

STONEHAVEN LIBRARY POLICIES

The Stonehaven Lower School Library exists to serve the students, staff, and parents of Stonehaven. The Library fully supports and undergirds the Mission Statement and Vision of Stonehaven as delineated and expanded upon in the [Student-Parent Handbook](#). The library also seeks to implement standards of the school's accrediting agency, the Southern Association of Independent Schools (SAIS).

Stonehaven Mission: The Stonehaven School exists to glorify God by cultivating truth, goodness, and beauty in students through a distinctly Christ-centered classical education.

LIBRARY POLICIES

Circulation

The ability to check out material from the Stonehaven library is limited to current students, staff, and faculty of the Stonehaven School.

- Students can only have two books checked out at any given time. The loan period for any book is 14 days
- Parents may check out up to five books at a time per child for summer reading
- Books will be considered lost if not returned within two months. The charge for a lost book is the cost to replace the book plus a \$5 processing fee unless the book is unique in some way, (rarity, expense, etc.). In this case a fee determined by the library committee shall be levied. Parents will be notified through email or phone call
- No materials shall be checked out starting three weeks before the end of the year, and all outstanding materials must be returned to the library 3 weeks before the end of Stonehaven's academic year
- Students will be guided by library volunteers to age and reading level appropriate reading material. The library committee also urges parents to participate in this selection process by being attentive to the books their children bring home

Library Behavior

The library is staffed by parent volunteers. The expectation is that students will behave in a manner that aligns with their classroom behavior expectations and/or the expectations laid out in the [Student-Parent Handbook](#). Those students who violate these behavior expectations will be referred to their classroom teacher or the school administrator.

Material Selection Policy

The responsibility for the selection of library materials is delegated to the Library Committee, with input from staff, administrator, parents, and students. Materials will be selected according to the following criteria:

1. School Philosophy

Library materials shall be assessed and evaluated in order to promote the school's Christ-centered classical educational philosophy. In accordance with this philosophy, to glorify God through the cultivation of truth, goodness and beauty within the student, the library strives to house materials that will promote the growing spiritual maturity of its patrons. Materials that are contrary to this philosophy are housed with the intent to teach and discuss other views, but are not used to promote these other philosophies.

2. Curriculum Goals

The library works collaboratively with classroom teachers in order to under-gird the school-wide curriculum. The library shall house items that are specifically beneficial to units and lessons taught in the classroom. Teachers are encouraged to request that items be added to the collection which are useful for their curriculum and for student assignments, projects, and reports.

3. Budget Considerations

Library materials will be purchased according to biblical stewardship principles, knowing that God ultimately provides for all needs of Stonehaven. Materials will be considered in light of their benefit in relation to their cost. The library will spend within the assigned budget, with administrator permission, and with all selection criteria in mind.

4. Patron Requests

The library is open to all Stonehaven students, parents, and staff members. Library patrons may request materials to be added to the collection. These requests will be considered in view of all selection criteria.

5. Collection Needs

The library collection shall be regularly assessed to determine its strengths and weaknesses. Assessment is made using library software reports and collection analysis as available. Attention shall be given to update age-sensitive Dewey ranges and to develop areas that represent a weakness in the collection.

6. Material Type and Condition

A variety of materials shall be selected to be included in the library collection. Materials will be added to the library with consideration of the item's type and condition. The type of material (e.g. book, cassette tape, CD, DVD, VHS, etc.) will be considered in light of the overall usefulness of that media type relative to the entire collection and in congruence with overall Material Selection Criteria. The condition of an item will also be considered to determine whether it will be added to the collection. Factors that determine the condition of item include, but are not limited to: damage and wear, copyright and publication dates, mold and mildew.

Material De-acquisition Policy

De-acquisition is the removal of materials from the library collection. De-acquisition is a process that is integral to collection maintenance and development and will occur regularly and systematically. In general, the same criteria apply to de-acquisition as apply to the selection of new materials. Materials may be considered for de-acquisition for the following reasons:

1. Items that are damaged or worn beyond repair
2. Newer editions are available
3. Lack of use
4. Dewey sensitive copyright date
5. Materials that are obsolete, inaccurate, or inappropriate
6. Duplicate copies of seldom used titles
7. Materials that do not align with current material selection policy

The library will not automatically replace materials from the collection because of loss, damage, or wear. Decisions to replace items will be based on the following considerations:

1. How many copies are already housed in the library?
2. Are existing resources on the topic sufficient?
3. Is a newer and better resource available?

De-acquisitioned materials shall remain the property of the school. The school may choose to dispose of the materials in the following ways:

1. Given to classroom teachers

2. Sold in used book sale

3. Thrown away

Donations

The library appreciates gifts and donations to build the materials collection. As with any other materials, all donations to the library will be assessed and evaluated according to the current material selection criteria. Only materials that fulfill the material selection criteria will be added to the library collection. The following policies also apply to donations:

1. If possible, potential donors should make contact with the library committee concerning a prospective donation before it is brought to the library.
2. Donated materials must be of such nature that they can be integrated into the collection and not require special facilities, control, or staffing.
3. The library committee shall have the sole right to retain or dispose of any gift materials.
4. Donations will not be received with any form of donor-imposed constraints for cataloging, storing, displaying, distribution, usage, etc.
5. Monetary donations received for specific materials will be spent as designated, provided the designation is in accordance with the current material selection criteria.
6. Donors may request bookplate acknowledgements or memorials to be applied at the discretion of the library committee.

Re-Consideration of Materials

Materials cataloged into the library are selected with great care according to the specified material's selection criteria. Nevertheless, concerns and challenges for reconsideration of materials may occur. Since Stonehaven exists to assist parents in educating children to impact the world for Christ, it is expected that parents will contribute wise input for selection of library materials. It is also expected that any conflict will be handled according to biblical principles and the policy on the re-consideration of materials policy:

1. When possible, the procedure for reconsideration shall be handled informally between the library committee and the complainant. The library committee shall recommend a decision to be approved by the Lower School or Upper School Principal. Once approved by the administration, the library committee will communicate the decision to the complainant. The library committee reserves the right to remove, relocate, or retain materials according to the current material's selection criteria.

2. Should the complainant be dissatisfied with the administrator's decision, the request for re-consideration shall be presented to a committee comprised at minimum of the Stonehaven administrator, a member of the library committee, and two teachers. The committee may also include staff members and parents as appointed by the administrator. The committee shall read the material in question in light of the complaint as explained in the request for re-consideration. The committee shall furnish a written decision to retain, relocate, or remove the materials to the complainant within twenty-five (25) working days after receiving the request.