

Port Townsend School District Policy Review Committee Agenda

Time: February 20, 2014, 3:30 p.m.

Location: 1610 Blaine Street, Room S-11, Port Townsend, WA

I. Agenda Topic

1. City/School District library collaboration
 - Collection Policy (Ann Healy-Raymond)
5. Future meetings:
March 13, April 3, May 8 and June 12
6. Conclusion/For the good of the order

II. Adjournment

Policy Council Notes
2/20/14

Present: David Engle, Kris Mayer, Ann Healy Raymond, Liesl Slabaugh, Jennifer James Wilson, Carrie Ehrhardt.

We are focusing our work on policies for supporting the Library Collaborative. David wants us to chart out the policies for the rest of the year to empower the libraries to be 'lighthouses' for students. This might also help us identify some other areas within which to focus our work.

Ann identifies the policies around collection development and supporting the collaboration as a priority; also in terms of policy supporting materials collection, weeding, and individuals who challenge purchases. Kris asks for clarification around current policy for curriculum adoption. We might want to look at curriculum adoption policy next. How do we remove older instructional materials that are no longer needed/usable in the classroom? We want to encourage use of current open source materials. Ann feels that what we may be able to use the same, or create a similar policy for instructional materials. Because the library collection is core to how students learn, it would fit well within. What is the plan, outlining the procedural process? The policy should be minimal. The process should be outlined in procedure. Once initial approval is given by the board, the procedures can be updated at the discretion of the Superintendent.

Ann distributed the Collection Development Plan for the Port Townsend School District Library Media Centers in draft form for review and discussion.

Discussion around the weeding process and options for getting rid of the books – surplus and removal, offering to interested community members, sale, etc.

Consider the surplus policy as well to make sure we are working within acceptable boundaries. Ann has done a great job of building relationships with staff who were concerned about the removal of books. Needs associated with the resistance are being addressed in a positive manner. Current board policy 2021 on Library Media Centers was distributed for review. Also policy 2020, Curriculum Development and Adoption of Instructional Materials.

Board Policy Revision Needs for the collection development plan

- *Operation and provisioning (stocking) of the library (p.1)
- *Materials Selection (p.1)/policy 2020 (Ann and Carrie)
- *Weeding of media/surplus process for media/policy 6881 (Kris)
- *Fines/damaged materials/policy 3520 (Ann and Carrie)
- *Reconsideration of Materials
- *Gifts/policy 6114 (David)
- *Electronic Information Policy (David w/help from tech committee)/policy 2022

WLMA and American Library Association may be used as guidance for addressing some of these policy needs. Are there any model schools out there that we can get policy from?

Learning resources may be distinct from instructional materials:

Instructional materials are those that teachers hand out to kids, or are used in the classroom with the students. It has to do with choice, and those are materials that the teacher is bringing into the classroom for a purpose. Learning resources are those that are available.

Collection

Media includes books

Discussion was had around being a member of CLAN and which books we own (were purchased by our school district libraries) and which books that the students have access to, which is a wider selection of media.

The fines policy/procedure needs to be updated for lost and/or damaged materials. There are different practices being used in each of the schools, but nothing official is written down. Ann is going to do some work around this. She will bring the policy from Brinnon and Quilcene to the next meeting.

Please do your policy research/thinking prior to the next meeting.

Next meetings: March 13, April 3, May 8 and June 12