

These are some changes that need to be made to the Maine School Librarian Handbook. Rather than reprint each page, I suggest that you print this document, cut out the changes and inserted them with scotch tape! Low tech approach! All of these changes will be incorporated in the complete documents that are posted on the webpage.

### **Introduction**

Page 1 the contact email is [maslibraries@gmail.com](mailto:maslibraries@gmail.com).

### **Procedures**

Page 9 Delete the link to the Baltimore County Public Schools.

Page 9 add the following links

<http://schools.natlib.govt.nz/school-libraries/collection-development/your-school-library-budget>

An interesting resource from New Zealand

<http://aklibraryhandbook.pbworks.com/w/page/1659458/Budget>

Alaska is a standard-bearer for school libraries. Though the articles are dated, the advice, approach and process are not.

Page 27

Delete the links.

Replace with:

<http://elementarylibraryroutines.wikispaces.com/Library+Centers+Procedure>

Elementary school protocols and procedures

[http://franklinms.bcps.org/for\\_students/procedures\\_protocols\\_and\\_policies](http://franklinms.bcps.org/for_students/procedures_protocols_and_policies)

Middle school protocols and procedures

<http://www.columbiahs.dekalb.k12.ga.us/LibraryHandbook.aspx>

High school protocols and procedures

### **Collection Development**

Page 3 Replace Website links with the following:

- Maryland State Department of Education Instructional Resource Evaluation Guidelines. This includes a checklist to aid in the selection of library materials.  
[http://www.marylandpublicschools.org/msde/programs/etma/reports/ETM\\_evaluation.htm](http://www.marylandpublicschools.org/msde/programs/etma/reports/ETM_evaluation.htm)
- Eduscapes has a variety of resources to aid in the selection of school library materials.  
<http://eduscapes.com/sms/overview/selectiontools.html>

## Vendors

Page 8

Please note that Gaylord now sells just archival and display materials.

## Policies

Page 1

Change the link to

<http://library.overlake.org/home/policies>

Page 3, delete the links. Replace with

Web sites:

- A sample elementary school circulation policy can be found at <http://www.atlanta.k12.ga.us/Page/7621>
- A sample middle school circulation policy can be found at <http://www.wrmslibrary.org/home/library-policies-procedures>
- A sample high school circulation policy can be found at <http://www.lcps.org/Page/95244>

Page 5

Delete the reference to the San Diego Schools. Replace it with

A sample district wide overdue policy may be found at

<http://www.tvusd.k12.ca.us/boardpolicies#6000>

The policy number is 6161.2 and may be viewed as a .pdf .

Page 6

Change the link and reference to the sample collection development policy to

<http://maslibraries.org/page-1406225>

Page 9

Replace paragraph 2 with the following:

First, make sure that there is a materials selection policy in place. Second, make sure that a process for the review of library materials is an integral component of the selections policy. Third, report any challenges to library materials to the Intellectual Freedom committee of MASL. Finally, download a copy of the [Intellectual Freedom Handbook](http://maslibraries.org/page-1406225) which can be found at <http://maslibraries.org/page-1406225>. The Intellectual Freedom committee can guide you through this process, assist in finding supportive materials and add this challenge to their database.

