

Career Tech High School

Media Policy

Mission

The Career Tech High School Library supports student success by providing access to resources, technology, and reading opportunities that build knowledge, career skills, and lifelong learning.

Purpose

The primary objectives of the media program are:

- to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served;
- to teach students to identify and use credible information;
- to provide guidance in the practice of critical analysis and to make informed judgments in students' daily lives;
- to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to the world community;
- to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure the development of a comprehensive collection appropriate to the school community.

Collection Description

The media center provides a wide variety of materials in both print and non-print collections.

The print collection encompasses all nonfiction, a large fiction collection, as well as a variety of classroom sets of literature read in classrooms. The non-print collection is found on the digital platform; [SORA](#).

Material Selection

Material selection is conducted by the Media Coordinator and is guided by the state core curriculum, as well as the needs and interests of students and teachers. The following serve as guidelines for selecting materials:

- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- High artistic quality and/or literary style
- Quality and variety of format
- In accordance with WCSD policy 4211 and all accompanying state laws

Funding

The media center is funded annually by the Washington County School District.

Collection Maintenance

The print and non-print collections are updated annually. Titles and other materials are updated to meet curriculum standards, fulfill student and teacher demand, and stay abreast of innovations and current issues. Materials are added to replace lost or damaged items, and to replace aging titles with new editions. Computer equipment and software are updated to facilitate student needs. Outdated or irrelevant materials are weeded according to circulation stats and/or accuracy. The maintenance of the collection is fluid, avoiding stagnation or uselessness of information.

Operation

The media center is available to students and staff during the hours of 7:30 a.m. to 2:40 p.m., on school days Monday through Friday.

Challenged Materials

The media center follows Washington County School District policy and procedure regarding challenged materials, policy [4221](#). Subsequently, the required challenged material form is available, form [944](#).

Book Check Out Policies: Students may check out 3 books at a time for 2 weeks.

Returns: Students may return a book by placing it in the drop box or handing it to a librarian.

Overdue Fines: There are no fines on late books. If the book is damaged or lost, the student will be responsible for the total cost to replace the book.

Student Responsibility: Students are responsible for all materials checked out through the library. Students will need to pay the replacement cost for lost or damaged items. A student may replace a lost book with the same book he/she purchases. The book must be new or in good condition.

Renewals: Materials can be renewed with or without the book present. Items on hold for someone else may not be renewed.

Holds: Students may put a book on hold that is currently checked out. When the book comes in, it will be checked out to the student who placed the hold, sent to the office, and the student will be called to the office to pick it up.