

The Corlears School Library

A. Corlears School Library Mission

Our mission is to help students and staff use information effectively and to encourage and prepare students to be life-long learners with a love of reading. This mission is accomplished by:

- Providing instruction in information literacy
- Providing intellectual and physical access to informational materials in a variety of formats
- Stimulating interest in reading and in finding and using information and ideas
- Working with teachers to develop educational strategies to meet the information needs of students and to augment teaching
- Supporting the school's curriculum and reading initiatives

B. Library Policies and Procedures:

1. Patron Statuses

4/5s are permitted to check out one book at a time, with one book on hold at a time.

6/7s are permitted to check out two books at a time, with two books on hold at a time.

8/9s are permitted to check out three books at a time, with two books on hold at a time.

10s are permitted to check out three books at a time, with two books on hold at a time.

Parents are permitted to check out four books at a time, with two books on hold at a time.

Faculty members are permitted to check out 25 books at a time.

All books (with the exception of faculty) should be returned within one week, but there will be no fines assigned for overdue materials.

2. Materials available/restricted to students

Students of all ages are permitted to check out any book from within the student collection.

Classroom teachers may request that certain classes or individuals be restricted from checking out specific subjects that are suspected to trigger harmful or overly disruptive behaviors in the classroom. Parents may also request that their child be restricted from checking out materials that they deem inappropriate. Parents are encouraged to check out books that they want their

children to read under their own account, and incorporate them into reading support outside of school.

3. Classroom books vs. Library books

We ask teachers to be mindful of the fact that the library is a circulating system wherein books go out to many different library patrons over the course of the year. We ask that your classroom have no more than 25 library books checked out at a time, and that you keep them for a maximum of two months to allow books to circulate throughout the school. If this creates a problem due to a long-running curriculum or other classroom subject matter, please let the librarian know so we can come to a mutually agreeable solution.

If a library book has been in your classroom for an extended period of time (3+ months) and you do not intend to return it, please inform the librarian so the book can be removed from the library database, and so that alternatives to replace the de-accessioned materials can be discussed.

4. Locating Books with the OPAC [Online Public Access Catalog]

The OPAC is available from any computer with internet access, both in the school and elsewhere. You may request library books on a topic (e.g. nutrition or bullying), but it is also helpful if you search the catalog for specific titles you're interested in. You can search by title, author, keyword, or "Copy Category" (a tab located on the top right-hand of the search bar).

5. Lost or Damaged books

If you have lost or damaged a book to the point where it cannot be circulated you need to replace it. You can do this by:

- Bringing in another book of similar interest, as approved by library staff
- Purchasing another copy of the same book
- Paying for the book in cash (exact change) at the library

6. Suggesting New Titles

You may either tell the librarian directly, or send an email to kylel@corlearsschool.org All suggestions will be considered.

7. Donations

Donations to the school library are welcome and encouraged! Donations are subject to the same level of consideration as other acquisitions, and are subject to the same conditions for de-accession.

C. Collection Development

1. Collection Description

Location and Scope: There are approximately 7,500 titles in the collection, located primarily in the 3rd Floor library. Parenting titles are located on the bookshelf outside the library next to the elevator, and professional titles are located in the basement staffroom.

Materials are added to the collection to meet the curricular and individual recreational interests and needs of the Corlears School community. They are selected by the librarian based upon good practice and criteria of the library profession including the evaluation of critical reviews in professional sources.

2. De-accessioning Materials

Materials are weeded and removed from the collection due to irrelevance, outdated information, oppressive content without significant redeeming value, age corresponding with low circulation statistics, and/or physical damage. De-accessioned materials may be offered to students and teachers if they are deemed appropriate, and/or will be donated to an organization that will accept and use them.

3. Book Challenges

The Library endorses the American Library Association's Freedom to Read Statement, found at <http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>. If a parent, teacher, or other community member believes that a Corlears School library book is not appropriate for anyone in the community, further steps include:

- Completing the Reconsideration Form (available at the end of this document)
- Asking the receptionist to place it in the Head of School's or Librarian's mailbox, or mail it to the attention of either party at Corlears School, 324 W. 15th St., New York, NY 10011
- Upon receipt of the completed form the Librarian and Head of School will review the challenge and the material to determine the challenge's merits.
- The individual bringing the challenge will be notified when a decision has been made.