

SPECIAL EDUCATION SERVICE AGENCY

2217 E. Tudor Rd., Suite 1, Anchorage, Alaska 99507

Phone: (907) 562-7372 Fax: (907) 562-0545 TTY: (907) 563-8284

Special Education Service Agency

Library

Policy

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Purpose

Special Education Service Agency Mission Statement

The mission of the Special Education Service Agency is to design and support education for Alaskan infants, children and young adults who experience low incidence disabilities. The agency promotes and supports education that:

- is student, family and community centered,
- is personally and culturally relevant and
- provides individualized supports and accommodations for equal and appropriate access to learning opportunities.

Adopted 6/96

SESA Library Mission Statement

The SESA library was established to support the informational needs of SESA staff and those who work with the children on the SESA caseload, such as teachers, aids, and parents. The library provides reference services, interlibrary loan (staff only), journals (in-house use only), materials for professional use, and materials for teacher and student use. Materials are loaned out so those clients can review them and decide if they are appropriate to order for themselves. Some materials are loaned for longer periods of time.

The library supports SESA services by cataloging, processing, maintaining and tracking materials to eligible users. The library also provides reference services, referrals, web access to the library database, and a new book list to users. For staff, the library provides table of contents service, interlibrary loan and database searches. Database searches will be provided to other users on a time-available basis.

Collection

The SESA library collects primarily in the area of special education in any format that is appropriate to the content and to easy use by SESA staff and patrons. The SESA library does not archive materials, but maintains a current collection that supports current SESA programs. Materials in other subject areas may also be collected through donations and gifts, or through placements made by other agencies.

The library has collections of large print books, braille books, audiotapes, videotapes, software and equipment. As formats become obsolete or are replaced by more convenient ones, materials may be transferred to a newer format (with permission from the copyright holder) or withdrawn from the collection.

Access

The SESA Library is not an open-stack library. If anyone wishes to tour the library, browse the collection or check materials out, they need to come in while the librarian is in (call first). Hours vary; call for an appointment. Materials may be dropped off anytime the agency is open. Special assistance can be made available; please ask.

Loans

Materials are loaned out for a period of 30 days (materials being mailed out are loaned for six weeks, to allow for mailing time and 30 days of use). Materials may be renewed for an additional 30 days if they have not been requested by anyone else, although if another patron later requests those materials, they may be requested back before the additional loan period is up.

Renewals may be requested by mail, fax, email or phone.

American Printing House for the Blind (APH) materials may be checked out on behalf of caseload clients for as long as needed. However, they must be renewed twice a year (beginning of summer and beginning of school year), so that we know they are being used. Since these materials are loaned for extended times, the teacher or other responsible party may change. Materials do not need to be returned; they can be transferred using a transfer form. Consumable APH materials are available to those who qualify.

Alaska Dept. of Health and Social Services Long Term Loan Grant materials are loaned to the student until they no longer need or use them, or until they move out of state; these materials must be renewed once a year. There are circumstances that allow other materials to be loaned for a school year; this needs to be determined on a case-by-case basis.

Assistive Technology of Alaska grant-purchased materials are 30-day loans, although in some cases, the loan will be for a longer period to allow extended use of the item.

SESA staff may arrange to loan out materials for a longer period of time (ask librarian).

Non-responsiveness to materials reminders will result in a bill.

Materials signed out remain the responsibility of the person who signed them out. If the person who signed the materials out loans them to someone else, that person remains responsible for the materials until they are returned or transferred. Transfer forms are available.

Materials signed out to a teacher for use at a school are the corporate responsibility of the school; should the teacher leave, the school is responsible. In this case, the teacher is acting as an agent for the school.

Special Materials Notes: Assessments are loaned only to those who are qualified to give that test OR as designated by a SESA specialist.

Reference materials may only be checked out for desk use by SESA staff.

Journals may not be removed from the library except for photocopying.

Weeding

The SESA library doesn't maintain an archival collection of materials; rather, the collection should be current and reflective of current programs and practices. Materials that are not related to SESA programs, but that are current, may be maintained. Some criteria that may be used in deciding to keep or withdraw an item include (but are not limited to):

1. Age:
 - Technological materials over 10 years old
 - Computer related materials over 10 years old
 - Textbooks over 5 years old
 - Education materials over 10 years old
2. Format: If there is no access to the format here at SESA, there may not be access elsewhere. The materials could be transferred to another format (with permission of the copyright holder, and if technically possible and economically feasible), or withdrawn.
3. Condition: Bind or withdraw; repair or withdraw
4. Duplicates: Once the popularity has ebbed, withdraw duplicates
5. Use: If the item hasn't circulated in 5 years, consider withdrawing it.
6. Appropriateness: If the item doesn't support an aspect of SESA services, consider withdrawing it.

Special consideration: MCFH and State ILP materials

There may be reasons to keep materials that are older, in another format, etc., so decisions can be made on a case by case basis.

Maintenance

In order to be useful, the materials in the collection need to be maintained in working order. Equipment needs to be maintained, books need to be repaired or bound, and other maintenance needs to be done as required.

The collection should be inventoried every two years, to check for missing items.

Gifts and Other Placements

Donations are welcome, but should meet the same criteria as any new selection. If they don't, they may be donated to someone else or otherwise not retained by the SESA library.

If an agency wishes to place their collection with the SESA library, and retain ownership of that collection, any withdrawals will be routed back to them. Placements of large collections may be contingent upon providing support to maintain that collection. Staff time and materials involved in cataloging, processing, checking out, shelving, binding and other maintenance can be expensive.

The SESA Library will acknowledge receipt of gifts of materials in writing, if requested by the donor; however, appraisal of gifts for tax purposes is the responsibility of the donor.

Services

Loans

The SESA library loans materials to staff and to those working with caseload clients. Materials may be loaned to other patrons, depending on demand.

Reference Questions

The SESA Library has reference books, catalogs and Internet access. These resources can produce answers to many reference questions. Please call!

Subscriptions

The SESA Library subscribes to nearly 100 periodicals. These do not circulate, but are available for staff and patron use in the library. A copy machine is available for making copies within the limits of the federal copyright law.

Table of Contents

The SESA Library subscribes to nearly 100 periodicals. A small number of these periodicals will have the table of contents emailed to specified staff members, so that they are aware of newly received periodicals. Also, the SESA Library subscribes to a table of contents service through the Health Sciences Information Service. These are distributed to specified staff members, who can then request articles (within the limits of the federal copyright law).

Database Searches

The SESA Library has access to databases such as ERIC (for educational information) and MEDLINE (for medical information), as well as the Internet. The librarian can do searches for staff and caseload patrons. Time permitting, the librarian can do searches for other library patrons.

Photocopying

A copy machine is provided for patron use in the library. The librarian can make photocopies for patrons at remote sites. Copying is expected to comply with federal copyright law.

Web Access to Library Database

The SESA Library provides a version of the library catalog (database) through the Internet. This can be accessed by anyone. Users can contact the librarian for more details or for assistance in using this database.

New Book List

A new materials list is generated once a month. This list can be emailed or sent by mail, and is also posted on the website.

Patrons

Priority of Use

Priority of use for most materials goes to those working with SESA's caseload clients, usually teachers, aides, therapists, and parents. The SESA library has materials purchased under a grant from Assistive Technologies of Alaska; these materials are loaned first come, first served to anyone in the state. The SESA Library also houses materials that belong to the State of Alaska Infant Learning Program, and priority of use goes to Infant Learning Programs throughout the state. Materials that belong to an in-house program (VISIT and DSI) have priority of use to clients being served by those programs.

Materials are not loaned outside the state of Alaska.

Assessments are loaned only to those who are qualified to give that test OR as designated by a SESA specialist.

Outside Patrons

(This does not apply to Assistive Technology of Alaska (ATA) or DOE materials, which are available to anyone who needs them, first come, first served.)

Priority for loan of SESA library materials goes to SESA staff and their caseload clients. Other people who wish to use the library must sign a memorandum of agreement on library use, just as all users do. After materials are selected for checkout, they may need to be cleared through the appropriate SESA staff member before they may be actually checked out.

An outside patron may borrow 2 to 5 items at a time (depending on the situation and the materials being borrowed.)

Loan period is thirty days, as for any patron, but materials may be recalled at any time if a SESA staff person or caseload client needs them. The librarian will contact the outside patron, and materials must be returned within three days of the recall notice.

Priority of use for materials that were placed by Nutrition Services, Section of Maternal, Child and Family Health, or by the State Infant Learning Program will go to individuals in those programs.

Overdues

If materials have not been renewed or returned after the 30 day loan period (with allowance made for mailing), materials reminder notices (overdues) are sent out. If you receive an overdue notice, but have already returned the materials, please notify the librarian. If materials were lost in the mail, it may be necessary to put a postal tracer on them (this needs to be done by the sender). We do not charge overdue fines for SESA staff or their clients at this time, however, excessive overdues and/or lost materials may jeopardize your ability to borrow materials.

If you have renewed an item or have kept it past the 30-day loan period, you may receive a letter requesting that you return the item because another patron has requested it. If you receive such a letter, please return or mail that item within the next 3 days.

APH (American Printing House for the Blind) materials and DHSS Long Term Loan materials go out on extended loan. Materials reminders must still be answered so that we know they are being used. Since these materials are loaned for extended times, the teacher or other responsible party may change, and a transfer form will need to be done.

Principles

Confidentiality

Patron confidentiality is protected by SESA library policy. Patron confidentiality becomes void after materials become overdue.

Copyright

Most materials are copyright protected and may not be reproduced without direct permission from the copyright holder beyond the definitions of fair use in the federal copyright law.

Library Committee

The Library Committee meets at every in-house. The committee is an important source of feedback, information, and ideas. Committee members may bring ideas or concerns to the meeting, but more often the librarian will be bringing up policy changes or procedural issues.