

Clausell Elementary School Library Media Center Collection Development Plan

Mission Statement

The mission of the Clausell Elementary School Library Media Center is to ensure that students are effective users of ideas and information. The library media center strives to provide the

school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

Vision Statement

The vision of the Clausell Elementary School LMC is to provide a welcoming environment that offers a balanced collection to serve the needs of all of its users.

Goals and Objectives

The goal of the Clausell Elementary School LMC is to promote a love for reading that will develop an appreciation for books to become information literate and effective life-long readers. Clausell Elementary School Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school

[REDACTED]

Reference materials are to be used by students in the library media center. Teachers may check out reference materials for use in the classroom when necessary.

Professional Collection

Professional collection may be checked out by staff with unlimited usage but should be returned after use so that others may use them.

Audio Visual Materials/Equipment

Students are not allowed to check out audio visual materials or equipment. Teachers may check out audio visual materials for use in the classroom.

Periodicals

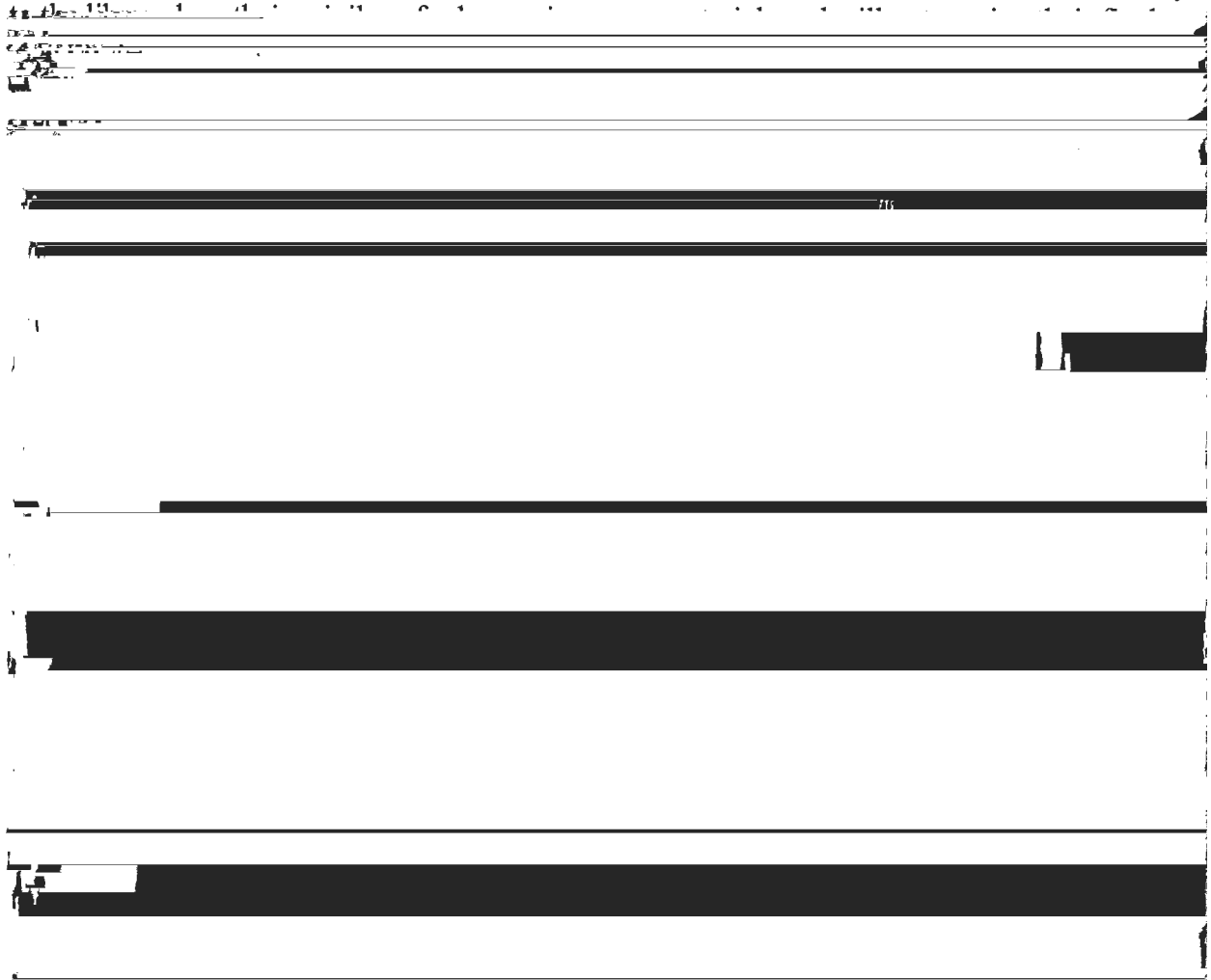
Magazines and newspapers are not to be taken out of the library media center by students, but may be checked out by faculty members. Only current issues are displayed. Back issues must be requested at the circulation desk.

Overdue Materials

Overdue notices are sent home periodically. There are no fines for overdue books.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the book is quoted on the overdue notice. Payment for a lost book is reimbursed should the book be found and returned in good condition. Students who owe money



based on available district funds and fluctuation in enrollment. The LMS determines how to

11. ~~These funds into each budget string. The Librarian will maintain all accounts and~~

[REDACTED]

represent a fair and unbiased presentation of information while also representing as many

shades of opinion as possible, in order that varying viewpoints are available to students.
reflect a variety of cultural backgrounds.

extend the walls of the library into the classrooms and outside of school to students, staff, and parents.

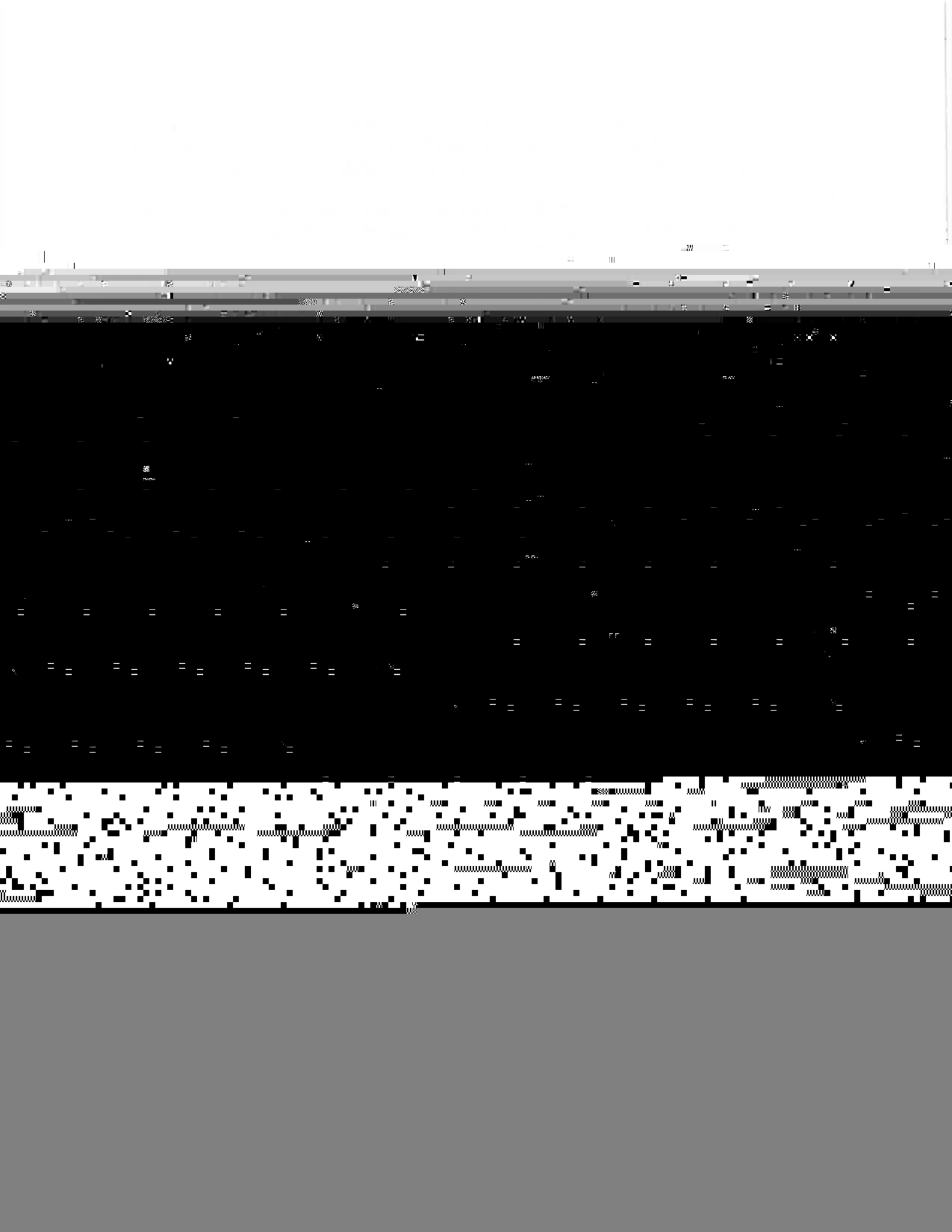
Selection Tools

The librarian consults reputable, unbiased, professionally prepared review sources such:

- The School Library Journal
 - The New York Times Book Review
- Horn Book
Booklist

Gifts and Donations

Occasionally gifts of library materials are offered to schools. For acceptance, these materials should meet the same standards for use as do materials purchased by school district. Gift



600-999 SECTION

000-599 SECTION

REFERENCE

TECHNOLOGY

Table #1

Table #5

BOOKS

ENTRANCE

Table #2

Table #4

CIRCULATION
DESK

Table #3

STORYTELLING AREA

LEISURE READING
AREA

