

Pathways Library Policy: Class Set

1. Purpose

This policy/procedure establishes guidelines for the use of Pathways Charter School Class Set materials (including textbooks, books, audiovisual, support materials, etc.).

2. Scope

This policy/procedure relates to use of all Class Set books and support materials, and applies to IST's and teachers using them.

3. Background

Historically, class sets have not been stored with the main library collection. As the school has grown, the need to house these materials together and to accurately track their use has increased. As such, they are now housed at each region, and maintained by the regional libraries.

4. Definition

- 1) **Class Sets** are defined as sets of books and materials purchased by each regional center from budget funds for specific regional needs. **CS:** indicates Class Set
- 2) **Main Library** collection is comprised of books and materials purchased with student budget funds or donations.

5. Policy

The policy of Pathways Charter School is to ensure resources are properly catalogued, maintained, and equitably distributed per our library mission and vision.

Class Sets are exempt from general library circulation, and may only be checked out from the area library at the discretion of the Area Coordinator. Class Sets are shelved separately and are not found in the general stacks, nor listed in the general catalog; regional librarians have access to class set lists for all areas. Class Sets are reserved for classes taught at each regional center and they have priority over the use of their own class sets. Class sets are available to other regional centers for onsite class use only with the prior approval of the lending Area Coordinator. Class Sets are not available for check-out to individuals or to teachers not using them for on-site classes unless approved by the Regional Area Coordinator. Class Sets should be returned to the site of origin by the due date or at the end of the class.

Main Library collections circulate between all areas, students and teachers without restrictions.

6. Procedure

1. **Class Sets** are barcoded in the normal manner with the distinction that the spine label begins with the letters **CS** and the circulation type is: **Class Set**.
2. The spine label will be covered with a color tinted label protector specific to each area: yellow for Solano, blue for Sonoma, and red for Lake.

7. Verification/Authorization/Approved by

Author: Pathways Charter School Library Staff, 2014.

Reviewed and approved by: Library Staff and Supervising Area Coordinator at January 8, 2015 Library Staff Meeting.

Approved by: Pathways Library Oversight Committee, January 20,2015.

8. Revision

Original date: January 8, 2015.

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