



St. James Catholic School

Library / Media Center

Handbook

2025-2026

St. James Catholic Elementary School Gagne Library

Library / Media Center Handbook

Table of Contents

	Page
Mission & Vision Statements	3
Operational Procedures	4
Hours of Operation	4
Rules & Expectations	4
Circulation Policy	4
Staff Check-Out	5
Reference Materials	5
Professional Collection	5
Periodicals	5
Overdue Notices & Materials	5
Lost & Damaged Books	5
Computer & Internet Use	5
Copyright Policy	6
Patron Request Policy	6
Budgeting Procedures & Needs Assessments	6
Gagne Library Advocacy Committee (G-LAC)	6
Collection Development	7
Material Selection	7
Selection Responsibility	7
Cataloging & Processing	7
Collection Weeding	7
Gifts of Library Materials	8
Challenged Materials	8
Library Bill of Rights	8

Mission Statements

Department of Education Mission Statement

The mission of the Mississippi school library media center is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

Diocesan Mission Statement

The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and world communities.

St. James Catholic School Mission Statement

It is the mission of St. James Catholic School to educate students in a Christ-centered environment with an emphasis on Catholic teachings and traditions while providing academic excellence for all.

St. James Catholic School Library Mission Statement

The mission of St. James Catholic School Library program is to assist in providing a quality education for every student by encouraging lifelong literacy and learning through reading and inquiry, by providing quality resources, and by providing services that support and enhance teaching and learning.

Vision Statement

Diocesan Vision for Catholic Schools

Catholic schools of the Diocese of Biloxi recognize themselves as integral to the mission of the church and as the responsibility of the entire church.

- God is the center, foundation, author, and source of all learning.
- Trustworthiness, respect, responsibility, fairness, caring, and citizenship are essential to the well-being of individuals and society.
- All persons have intrinsic value, and each person can contribute something of worth to society.
- Each person is responsible and accountable for choices and decisions made.
- Catholic schools are positioned as the heart of church life and, as such, share in the responsibility of being church to the world.
- High expectations lead to higher performance which in turn empowers the individual and strengthens society.
- Learning is a lifelong process essential to a productive and enriched life.
- It is each individual's responsibility to respect oneself as Christ teaches, respect others in a Christ-like manner, and respect one's school as a gift from God.
- The Catholic schools of the Diocese of Biloxi nurture personal growth, scholarship, life-long learning, and service.

Operational Procedures

Hours of Operation

The SJCS Library is open Monday - Friday from 8:00 am until 2:45 pm during the school year. Each class has a scheduled library time every week and the library is open to individual students at any time.

Library Rules

Students are to respect others in a Christ-like manner; respect school property and the property of others; conduct themselves responsibly and safely; and be polite and respectful while visiting the library.

Circulation Policy

1. Students in first through sixth grade may check out books. Teachers and staff may also access the collection.
2. Students may check out a maximum of 5 books per week.
3. Students may not keep a book out longer than 3 weeks. No late fees will be assessed and renewals are not required.
4. If a book becomes lost or is damaged, the student must pay for the book or provide a replacement copy.
5. Notices will be sent to the student's homeroom teacher before the end of the year and the student's account must be cleared by the library in order to receive their report card.

Staff Checkout Policy

Faculty & staff may check out an unlimited number of materials from the library for as long as needed. All Books, professional development resources, periodicals, audio-visual materials & equipment must be returned by the end of the year.

Reference Materials

Reference materials are to be used by the students only in the library and may not be checked out. Teachers may check out reference materials when necessary.

Professional Collection

Professional Collection materials may also be checked out by teachers and staff.

Periodicals

Magazines are not to be taken out of the library by students but may be checked out by teachers and staff.

Overdue Materials

SJCS does not collect fines for overdue books.

Lost & Damaged Books

If a book is damaged or lost, the student must provide a replacement copy or pay for the book. Debts must be paid by the end of the school year or the report card will not be released.

Computer & Internet Policy

Two computers are accessible in the library for library functions only. Chromebooks are available to students if requested.

Copyright Policy

Federal law prohibits the use of copyrighted works without the consent of the author or owner of the copyright except when the use falls under "Fair Use." Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic & other intellectual property.

Patron Request Policy

The SJCS Library welcomes requests from students, parents, teachers & volunteers regarding purchases which support the curriculum and the needs of students. Requests may be submitted to the Librarian year-round.

Budgeting Procedures & Needs Assessment

The Librarian is responsible for handling funds for SJCS Gagne Library. Each year, funds are accumulated from sales at the Scholastic Book Fair, donations and other fundraising events. The librarian will determine how those funds will be allocated.

Using the current year's budget, the librarian will purchase new books, incentives or rewards and library supplies. Itemized receipts, purchase orders and an account history will be maintained by the school accountant and a copy for the librarian in order to plan for the upcoming year. The librarian will submit the proposed budget to the Administrator for approval.

Gagne Library Advocacy Committee

The Library Advocacy Committee will meet once each term during the school year and additionally, as needed. Committee membership will be open to teachers, parents, volunteers, administrators, former & current librarians. The G-LAC will assist our school in the setting of student learning SMART goals each year (Specific, Measurable, Attainable, Relevant & Time Based). The committee will also plan and assist with fundraising activities (Fall Festival, Scholastic Book Fairs, etcetera); plan and assist with improvements to our library collection, physical space & technology needs; recruit volunteers and guest speakers, and many other activities. If you are interested in joining, please contact the librarian or school administrator.

Collection Development

Material Selection

The materials selected for SJCS Library are defined as print & nonprint resources. Resources reflect the beliefs of the Diocese of Biloxi; the reading abilities & growth of students; materials that support the Accelerated Reader program; notable literary works and materials that stimulate reader interest. Materials support the standards set forth by the State and the school district.

Selection Responsibility

The librarian will oversee the selection and purchase of library materials, with approval of the principal. Teachers are welcome to make recommendations by emailing the librarian anytime, during monthly teacher meetings, or with the annual staff library survey at the end of the year.

Cataloging & Processing

The librarian has time designated each week for the processing of books. New materials will be labeled with the school name; barcoded and entered into the circulation system; the Accelerated Reader level, points, and test number recorded; and shelved in the appropriate location.

Collection Weeding

The librarian performs a collection inventory each year which assists in assessing the demands for any specific item and assists with collection weeding. Weeding is essential for maintaining an up-to-date, useful collection. Damaged materials, duplication of materials, age of material, popular demand, and budgetary limitations are all considered.

Gifts & Donations

Occasionally, materials are offered to the library. These gifts need to be evaluated by using the same standards as materials purchased by the school.

Challenged Materials Policy

Any resident or employee of the school district may formally challenge library materials used in the library on the basis of appropriateness. Challenged materials should be brought to the attention of school personnel and try to resolve the objection informally. A complainant who continues to file a formal challenge with the school administrator and the librarian must provide supporting evidence to justify removal from the collection. The administrator, librarian and the Library Advocacy Committee will review the challenged material and judge whether the material conforms to the principles of selection according to Diocesan policy. The challenged materials cannot be removed from the collection until a determination has formally been made.

ALA - Library Bill of Rights

Originally adopted by the American Library Association in 1939, the Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerning resisting abridgment of free expression and free access to ideas.

V. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended on October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.