

Joliet Public Schools District 86
Library Media Center Policy and Procedure Manual



2025

PREFACE

This manual presents policies, procedures, guidelines, and suggestions for Library Media Centers within the Joliet Public Schools District 86. It includes policies adopted by the Board of School Inspectors that are pertinent to the operation, as well as procedures to ensure compliance with District principles and practices. This manual should serve as a guidebook to the operation and management of the library media center program in the Joliet Public Schools District 86.

Library Media Specialists:

Katrina Keith, Washington Quadrant
Nicole Koehler, Dirksen Quadrant
Scott Larson, Gompers Quadrant
Katelin Mrjenovich, Hufford Quadrant

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Joliet Public Schools District 86 Library Mission Statement

The mission of the Joliet Public Schools library media program is to enable students and staff to become lifelong learners and effective users of ideas and information. Our goal is to support library personnel and classroom teachers in the planning and delivery of units of study that integrate information skills with classroom content. Resources and activities representing a variety of experiences and skills assist the students in becoming skilled users of information. The program will also emphasize the value of reading for pleasure and the appreciation and enjoyment of literature.

Joliet Public Schools District 86 Library Program Goals

The school library program, as an integral part of the total curriculum, is the vehicle that provides opportunities for students to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner, and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the needs of the school community and the world in general.

In accordance with State law and Board Policy, the practice of banning books or other materials within the District's library media program is prohibited.

To accomplish our mission, we will continuously strive:

1. To provide intellectual and physical access to materials in a variety of formats and languages for educational purposes.
2. To work with educators in the selection, organization, and distribution of materials to meet the needs of the curriculum and individual learners.
3. To provide in-service education for teachers and students in the use of print, non-print, and online library resources.
4. To provide instruction in library procedures and information literacy skills.
5. To provide reference and bibliographic services.
6. To provide guidance in reading, reference, listening, and viewing for all students.

7. To stimulate interest in reading, viewing, and using information and ideas.

Joliet Public Schools District 86

Library Selection Policy

I. SELECTION OBJECTIVES

School library materials will be selected by Joliet Public Schools District 86 to support and enrich the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. Joliet Public Schools District 86 endeavors to provide for a wide range of abilities and to respect the diversity of many differing viewpoints.

Library materials are defined as all print, non-print, and electronic materials and resources generally found in school libraries, which are used by students and teachers in the District's educational program. Library materials do not include textbooks or any other resources identified for use in the delivery of the curriculum for various courses.

To this end, the Joliet Public Schools District 86 school library program endorses the AASL's *Standards Framework*, the *I-SAIL Standards* of the Association of Illinois School Library Educators (AISLE), the *Common Core State Standards*, the *Illinois Mandated Units of Study*, as well as the mission, goals, and objectives of the District, and asserts the selection policy is based on the following principles:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.

- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide materials that will build a strong background of informational knowledge in many disciplines, thus fostering the ability to make intelligent judgments.
- To provide materials on opposing sides of controversial and debatable issues.
- To provide materials representative of the many religions, ethnicities, cultures, abilities, genders, sexual orientations, and expressions, and their contributions to our world.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive, appropriate library collection.
- To provide materials to support the mandated units of study in Illinois.

II. RESPONSIBILITY FOR SELECTION

The Board of School Inspectors, by state law, is ultimately responsible for all books and materials used in the Joliet Public Schools District 86 school system. The Board, through its policies, has directed that the District administration, using trained professional personnel, manage the District's library media program. These trained professionals shall discharge this obligation consistent with the Board's adopted selection criteria and procedures. All library personnel will work cooperatively with staff members

to interpret and guide the application of the policy in making day-to-day selections.

A “library material” is any item purchased under the selection policy of the school library for exclusive use in the library or circulated by the library’s circulation system (i.e., has a barcode) for a designated length of time. This may include print, non-print, and electronic media such as books, magazines, digital cameras, and laptops etc. Items without a library barcode are not subject to replacement or repair through the library’s budget. Library materials are not intended for the exclusive use of departments, teachers, clubs, and organizations on a per-trimester or per-year basis.

The selection of materials involves many people: principals, teachers, coordinators, and library personnel. The District’s trained professional personnel shall be responsible for coordinating, advising, and recommending for purchase a selection of library materials.

III. CRITERIA FOR SELECTION OF LIBRARY MATERIALS

As adopted in Board Policy 6:230, September 11, 2024, the following will serve as the general selection criteria that apply to all library materials, including electronic, print, and non-print resources.

Board Policy 6:230 reads as follows:

The Superintendent or designee shall manage the District’s library media program to comply with (1) State law and Illinois State Board of Education rules, and (2) the following standards:

1. The program includes an organized collection of resources available to

- students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources and supplies for the program are allocated to meet students' needs.
 3. Students in all grades served have equitable access to library media resources.
 4. The advice of an individual who is qualified according to the ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
 5. The practice of banning books or other materials within the District's library media program is prohibited.
 6. Staff members are invited to recommend additions to the collection.
 7. Students may freely select resource center materials as well as receive a guided selection of materials appropriate to specific, planned learning experiences.

IV. DONATIONS

Libraries are frequent recipients of donated books and materials; however, the materials donated do not always match the collection development goals of the District's Library Media Center. Consequently, donations are subject to acceptance by the District, and, if accepted, become the property of Joliet Public Schools District 86, for use to be determined, in the sole discretion of the District. All donations must be communicated directly to Sandy Zalewski in the Superintendent's Office.

V. ACCESS TO ELECTRONIC NETWORKS

The library media program accepts the challenge of collaborating with students and faculty to incorporate electronic resources into the educational program, promoting and facilitating resource sharing, innovation, and communication.

School library personnel and school library visitors are subject to the District's *Access to Electronic Networks Policy* (6:235), and will adhere to the *Acceptable Use of the District's Electronic Networks* administrative procedure.

VI. QUESTIONS OR SUGGESTIONS REGARDING THE LIBRARY MEDIA PROGRAM

In accordance with the Board's inherent authority to prohibit the practice of banning specific books or other library materials as stated in policy 6:230, *Library Media Program, and to prevent censorship of material and ensure the protection of library users' intellectual freedom*, rejects any requests that books or other materials within the District's library media program be removed merely because individuals or groups object to the material.

Any individual with questions or suggestions regarding the District's Library Media Program may contact the Assistant Superintendent for Curriculum and Instruction. Any individual may also complete a Library Media Resources Objection Form.

VII. WEEDING

Weeding is essential for maintaining a relevant and attractive collection. Professional library personnel should periodically review the collection to determine which materials should be removed or replaced. Materials to consider for weeding include items that are in poor physical condition; those that are superseded by more current information; those containing subject matter no longer needed to support the curriculum; those receiving little use; those providing wrong, inaccurate, or dated information; and those that encourage stereotypes and biases. Weeding decisions should be made by the school's library personnel, who may consult with school and/or district administrators, other teachers, students, and parents.

- A list of materials to be removed or replaced will be submitted to the Assistant Superintendent for Curriculum and Instruction for review by using the district disposal process by **May 30** of each school year.
- No materials may be permanently removed from the library without consent.

Joliet Public Schools District 86

Library Procedures

1. All students are entitled to use the library and check out materials with a valid student ID card.
2. Books marked “reference” are to be used in the library.
3. All other books may be borrowed for two weeks (14 calendar days) unless otherwise indicated by the circulation information. *Any questions or concerns can be directed to the Quadrant Library Media Specialists.*
4. Students and staff have access to the library management program through Joliet 86 and are expected to be responsible for keeping track of the items they have checked out from the Library Media Center. Notices may be sent periodically, and students and guardians may be contacted regarding items that have yet to be returned.
5. Damage to books and lost books are the responsibility of the student. Students may be charged for damaged or lost books, subject to evaluation on a situational basis. Fines accrued in the library will be deleted at the end of the year for 5th-grade and 8th-grade students. Contact the Curriculum department for more information regarding the replacement of books.
6. Charges for lost books that are later found and returned shall be refunded at the cost determined by the **Quadrant Library Media Specialist and the principal.**
7. No books or other library materials may be taken from the library without being properly checked out. Students may not use another student’s ID or name to check out materials.

Appendix A

District 86 Policy

Section 6 - Instruction

Library Media Program

Code 6:230

Active

Adopted September 11, 2024

Last revised January 17, 2024

Last Reviewed August 14, 2024

Joliet Public Schools District 86

6:230

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Illinois State Board of Education rules, and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources and supplies for the program are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rules is sought regarding the overall direction of the program, including the selection and

organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.

5. The practice of banning books or other materials within the District's library media program is prohibited.
6. Staff members are invited to recommend additions to the collection.
7. Students may freely select resource center materials as well as receive a guided selection of materials appropriate to specific, planned learning experiences.

Parents/guardians, employees, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using Board Policy 2:260, *Uniform Grievance Procedure*.

The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

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September 11, 2024

February 14, 2024

September 13, 2023

November 10, 2009

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January 17, 2024

August 9, 2023

Last Reviewed:

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October 3, 2018

Legal

75 ILCS 10/8.7.

23 Ill.Admin.Code §1.420(o)

Cross References

2:260 - Uniform Grievance Procedure

6:60 - Curriculum Content

6:170 - Title I Programs

6:210 - Instructional Materials

6:260 - Complaints About Curriculum, Instructional Materials, and Programs

Libraries are required by administrative rule to complete the Illinois State Library's annual survey of interlibrary loan traffic [[23 Ill. Adm. Code 3030.200 \(a\) \(2\) \(O\)](#)]. The ILLINET Interlibrary Loan Code [[23 ILL. Adm. Code 3030 Exhibit A](#)] governs interlibrary loan among ILLINET member libraries. ILLINET member libraries should review the ILL Code to ensure that the library continues to meet resource-sharing requirements that are necessary for continued system membership.

Appendix B

Sample Permission Slip - Utilize as needed for Young Adult

Dear Parent/Guardian:

In response to interest, the [School] Library has a Young Adult section containing books that would appeal to teens. These books may contain more mature subject matter, language, or social settings that may not be suitable for all students. Today's Young Adult authors may also include language, which, if used in a school setting, could result in school consequences to the user. You are the best judge of your child's maturity level. By signing this form, you are permitting your child to check out books from the Young Adult section of the [School] library.

Books checked out from the Young Adult section are to be used only by students with a Young Adult permission slip on file. Students who share these books with others risk losing their Young Adult checkout privileges. Thank you for helping to ensure that our students have choices in reading that are both interesting and age-appropriate.

Student (print)

Parent/Guardian Signature

Date _____

Sincerely,
[LMS Name]
[Title]

RETURN TO LIBRARY

(Spanish)

Estimados Padres/Guardianes:

En respuesta al interés, la Biblioteca tiene una sección para adultos jóvenes que contiene libros que atraerían a los adolescentes. Estos libros pueden contener temas, idiomas o entornos sociales más maduros que pueden no ser adecuados para todos los estudiantes. Los autores de jóvenes adultos de hoy en día también pueden incluir lenguaje, que si se usa en un entorno escolar, podría tener consecuencias escolares para el usuario. Ud. es el mejor juez del nivel de madurez de su hijo. Al firmar este formulario, le está dando permiso a su hijo para que saque libros de la sección de jóvenes adultos de la Biblioteca.

Los libros prestados de la sección para jóvenes adultos deben ser utilizados únicamente por estudiantes que tengan un formulario de permiso para jóvenes adultos en el archivo. Los estudiantes que comparten estos libros con otras personas corren el riesgo de perder sus privilegios de pedir prestado libros adultos jóvenes. Gracias por ayudar a asegurar que nuestros estudiantes tengan opciones en lectura, que son interesantes y apropiadas para su edad.

Estudiante

(imprimir) _____

Padre/Madre/Guardián (Firmar) _____

Fecha _____

Sinceramente,

[LMS Name]

[Title]

**ENTREGAR A LA
BIBLIOTECA**

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