

## **LIBRARY AND MEDIA CENTRE POLICY**

### **Revision B**

#### **1. Purpose**

The purpose of this policy is to provide guidance on Library use and book and material selection.

#### **2. Scope**

This policy applies to Immanuel Christian School.

#### **3. Definitions**

N/A

#### **4. Accountability**

At Immanuel Christian School the Principal is responsible for implementing the Library and Media Centre Policy.

#### **5. Procedure**

##### 5.1 Library

- 5.1.1 Immanuel Christian School's library is maintained by a team of volunteer parents. They order books, catalog books, have a structured library period with each class once a week, and help students select and check out books. We appreciate the valuable contribution they make to the school's program.
- 5.1.2 The library volunteers work out a schedule with the classroom teacher for the most appropriate time to have classes visit the library. During this visit students return books and check out new titles. Each student is assigned a library number and has a scan card that is kept in a binder at the computer.
- 5.1.3 Librarians are trained for using the Resource Mate Plus program so they can be more efficient with cataloging, locating, checking out and checking in books.

##### 5.2 Library Book Selection

- 5.2.1 In keeping with Immanuel's mission, "... to educate the children of the Oshawa/Whitby Christian community from the Biblical perspective that Christ is Lord; helping the students to grow in knowledge, wisdom and obedient service to God in His world," the library selection of books and resources must support this purpose.
- 5.2.2 An essential part of equipping students to live in obedient service to God, involves nurturing children to maturity in Christ Jesus. Both redemption and sin are a very real part of a child's life. It is important that each book or resource present an honest, penetrating and valid perception of human activity. In judging the merits of the work, it is more important to look at its theme rather than any one of its parts. For example, profanity and vulgarity in a book ought not, in themselves, disqualify a book. However, where these occur, they should be read as weaknesses, not as strengths or virtues; they should be read as a realistic

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- characteristic of people who reject the Lord, not as an acceptable practice for Christians.
- 5.2.3 The moral and social significance of the work must decidedly exceed in value the possible offensiveness of any of its parts. In a similar way fantasy books, adventure stories, and fairy tales have a real place in the aspect of the child, but are also part of the playful side of childhood.
- 5.2.4 As a child matures, the child should become more and more aware of the struggle of the Christian life. At all times this must be carefully geared to a child's emotional and spiritual maturity. Our library materials selection criteria listed below work to achieve these objectives.
- 5.2.5 The Board delegates the selection of the library materials through the Program Committee and the administration to the librarian (volunteer or staff). The librarian is responsible for the selection and acquisition of library resources in consultation with classroom teachers. Both individuals will regard the topics covered, students' reading levels, special needs and interests, and resources recommended in curriculum guides when choosing the books.
- 5.2.6 A partnership between classroom teachers and librarian is vital in establishing a library collection that supports the curriculum and will be well used. The librarian coordinates finding suitable resources that are both fiction and non-fiction. The librarian is also responsible for keeping the teachers informed of what is available in the library.
- 5.2.7 Materials should be selected on the basis that they:
- Enrich and support the school curriculum and meet the educational and recreational needs of both students and faculty served:
    - i. Appropriateness for age, reading and maturity level, and subject area.
    - ii. Validity, currency, and permanence of material appropriate for intended use.
    - iii. Physical format, appearance, user appeal and cost should be suited to the intended use of the resource.
  - Include literature of all genres: traditional 'classics', modern fantasy, fairy tales, historical fiction, science fiction, contemporary realism, poetry, and biographies.
  - Have the ability to stimulate curiosity and promote the intellectual, spiritual, and social development of each individual student.
  - Represent many religious, ethnic and cultural groups and their contributions to our national heritage and world community.
  - Contribute to the breadth of representative viewpoints on controversial issues:
    - i. Include materials that develop a distinctly Christian perspective and Christian discernment on these issues and/or are not openly or covertly hostile to a Christian perspective.
  - Are noted for strengths rather than rejected for weaknesses:

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- i. They may have words or ideas that deal with issues or human qualities not recommended as ways for young Christians to speak or act but which are important for them to understand.
- Meet high aesthetic and literary standards for fiction:
  - i. Style should reflect a keen awareness of the subtleties of thought and language and promote the students' creative use of language.
  - ii. Characters and plot should be convincing. There should be growth and character development.
  - iii. Content promotes the development of sensitivity to other and their needs and will give insight to personal relationships and feelings.
  - iv. Content should be wholesome; praiseworthy attitudes, actions and habits should predominate.
- Consider the reputation and significance of author and publisher.

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**6. Reference Documents**

Immanuel Christian School Staff Handbook.

**7. Records/Forms Used**

- Request for Reconsideration of a Book or other Resource

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### Request for Reconsideration of a Book or other Resource

1. Material in question:
  - a. Title: \_\_\_\_\_
  - b. Author: \_\_\_\_\_
  - c. Publisher: \_\_\_\_\_
2. Person making the request:
  - a. Name: \_\_\_\_\_
  - b. Phone number: \_\_\_\_\_
3. Have you read the entire book (if it is literature) or thoroughly reviewed the material (if reference or research material)? YES \_\_\_\_\_ NO \_\_\_\_\_
4. What do you understand to be the theme or purpose of this material?  
\_\_\_\_\_  
\_\_\_\_\_
5. What is good about the material?  
\_\_\_\_\_  
\_\_\_\_\_
6. To what in this material do you object? (Please be specific and site page numbers if possible.)  
\_\_\_\_\_  
\_\_\_\_\_
7. For what age group would you recommend this material?  
\_\_\_\_\_
8. What would you like our school to do about the material?  
\_\_\_\_\_
9. If this request for reconsideration deals with research material, do you have a suggestion for replacement?  
\_\_\_\_\_
10. Additional comments:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_