



## **BIA Charter School Innovation Station (Library Media Center) Handbook**

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In the BIA Charter School Innovation Station, we are developing lifelong learners who are innovative leaders. Our mission is to offer student-centered instruction in a safe environment that combines the magic of excellent literature and nonfiction materials along with literacy, technology, and STEM activities students need for personal and academic success.

**Lower School** (K-5) students will visit the Innovation Station once a week where they will experience a lesson and book checkout time. All Lower School students will be permitted to check out one book at a time for a period of 2 weeks. If students finish their book early, they are welcome to return it, and check out a new book with their teacher's permission.

**Upper School** (6-8) students will visit the Innovation Station for a full week every 3 weeks. All Upper School students will be permitted to check out one book at a time for a period of 3 weeks. If students finish their book early, they are welcome to return it and check out a new book with their teacher's permission.

### **What's in the Innovation Station?**

- Approximately 4,000 print books
- Databases such as Encyclopedia Britannica, SIRS Discoverer and hundreds of others in Galileo
- Flexible furniture making quick reconfigurations easy and maximizing the space
- Technology Makerspace resources: 3D printer, robotics including Dash n' Dot and Sphero, electronics such as maKey maKey, LittleBits and Paper Circuits
- Unplugged Makerspace resources: toilet paper rolls and other recycled materials, misc. paper, craft supplies, hot glue gun, cardboard pieces, origami and "how to draw" stations
- Engineering Makerspace resources: Keva Planks, Qubits, IO Blocks, Legos, K'Nex
- iPads and checkout computer stations
- Each child also has access to G-Suite for Education (formerly Google Apps for Education)

### **Volunteers**

Volunteers are critical in keeping the media center organized and running smoothly. We would benefit from volunteers who donate their time on a regular basis to shelve books, keep shelves in order and lend their talents to specific projects that come up during the year (book fairs,

special events, etc.). Sometimes, there are small tasks that just require an hour or less. Please email [ldenham@biaschool.org](mailto:ldenham@biaschool.org) to discuss becoming a volunteer.

### **Hours of Operation**

The Innovation Station is open each weekday from 7:30 a.m. until 2:55 p.m. Students are allowed to visit the Innovation Station as frequently as the need arises. For visits other than their scheduled time, students should request an Innovation Station pass from their teacher and come individually or in groups of no more than 3 unless accompanied by the teacher.

### **Teacher Check-Out/Check-In Procedure**

- All books and other materials are checked out using the barcode for the book and teacher's ID number.
- Books and materials may be kept as long as the particular unit lasts keeping in mind that swapping them out frequently allows opportunity for more people to use them.
- Teachers should check out their own books on the check-out computer.
- Teachers should check in their own books on the check-in computer and either reshelve them or place them on the reshelving cart in the appropriately labeled bucket.

### **Student Check-Out/Check-In Procedure**

- Students may check out 1 book at a time. If a student has an overdue book, they will not be permitted to check out another library book until the late book is either returned or paid for. We do have a cart of "BIA Honor Books" that are available for students to borrow in the interim.
- All books are checked out on the computer by students.
- Books are checked out for a period of two weeks for Lower School and three weeks for Upper School. Teacher reminders help to encourage students to return books in a timely manner.
- Students may check out their own books on the circulation desk computer.
- Students should check in their own books on the check-in computer and either reshelve them (2nd-8th grade) or place them on the reshelving cart in the appropriately labeled bucket (K-1st grade).

### **Communication**

Parents will receive a notice when their child has a book overdue by more than one week. While there is **no fine for overdue books**, materials overdue by 30 days or more are assumed to be lost and a replacement fee will be assessed. If you have any questions about a library notice you receive, please email the Media Specialist at [LDenham@biaschool.org](mailto:LDenham@biaschool.org).

### **Lost a Book?**

If a book is lost or damaged, it must be paid for. Payment may be in the form of a check made out to BIA Charter School or cash (change cannot be made and will not be given). Send the payment to school marked Attention: Innovation Station with a note inside indicating the student's and the homeroom teacher's name. **Students who owe money to the Innovation**

**Station will not receive their final report card.** Payment is refundable if a lost book is found and returned within a month of payment being made.

### **Birthday Book Club**

You may honor your child on his/her birthday by purchasing a hardcover book from the Innovation Station's Amazon Wish List. Please send the book to school along with the child's full name that should be written on the donation sticker to be placed by the Media Specialist inside the book. The birthday child will have the privilege of being the first to check out the book if they desire. Please allow 2 weeks for the library processing of the book. [Click here](#) to view our Amazon Wish List.

### **Gifts/Donations**

Gift materials will be accepted according to the same criteria as other materials. In addition, the Innovation Station does not accept gifts with restrictions or conditions related to their final use, disposition, or location. All gift materials become property of the school district and may be dispensed as deemed appropriate by the media specialist. In addition to donations of used hard cover books, you may select titles from our [Amazon Wish List](#).

### **Innovation Station Media Committee**

The Innovation Station media committee serves as the advisory board for Innovation Station functions. It is composed of representatives from administration, faculty, and the library media specialist. The Innovation Station committee meets as needed to evaluate library media center policies and procedures, reading challenged materials, and serving as a springboard for grade level collaboration.

### **Selection Principles**

It is the goal of the Innovation Station to select print, non-print, and electronic materials based on research-based principles. The selection principles of the BIA Innovation Station are:

- To develop a collection that augments the curriculum of the school
- To provide a wide range of quality materials on various ability levels
- To provide materials that represent the diversity of BIA and beyond
- To select material that represents a variety of perspectives to strengthen student information literacy
- To develop an extensive collection meeting the needs of students, teachers, and families that is free of personal biases
- To select materials that encourage growth in factual knowledge, leisure reading, literary appreciation, and societal standards (Bishop, 2012)

### **Selection Criteria**

Selection of materials and equipment will be based on one or more of the following criteria:

- Appropriateness to the curriculum and its users (Bishop, 2012)
- High technical and aesthetic quality that catches and holds the user's attention (Bishop, 2012)

- Relevance to users, school mission goals, and district goals in today's world (Bishop, 2012)
- Value to the collection as a whole; does not promote any stereotypes
- Encourages understanding, problem solving, and creativity (Bishop, 2012)
- Fills its purpose and meets a need in the collection (Bishop, 2012)
- Presents information that is timely, accurate, valid, and reliable (Bishop, 2012)
- Highly qualified and credible creators (Bishop, 2012)
- Durability; ease of operation, maintenance, and serviceability
- Cost effectiveness within media budget parameters
- Replacements for lost, stolen, or ill used items

Selection of materials may additionally be influenced by recommended reading lists, book reviews, journal articles, student request, and other selection tools; however, materials may be selected without the aid of these sources, and the media specialist's professional judgment will take precedence over the opinions and recommendations of others (Bishop, 2012).

### **Reconsideration of Materials**

Occasionally, objections may be made to a selection, despite the fidelity of the selection process. BIA Charter School supports the principles of intellectual freedom in the First Amendment of the Constitution of the United States as well as the same sentiment found in the School Library Bill of Rights of the American Association of the School Librarians. Therefore, any such objection will be treated as a possible defense of the material being objected. All parties involved should be treated with respect. The process described below is intended to focus on the objected material, not the people involved. Without exception, the following steps will be taken in handling all complaints:

- The complainant is asked to schedule a meeting with the Head of School and/or the Media Specialist to discuss any concerns.
- If the issue is not resolved, the complainant will then file his/her objections with the Head of School in writing on a copy of the form located in Appendix A of this Handbook ("Request for Reconsideration of Materials"). One report must be filed per title, and the report must specify exact pages and content, as well as detailed reason(s) why material is found objectionable. Series and/or entire genres will not be reviewed as a whole.
- The Media Specialist is immediately informed of the complaint.
- All challenged materials will remain in circulation until the complaint is processed and a final decision reached.
- When the completed "Request for Reconsideration of Material" form is returned to the Head of School, the Innovation Station Media committee shall reevaluate the questioned material in light of accepted selection policies and educational objectives of the school. The committee will:
  - Read and examine the material in light of the Checklist found in Appendix B of this Handbook.

- Check the general acceptance of the materials, including recommended age levels, by reading reviews and consulting standard selection aids.
  - Request more information from the complainant(s) if further clarification of the questionnaire is necessary.
  - Weigh the value and fault against each other and form opinions based on the material as a whole and not on passages pulled out of context.
  - Discuss the material and take minutes of the proceedings. It is vital that the focus of the committee's work be the merit and appropriateness of the material under reconsideration. The minutes or report that is generated from the minutes serve to recommend action, if consensus is reached, or to reflect committee discussions, if unable to be in complete agreement on action. The material will remain on the shelf unless consensus to remove it is reached by the committee.
  - File a copy of the minutes and/or report in the school administrative offices.
  - The committee shall submit a copy of the minutes and/or report to the concerned individual.
- If the complainant is not satisfied with the decision, he/she may present a written appeal to the BIA Governance Board (GB). The BIA GB will consider the appeal at their next regularly scheduled meeting, and will respond with a written reply. The BIA GB will act in any one of the following ways: 1) support the response of the Head of School; 2) request that the Head of School revisit the complaint and modify his/her response; or 3) overturn the response of the Head of School. In addition, the State requires that minutes of any such hearings be taken and made available should the State request them upon appeal beyond the Board of Education.
  - If the complainant is still not satisfied, he/she may present a written appeal to the State Board of Education, requesting a hearing. The decision of the State Board of Education completes the process.

### **Weeding**

The media specialist is responsible for the maintenance and preservation of the collection. Worn out materials will be removed from the collection based on one or more of the following criteria (Bishop, 2012)

- Poor physical condition (Bishop, 2012)
- Unattractive appearance (Bishop, 2012)
- Poor circulation record – materials not circulated for 5 years and reference materials not used in five years
- Outdated or inaccurate information (Bishop, 2012)
- Biased or stereotypical portrayals (Bishop, 2012)
- Duplicates of titles no longer in demand (Bishop, 2012)
- Subject matter unsuitable for users (Bishop, 2012)
- Inappropriate reading levels (Bishop, 2012)
- Topics no longer of interest or no longer associated with the Georgia Standards

Weeded materials will be removed from the collection. The bar codes will be rendered unusable and the items will be deleted from the circulation system. Materials that still hold educational value will be dispersed to classroom teachers, families or other outlets. Items that are outdated and lack educational value will be discarded.

### **References**

Bishop, K. (2012). *The collection program in schools: Concepts, practices, and information sources*. Westport, CT: Libraries Unlimited.

**Appendix A**

**Citizen's Reconsideration Form**

**CITIZEN’S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL**

To be completed AFTER the citizen has met with the Head of School and/or the Media Specialist. (Feel free to use the back of the form for more room.)

**Book Information**

Author: \_\_\_\_\_ Type Material: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (If Known): \_\_\_\_\_

**Complainant’s Information**

Request initiated by: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ e-Mail: \_\_\_\_\_

1. To what in the material do you object? (Please be specific: cite pages, scenes, etc.)

\_\_\_\_\_

2. What do you feel might be the result of reading or viewing this material?

\_\_\_\_\_

3. For what age group would you recommend this material?

\_\_\_\_\_

4. Is there any positive value to this material?

\_\_\_\_\_

5. Did you read or view the entire material? \_\_\_\_\_ What parts?

\_\_\_\_\_

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

\_\_\_\_\_

7. Are you aware of the judgment of this material by literary critics?

\_\_\_\_\_

8. What would you like your library media center/school to do about this material?

- \_\_\_\_\_ do not assign or lend it to my child
- \_\_\_\_\_ return it to the library media committee for re-evaluation
- \_\_\_\_\_ other. Explain: \_\_\_\_\_

9. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective of the subject created?

\_\_\_\_\_

\_\_\_\_\_

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix B**

### **Checklist for Library Media Committee's Reconsideration of Materials**

## Checklist for Innovation Station Committee's Reconsideration of Materials

Title \_\_\_\_\_

Author \_\_\_\_\_

### A. PURPOSE

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?
2. If the material is fantasy, is it the type that has imaginative appeal?
3. Will the reading/viewing/listening to this material result in more compassionate understanding of human beings?
4. Does the material offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?
5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

### B. CONTENT

1. Does material about modern times give a realistic picture of life as it is now?
2. Does the material avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?
3. When factual information is part of the material, is it presented accurately?
4. Is prejudicial appeal readily identifiable by the potential user?
5. Are concepts presented appropriate to the ability and maturity of the potential users?
6. Do characters speak in a language true to the period and section of the country in which they live?
7. Does the material offend in some way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for young people?
9. If there is use of offensive language, is it appropriate to the purpose of the text?
10. Is the material free from derisive names and epithets that would offend minority groups, children, or young adults?
11. Is the material well written or produced?
12. Does the material give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way?
13. Does the material make a significant contribution to the history of literature or ideas?
14. Are the illustrations appropriate and in good taste?
15. Are the illustrations realistic in relation to the information?

### C. RECOMMENDATION

1. What is your reaction to the material as a whole?
2. What is your recommendation concerning the disposition of this material?
3. What is the rationale on which you base your recommendation?

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

\*Attach Library Media Committee Meeting Minutes to this signed checklist.