Fort Worth Country Day Library
Policies and Procedures Manual
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Description of the Moncrief and Lower School Libraries
Mission and Goals
Mission
Library Goals
Programs
Book Fair
Visiting Author Program
Summer Reading
Freshmen Book Club
Lower School Book Discussions
Job Descriptions
Head Librarian
Lower School Librarian
Technology Librarian
Library Assistant
Parent Volunteers
Substitutes
Services
Copy Machine
Computers and Internet Use
Color Printer
Use of the Library Facilities
Circulation Policies
Moncrief Library policy
Lower School policy
LS students circulating Moncrief materials
Lost books
Teacher checkouts
Teacher lost books
Reserve carts for teachers
FWCD community members checking out books and using libraries
Placing books on hold
Selection of Materials
Criteria for Selection
Responsibility for Selection
Procedures for Selecting
Purchasing
Electronic Resources
Selection
Purchasing
Maintenance
Controversial Materials
Parent Complaints
Gifts
Donations
Birthday Books
Memorials
Budget and Budget Procedures
Accelerated Reader and the Library Program
Who uses it
How books are marked
Deleting tests
AR parent requests
Special Collections
Professional Collection
Magazines
Parent Collection
AV Resources
AV Equipment
Audio Books
Horatio Alger Collection
Summer Hours and Services
Weeding
Criteria for Weeding
Disposal of Books
Description of the Moncrief and Lower School Libraries

The Moncrief Library, built in 1994, serves as a research, reading and technology center for grades 5-12. The Lower School Library, located in the center of the Lower School classroom building, serves grades JK-4.

The combined physical materials collection for both facilities numbers 30,000 items. The collection includes books, DVD’s, audio books, newspapers, and magazines. The library also provides numerous ebooks and electronic resources to support student reading and research.

The library staff includes 3 full-time professional librarians and 1 full-time library assistant as well as a large number of volunteers. The Moncrief Library is open 7:30 am-6:00 pm Monday-Friday. On early dismissal days the Moncrief Library will close one hour after the last division is dismissed. The Lower School Library is open 7:45 am-8:30 am Monday-Friday and during regularly scheduled library classes. Both libraries are open once a week during the summer for book checkout and computer use.
Mission and Goals

Mission
The library at FWCD, the information center of the school, serves as an essential link between the students and faculty and their information and reading needs.

Library Goals

- To promote reading as a lifelong interest among students;
- To provide for the information and research needs of our students
- To produce information literate citizens who know how to access and evaluate information
- To assist teachers by providing curricular materials and project support
- To support teachers by facilitating their access to existing and emerging information
- To investigate changes in information management that will impact teaching and learning
Programs

Book Fair
The library sponsors an annual Scholastic Book Fair. The fair is coordinated by the Library Assistant with the help of parent volunteers. The funds raised from the book fair are added to the budget of the FWCD Moncrief and LS Libraries. The funds are used to purchase additional materials for the library collections.

Visiting Author Program
Students have the opportunity to hear a well-known author or illustrator each year. The librarians arrange for these visits and they are publicized in Lower School and Middle School library classes. Books by the author or illustrator are sold to students who want to purchase books for autographing.

Summer Reading
A summer reading assignment is part of the educational program for all students at Fort Worth Country Day. For more information about our summer reading program, see FWCD Summer Reading.
Job Descriptions

Head Librarian

The Head Librarian coordinates, manages and sets goals for the K-12 library program, is in charge of budgeting and purchasing approval for all library materials, and connects with the wider FWCD academic community by membership on the Department Head and Curriculum committees. In addition, the Head Librarian fulfills these specific duties:

**Key areas of responsibility**

- Department Head: responsible for aligning the library program with the academic mission of the school.
- Support the mission and programs of the school and encourage support from all library employees.
- Lead the library staff in a vision of best practices for a progressive library program. Keep abreast of school library trends, programs and changes in emphasis. Be aware of new trends in library service.
- Maintain and propose library budget, approve all purchases, approve check requests. Use Senior Systems in coordination with business office personnel.
- Supervise and coordinate training for all library employees. Suggest and approve professional development.
- Approve PTO and pay requests using the latest HR software. Coordinate and approve hiring of substitutes.
- Evaluate all library employees annually using Folio. Meet annually with employees regarding goals and provide written feedback.
- Coordinate hiring of new library faculty. Contact candidates, evaluate resumes, coordinate visits and evaluate candidate in conjunction with other library and school faculty and administration. Recommend candidate for hire.
- Coordinate the visiting author program at FWCD in conjunction with local schools.
- Participate in Department Head retreats and meetings as assigned.
- Write reports as requested for ISAS evaluations, FWCD webpage, FWCD online newsletter or as requested by Admission Office, HOS, and Division Heads.
- Coordinate summer hours and programs for Moncrief and LS Library.
- Oversee the library presence on the FWCD website.
- Lead regular library staff meetings.
- Oversee coordination of summer reading in all divisions.
Lower School Librarian

The Lower School Librarian coordinates the library program for grades JK-4 by meeting all Lower School classes on a regular basis, and by selecting and ordering all materials for the Lower School Library collection.

Key areas of responsibility

- Coordinates the library program for grades JK-4 by meeting all Lower School (LS) classes on a regular basis.
- Teaches information literacy skills to a JK-4 audience
- Fosters a love of reading among students and faculty
- Selects and maintains the LS collection
- Collaborates and integrates effectively with teachers
- Demonstrates a commitment to improving student learning in both the library and classroom
- Staffs library as scheduled during summer open hours and programs
- Coordinates summer reading program for the Lower School
- Engages in regular professional development through conferences, webinars, and school library visits
- Promotes library services and programs

Middle School Librarian

The Middle School Librarian coordinates the library program for grades 5-8 by meeting all Middle School classes on a regular basis, and by selecting and ordering all materials for the Middle School Library collection.

Key areas of responsibility

- Collaborates with teachers on projects as an instructional partner
- Teaches research /information literacy skills in coordination with classroom teachers
- Fosters a love of reading among Middle School students
- Teaches a fixed schedule of library classes in Grades 5 and 6
- Assists the LS Librarian as needed
- Coordinates the summer reading requirements in conjunction with MS Faculty
- Selects library materials for the middle school collection
- Plans and promotes annual visiting author program in MS
- Assists all users of Moncrief Library with research, reading guidance, and technology issues
- Staffs the Moncrief Library before/after school as scheduled, in coordination with library staff
- Coordinates use of Accelerated Reader with MS English teachers; trains teachers and students on Accelerated Reader program in MS
• Engages in regular professional development through conferences, webinars, and school library visits
• Works as part of a team of three professional librarians and one para-professional
• Staffs library as scheduled during summer open hours and programs
• Promotes library as assigned

Upper School Librarian

The US Librarian is responsible for implementing a strong library program which promotes an environment of innovation and accessibility for grades 9-12 and coordinating the management of library technology.

Key areas of responsibility

• Coordinates the management of library technologies. This includes serving as liaison to library technology vendors and consortia, implementing new resources and promoting them to faculty and staff, evaluating usage, and renewing subscriptions on a timely basis. It also includes keeping abreast of new library technologies that would benefit the FWCD community and consulting with the School’s technology staff when applicable.
• Collaborates with the Middle School Librarian to develop the Moncrief collection to serve the needs of the middle and upper school students and faculty.
• Supports grades 9-12 student research. This includes collaborating with Upper School teachers, providing print and online resources, creating research guides using LibGuides, presenting in classrooms, and reviewing source citations in NoodleTools.
• Promotes library services and programs to faculty, students and the greater FWCD community.
• Works as part of a team of three professional librarians and one paraprofessional.
• Attends Upper School faculty meetings, serving as a student advisor, and supporting Upper School programming.
• Collaborates with Upper School faculty to develop summer reading requirements.
• Supports the Senior Capstone program.
• Serves as Director of the Upper School Writing Center.
• Administers the Plagiarism Remediation course.
• Staffs the library as scheduled during summer open hours and programs.
• Engages in regular professional development through conferences, webinars and school library visits.
• Consults with Upper School administration and/or members of the Upper School faculty on matters pertaining to the Upper School.
Library Assistant

The Library Assistant is responsible for cataloging and processing of all new books and materials, maintaining all circulation records for Moncrief and Lower School libraries and handling all billing for lost or damaged books. This position is also responsible for maintaining the current library computer records for all students, faculty, staff and parents who utilize the libraries. The Library Assistant assists with the day to day operation in both the Lower School and Moncrief Libraries. In addition, the Library Assistant fulfills the following duties:

Key areas of responsibility

- Maintains the library catalog and patron records
- Oversees all overdue notices, lost book notices and all necessary billing
- Request Purchase Orders and place orders for library supplies and library materials as directed/approved the librarians
- Reconcile library credit card statement monthly for Business Office
- Process all materials in a timely manner
- Ensure the LS collection is well-maintained through regular shelving, weeding and shelf-reading
- Schedule, train and supervise the library volunteers
- Responsible for the Birthday Book Club, by distributing the forms, processing the payments assisting the students with book choice, creating the book plates and maintaining the records
- Chooses books and maintains the records for Memorial Books, Honor Books and Falcon Wing books
- Process all book donations
- Assists with visiting author programs and book fair
- Provide attractive and informative bulletin boards and displays
- Responsible for recording and displaying all periodicals
- Responsible for incoming mail
- Gathers materials on specific subjects per teacher requests
- Assists students and faculty in locating materials in library as needed
- Provide support in the Moncrief Library as needed
- Assists with Lower School classes in the absence of the scheduled volunteer or on an as needed basis
- Staff the Lower School Library as scheduled
- Promote library programs and services
Parent Volunteers

Parent volunteers work under the management of the Library Assistant. Lower School volunteers work in the library during scheduled class periods. They check out books according to library policies, shelve books and maintain the shelves. Moncrief Library volunteers assist with the processing of new books and materials, shelve books and help with special projects as needed. Many parent volunteers also work during FWCD’s annual book fair.

Substitutes

Substitutes may be hired as needed with approval of the Head Librarian. Substitutes who are hired for the full day work hours that correspond to the appropriate division.
Services

Copy Machine
There is no charge for photocopies. Students are asked to limit use of the copy machine to school related material.

Computers and Internet Use
Mac and desktop computers and printers are available in the Moncrief Library for general use by students, faculty, and staff. In the Lower School library, there are 20 Chromebooks for LS Library use. It is expected that each person follow the guidelines of acceptable computer use in accordance with the policy in the MS and US Student Handbooks and the Employee Manual.

Color Printer
A color printer is available for student use with librarian permission.

Use of the Library Facilities
Faculty who wish to reserve space in the library, including the library classroom or study rooms must check with the librarian to add their reservation to the reservation calendar. Faculty may contact the librarian by email, phone or in person to place a reservation. Rooms are reserved on a first come basis.

Requests to use library facilities outside the library’s normal hours should come through RESS. This will notify Security, who will be able to open the library for the event.
Circulation Policies

Moncrief Library policy

- Students may check out books for 3 weeks and may renew books unless there is a hold placed on the book by another student.
- There is no limit on the number of items that a student in grades 5-12 may check out as long as a student’s record is in good standing.

Lower School policy

- K-students may check out 1 book first semester and 2 second semester
- 1st Grade students may check out 4 books
- 2nd Grade students may check out 6 books
- 3rd Grade students may check out 6 books
- 4th Grade students may check out 4 books

Books are checked out for 2 weeks with the option to renew.

LS students circulating Moncrief materials

Lower School students may only check out materials from the Moncrief library if those materials are also in the Lower School collection or if the student is accompanied by a parent.

Lost books

All borrowers are responsible for the safe and timely return of library materials. Notification of overdue or lost material is a service provided by the library. Failure to receive a notice does not free the borrower of responsibility for books checked out.

An item is considered lost 60 days after the due date. A minimum fine of $25.00 for hardback books and $15.00 of paperback books will be charged. Fines for other materials will be figured on replacement cost. During the 60 days between the due date and the date an item is considered lost, the borrower will receive at least 3 overdue notices.

During this time, there will also be a search for the item. If the item is not located after a search of the library, the borrower will be responsible for the replacement cost, even if the borrower claims that the item was returned.
If the borrower returns the item within 1 month after the lost fine has been paid, the fine will be refunded.

Fines may be paid by check, cash or charged to the student's account. All refunds will be credited to the student's account.

Teacher checkouts
Teachers are allowed to check out as many books and materials as they wish. However, they are responsible for their checkouts. Notices are sent to teachers at the end of each semester to remind them of materials checked out.

Teacher lost books
Teachers will be expected to pay for books and library materials that they lose. Teachers should not loan library materials to students since they are responsible for the items.

Reserve carts for teachers
The library staff will assist teachers by setting up reserve carts as available and pulling books to support teaching units when this is requested by a teacher.

FWCD community members checking out books and using libraries
The FWCD libraries are open to all members of the FWCD community. Parents may set up a library circulation account by contacting a member of the library staff and are welcome to check out books for family members and preschool siblings. All faculty and staff are also welcome to check out materials as needed.

Placing books on hold
Students may request that items be placed on hold if they are currently checked out. Students will be notified when a book on "hold" has been returned to the library. The book will be held for 3 days after notification and then returned to circulation.
Selection of Materials

The complete Collection Development policy can be found online at: http://fwcdlib-cdpolicy.wikispaces.com/

Criteria for Selection

The selection of library materials is guided by accepted library principles originated by the American Library Association. FWCD Librarians follow these guidelines when selecting materials:

- Place principle above personal opinion and reason above prejudice in the selection of materials
- Select materials that will stimulate growth in literary appreciation, aesthetic standards and ethical judgment
- Select materials that are suited to the abilities, interests and maturity levels of students in a JK-12 school
- Identify materials that support and enrich the school curricula
- Provide materials that reflect opposing views on controversial issues so that students are required to think critically
- Provide materials that represent the full range of religious, cultural and ethnic makeup of our world and supports the FWCD Inclusivity Statement
- Select materials that will add to a student's factual knowledge

Responsibility for Selection

At FWCD the Librarians are responsible for selecting and purchasing library materials. The librarians regularly solicit recommendations from students, faculty, staff and parents, and the librarians make every attempt to include materials that are requested that meet the above criteria and as funds allow.

Procedures for Selecting

The primary sources consulted by the Librarians for book selection include numerous websites and professional reviews. These include:

- Booklist
- Book Links
- School Library Journal
- VOYA
- Horn Book
Award Lists - books which are included on the Newbery, Caldecott, Coretta Scott King, Pura Belpre, Texas Bluebonnet, Texas Lonestar and Tayshas lists - are regularly added to the collection. In addition, the Librarians utilize Follett's TitleWave and Baker and Taylor Online to search for books that support specific curricular areas. Amazon.com is a source for book purchases when the books are needed quickly.

Purchasing

The Lower School Librarian selects and orders all items which are to be included in the Lower School Library collection. The Middle School and Upper School Librarians select for the 5-12 collection. The Upper School Librarian maintains and recommends purchases of electronic subscription resources to the Head Librarian. Purchase orders are submitted to vendors for library purchases over $200. Use of a Business Office issued credit card is available with Head Librarian approval. There is no "approved vendor" list that the Librarians are required to use. Every attempt is made to obtain electronic MARC records for items purchases or to obtain "shelf ready" processing.
Electronic Resources

Many of our library materials are in digital format. These include:

- Electronic books and encyclopedias
- Newspapers
- Databases of thousands of scholarly journal articles
- Streaming videos

Tools for finding resources include the Destiny online catalog and Libguides.

The library subscribes to tools which help meet our students’ literacy and research needs. These include NoodleTools, an online citation maker which guides students in the process of creating Works Cited lists, and Renaissance Learning’s Accelerated Reader and STAR, which assess reading skills.

A complete list of library resources is available as well as a password-protected list of passwords to the resources.

Selection

The criteria for selecting electronic resources is similar to the criteria for selecting print materials, but with the addition of the following.

1. Whenever possible, access to the electronic resource must meet these goals:
   a. Support remote users of library and information resources
   b. Be available 24 hours a day, 7 days a week
   c. Utilize a unified and intuitive interface
   d. Be available for an unlimited number of simultaneous users.
   e. Be operating system and browser independent

2. The cost of the resource must be sustainable by the electronic resources budget for the foreseeable future.

3. The technology and staff to deliver and support the resource is available at FWCD.

Purchasing

As often as possible, we try to purchase our electronic resources through one of the library’s consortium memberships: MISBO or ESC Region XI.
Maintenance

The Upper School Librarian is responsible for the maintenance of the library's electronic resources and communicating with the vendors and the consortiums.
Controversial Materials

The FWCD Libraries support the principles of intellectual freedom as expressed in the Library Bill of Rights of the American Library Association.

The school recognizes the right of individuals to challenge materials in the library collection. In most cases, an informal conversation between the librarian and the parent will resolve differences of opinion on library materials. If this fails, the parent will be asked to file the form, Parent Request for Reevaluation of Library Materials.pdf.

Parent Complaints

In the event that a parent objects to library materials, the following procedure will be followed:

1. The parent will complete the "Parent Request for Reevaluation of Library Materials" form.
2. The form will be returned to the Librarian or Division Head.
3. The Head Librarian will convene a reading committee composed of the Division Heads involved, the Librarian from the involved division, and three teachers, one from each division and from different disciplines. The Head Librarian will approach individuals who might be interested in serving and who would serve effectively. Every effort will be made to balance the committee to ensure that different points of view are represented.
4. The reading committee members will read or review the work and meet to discuss the book and the request for reevaluation.
5. The committee will make one of the following recommendations:
   1. The material is compatible with the philosophy and criteria of the selection policy and should not be removed or restricted.
   2. The material is not compatible with the philosophy and criteria of the selection policy and should be removed or restricted.
   3. The material should be limited to conditions specified by the committee.
6. The Librarian will function as the committee secretary and will notify interested parties of the committee’s decision.
7. The committee’s decision will be final.
Gifts
Parents, organizations or friends of the school may wish to contribute funds, gifts or memorials to the FWCD Libraries. The Libraries welcome these gifts and will mark all memorial or honor books with a special gift label. Librarians will acknowledge all gifts and reconcile them with the Advancement Office.

Donations
Donations must meet established selection criteria to be included in the collection. Books which are not needed or are not appropriate are sold through Thriftbooks.com, with the proceeds benefiting the FWCD Libraries.

Birthday Books
Students in JK-4 donate funds to be used to purchase a special book to commemorate a birthday. Flyers are sent home with students in the fall and spring explaining the program. Birthday books are marked with a special book plate, and the honored student is allowed to be first to check out the book.

Memorials
Funds donated in memory are used to purchase books for the library collections. Books are marked with a special memorial bookplate. Family members are notified by the library staff and by the Advancement Office.
Budget and Budget Procedures

Each spring, the Head Librarian submits a budget request to the Business Officer. On July 1 of each year, the library is allocated funds in the school budget. The Head Librarian is responsible for overseeing this budget and approving all purchases. The school requires a purchase order for all purchases over $200.00 and the PO must be submitted by an approved user. The Head Librarian is an approved user.

Each month, the Business Office provides the Head Librarian with a budget statement reflecting the balance of the accounts.
Accelerated Reader and the Library Program

Who uses it

Students in grades 3-8 participate in the Accelerated Reader (AR) program, which allows students to take quizzes on the books they have read. The classroom teachers are in charge of the program, but the library supports the AR program by subscribing to Renaissance Place, a web-based suite which includes the AR test bank of reading quizzes and STAR literacy quizzes. The Lower School library also marks books with colored dots that represent reading levels.

How books are marked

A colored dot system is used to denote reading levels in the Lower School Library collection. The dot is placed on the outside spine of the book. However, since initiating our subscription to Renaissance Place with such a large test bank, not all books are marked with dots. Students need to check the AR Bookfinder program to determine if a test is available for the book.

Deleting tests

The librarian may delete tests if the student has the permission of their classroom teacher. This function is available only to the librarians and appropriate teachers.
Special Collections

Professional Collection
Books that are most useful for teachers are kept in a special "professional" collection in the LS Library and are interfiled in the Moncrief Library.

Magazines
The library subscribes to many different magazines, primarily for recreational reading. Magazines of interest to Middle and Upper school students are displayed in the Moncrief Library. The majority of our back files of magazines are accessible through our online databases.

Parent Collection
Books that are useful to parents are kept in a special "Parenting" collection in the LS Library and are interfiled in the Moncrief Library.

AV Resources
The library maintains a collection of DVDs for faculty and student use. The majority of these resources are curricular materials and are most often used for classroom viewing.

Audio Books
Both the Lower School and Moncrief Libraries maintain an audio book collection which can be accessed through Destiny Discover.

Horatio Alger Collection
Donated in 2004 in memory of long time FWCD substitute teacher, Rolf Ecklund, the collection includes original, first edition volumes by Horatio Alger. The books are marked with a plate in memory of Mr. Ecklund and are housed in the Moncrief Library.

Special Display: Of Birds and Texas by Scott and Stuart Gentling
Donated in October, 2017 by J. Walker Holland in honor of his mother’s contribution to the founding of the school. Fort Worth: Gentling Editions, 1986. First edition, limited to 500 copies,
signed by the Gentling Brothers and John Graves. Elephant folio, approximately 28 x 22 inches., complete with 149 unbound acid-free sheets in two portfolios contained in individual cloth chemises and housed in cloth clamshell with paper label at front. Fifty original offset lithographic color plates of Texas birds and landscapes from paintings by Fort Worth artists Scott and Stuart Gentling, with commentary by the twin artists preceding each plate. Included in this monumental work is Texas author John Graves' humorous and very personal eleven-sheet essay entitled "Recollections of a Texas Bird Glimpser." Unbound sheets in two cloth portfolios, housed in large cloth clamshell box. (*missing the section on the Birds of Texas when donated)

Evelyn Siegel Pottery Collection
Evelyn and Martin Siegel donated the historic pottery collection of Native Americans in the Southwest in 1977 as a way to honor the school that has played such an prominent role in the Siegel family. They hope this historical pottery collection will make FWCD students more aware of the role of clay in our Southwestern heritage.
Summer Hours and Services

The FWCD Libraries are open for summer book checkout, computer use and Middle School AR testing on Wednesdays from 10:00 am to 1:00 pm. The library staff rotates duty for these weekly summer hours and are paid a stipend for their additional summer work.

Student volunteers assist with summer services.
Weeding

Weeding or “de-selection” involves removing outdated, inaccurate, worn, damaged, and unattractive resources from the library collection. It is a part of the selection process and reinforces the principle that “having more” does not mean “having the best materials”. It is a way to ensure that the collection remains useful and relevant to our users. Space is also often a consideration for weeding a collection. To make room for new arrivals we have to create shelf space. Weeding strengthens the collection when done purposefully and systematically. FWCD Librarians follow the CREW method to determine relevance to the collection.

Criteria for Weeding

- Curriculum: Does the work support the curriculum taught at the school?
- Use: Is it used? (Note: This is not the only criterion.)
- Damage: Is it damaged? Should it be repaired or replaced?
- Outdated: Is the information current, accurate, and free of stereotypes? Running the TitleWise Collection Analysis on the Follett website at http://www.flr.follett.com/ will identify the "Aged Titles" and titles that are outside the Acceptable Age range within particular Dewey Range/Classifications.
- Interest Level: Does it fit the grade, reading, and interest levels?
- Too Many Copies: Do we have more copies than needed?

Disposal of Books

When a book is withdrawn, its record is removed from the online catalog. It is then stamped withdrawn, and its barcode is removed. Withdrawn books in good condition are sold through Thriftbooks.com. Proceeds from Thriftbooks benefit the FWCD Libraries.