS/HS LIBRARY EQUIPMENT SPECIAL REQUEST FORM

Please complete this form prior to checking out equipment. These resources are intended to be checked out for terms longer than 7 business days but no longer than one full semester. A maximum of five (5) equipment resources may be checked out at a time for the extended time periods. A maximum of twenty (20) items may be reserved for up to twenty-four (24) hours.

The equipment will be located in the MS/HS Library. Upon completion of this form, you will be contacted by someone in the MS/HS Library within forty-eight (48) hours.

Today's Date _____

Name (First Last) _____ Email _____

Department _____ Equipment Requested _____

Quantity needed _____

How long is the equipment needed? (Long-term loans are defined as between seven (7) days and a full school semester). Specific dates are helpful. _____

Intended use _____

Do you have any special requests? Please note that the MS/HS Library may not be able to honor these requests. _____ Pick up Date (M-F only) _____

Responsibility Statement

By signing this form, I agree to the terms listed below.

1. I understand that I am responsible for the repair or replacement cost associated with equipment that should become damaged, lost, or stolen while in my possession.
2. I further understand that the standard loan period is for the period of the current semester in which the iPads are picked up and I am obligated to return the equipment in that time frame.
3. In addition, I agree to take everything associated with the equipment upon checkout (chargers, bags, etc.) and will not be able to check in an item unless all the associate items are also returned.

Name _____

Signature _____

Date _____