

Maintenance Policy

1. The Library Media specialist will be responsible for the maintenance and upkeep of materials and equipment in the Midland Trail library collection to ensure the materials are in good condition and able for students to continue to check out on a regular basis.
2. The Library Media specialist will be responsible as the first point of contact for maintenance of AV equipment in individual classrooms to avoid delays in curriculum instruction.

Maintenance Procedures

1. The Library Media Specialist will scan books as they are returned for wear and repair. They will perform needed repairs on books and periodicals upon receipt.
2. The Library Media Specialist will be the initial point of contact for the troubleshooting of problems with electronic equipment. If the library staff cannot solve the problem, they will then turn it in to the district technology help-desk.
3. All library equipment will be checked in at the end of the school year. The Library Media specialist will inventory, clean, and perform any maintenance needed or send the equipment for required maintenance collaborating with the technology department.
4. The Library Media specialist will do all required maintenance on the VEX robotics kits and Project Lead the Way kits.

Collection Evaluation Policy

1. The collection will be evaluated yearly by the Library Media Specialist and staff through: TitleWise Collection Analysis: Use the statistics for non-fiction text. Pay attention to the average age by 100's and the Age Sensitivity for Dewey Ranges. This is done to see what gaps are in the collection and to be able to create a plan to fill those gaps with the next book order. Order new materials accordingly.
2. Reviewing weekly schedule of classes taught.
3. Surveying staff and students for collection suggestions to help further support the curriculum.

Collection Evaluation Procedures

1. Procedures for evaluating the collection at the end of each year include:
2. Run a report of circulated materials for the current school year and the previous school year. Compare circulations from both years.
3. Review the list of teacher book requests and compare them to the curriculum.
4. Discuss the average of the collection with the Midland Trail Elementary Administration.

Inventory Policy

1. The Library Media Specialist and Staff Assistants (volunteers) will use Destiny to complete an inventory of the collection annually to ensure the materials in the library are up-to-date and to see what needs to be added to the collection to make it better.
2. A copy of the inventory report will be given to the Midland Trail Elementary Administration once the inventory is complete.

Inventory Procedures

1. Library staff may begin taking Inventory on or after March 1.
2. Once inventory is complete, print a list of missing items. Search for these missing items and find as many as possible.
3. On the last day of school, mark any items still missing on the inventory as lost.
4. Print a copy of the lost items report and submit it to the Midland Trail Elementary Administration.

Weeding Policy

The materials in the Midland Trail Elementary library must be weeded regularly to keep the collection up-to-date and useful. If materials are not being checked out, are in poor physical condition, filled with inappropriate subject matter or duplicate titles in low demand, patrons will not want to continue to check out and the library will become useless. Regular weeding keeps the Midland Trail Elementary Library relevant.

Weeding Procedures

Materials qualifying for weeding include:

- Out of date with inaccurate information
 - In poor physical condition
 - Have not been checked out in three years
 - Inappropriate subject matter for students
 - Duplicates of titles no longer in high demand
1. Remove the book from Destiny. Click “track as weeded” when deleting each book.
 2. Remove the barcode from the back of the book.
 3. Black out the name of the school on the inside.
 4. Stamp DISCARD inside the front cover.
 5. If given permission by the Midland Trail Elementary Administration, the book may be donated to classrooms.
 6. When disposing of books, email NorthEast Kansas Library Systems (NEKLS) to have a recycling pickup.
 7. At the end of the year, print a list of weeded materials and submit it to the Midland Trail Elementary Administration.

References

(2016). Jackson, MS.

<https://www.jackson.k12.ms.us/cms/lib/MS01910533/Centricity/Domain/14/Claude%20LIBRARY%20POLICY%20AND%20PROCEDURES%20MANUAL.pdf>

Fort Riley Elementary School, Library Policies and Procedures for Fort Riley Elementary School (2014). Junction City,KS.

<https://web.usd475.org/school/fre/library/Shared%20Documents/FRE%20Library%20Policies%20and%20Procedures.pdf>