



AMERICAN ACADEMY  
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## Library Policy

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*This policy was approved by the American Academy Board of Directors on February 15, 2022.*

### Purpose

The purpose of the American Academy library collection is to support the learning of students, staff and community members. Our mission is to provide a variety of materials covering a wide array of topics and interests, both academic and personal. This policy outlines the guidelines and rules for use of the American Academy library.

### Selection

The library program at American Academy is committed to providing books and other library resources for the academic and personal interests of its learning community. We strive to provide a balanced collection presenting all points of view and with a broad range of historical issues. The library staff follows the Douglas County School District's policies when making selections for its collection. American Academy expects that all library materials will be treated with respect by all library patrons.

American Academy has the responsibility of providing for a wide range of students both at and above grade level. Not all materials will be suitable for all students. While the Librarian and teachers guide students in book choices, it is ultimately the responsibility of parents to monitor their children's selection of library materials.

### Privacy Statement

American Academy Library is committed to protecting the privacy of all students, staff and other patrons. Library staff will keep all circulation records as well as patron's personal information confidential. We are committed to upholding the American Library Association's Confidentiality of Library Records Policy as well as the law as stated in the Colorado Revised Statutes 24-90-119. Furthermore, library volunteers will follow the guidelines of the Family Educational Rights and Privacy Act also known as FERPA.

### Intellectual Freedom

American Academy Library is committed to supporting all students and staff in their quest to learn. Therefore, we embrace the principles of the "Library Bill of Rights" set forth by the American Library Association. We believe it is the right of every individual to have the freedom to read and the freedom of choice in reading, viewing and listening materials. We encourage students to form their own opinions and to think critically in their pursuit of knowledge.

### Circulation

Circulation may be modified based on individual cases as determined by the Executive Director of Schools.

#### Students:

- Students may check out up to two books at a time for free choice. Additional books may be checked out for research or assignments, as needed.
- Books may be checked out for two weeks with renewals.
- Books on reserve may be renewed only once.
- If a student has an overdue book, they may not check out additional materials until the overdue book is returned.
- Overdue notices will be delivered to classroom teachers and or emailed to the students' home.

- Students/parents are responsible for replacement costs for lost or damaged books.
- Library privileges may be revoked at the library's discretion for consistent misuse of library materials.
- A fine will be assessed for all books not returned within one week after the end of any academic school year.
- Fees for overdue, lost, and/or damaged books not paid by the end of an academic year will automatically be added to the student's registration fees the following year. If a student graduates or disenrolls but has siblings at American Academy, these fees will be added to the oldest sibling's account for billing purposes.
- Failure to pay these fees may result in the loss of library privileges, withholding report cards, transcripts, Portal privileges, and denying participation in graduation/end of year party activities for the student.

**Staff:**

- Staff members may check out books for the duration of a unit being taught. These materials should remain in the classroom.
- Books needed longer than the scheduled time may be recalled if necessary.
- The library may recall books left in a classroom after a unit is complete.
- Teachers are responsible for returning books that have been delivered to their room.
- Staff members are responsible for any books checked out to them. This includes materials lent to or used by students and includes lost or damaged books.
- Lost materials will be addressed on an individual basis

**Criteria for Library Donations**

Individuals frequently express an interest in donating books and other resources to the American Academy library. Library staff must review potential library donations using the same criteria as purchased material. Additional criteria include the following:

- Donated materials should be new or barely used (in good to excellent condition with no writing or other defacing), preferably hard cover, complete, clean, and attractive;
- Reference materials, including atlases, encyclopedias, subject specific multi-volume sets, and other non-fiction resources should be no more than five years old; science, medical, computer, and other resources in areas in which information quickly becomes outdated should be no more than three years old.
- Materials that generally are not appropriate for library use, such as textbooks, consumable instructional materials such as workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.
- Donated materials will only be accepted when school is in session.
- The school reserves the right to decline any donated materials.

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**POLICY HISTORY**

*Original:* approved by the BOD on August 1, 2006

*Revision 1:* approved by the BOD on January 14, 2009

*Revision 2:* approved by the BOD on February 18, 2010

*Revision 3:* approved by the BOD on February 15, 2022

**SUMMARY OF REVISION 1**

- 1) Added recovery through student fees.

**SUMMARY OF REVISION 2**

- 1) Added donation criteria.

**SUMMARY OF REVISION 3**

- 2) Removed Infinite Campus reference.