

Arabia Mountain High School Library Media Center Handbook of Policies, Procedures and Services

Staff

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Introduction

The Arabia Mountain High School Library Media Center Handbook is a compilation of the policies, procedures, services offered, media center goals and guidelines for the library media technology committee. This handbook was prepared by the school teacher librarian for use by the teachers, students, and staff members of Arabia Mountain High School.

Media Center Mission

The AMHS Library serves as an information and instructional hub for the school. We offer instruction and curricular support to ensure our students are effective users and producers of ideas and information. We provide access to technology, print, and e-resources to support the curricular needs of our students and staff. We collaborate with teachers on instructional initiatives, teach information literacy skills in the context of the curriculum, and promote reading for information and pleasure. We will ensure that students and staff are effective users of information and ideas, and will continuously promote the idea of everyone becoming *lifelong* readers and learners.

This mission is accomplished by:

- allowing for intellectual and physical access to materials in all formats.
- providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
- working with other educators to design learning strategies to meet individual needs of students.

Program and Philosophy

The Arabia Mountain High School Media Center is here to provide you with resources and services to support and enhance your instructional needs. The collection includes books, magazines, newspapers, Internet research, audio-visual materials and equipment to meet your needs. We encourage and welcome all students, faculty, and staff to use the media center for research projects, pleasure reading, and other instructional needs.

2018 -2019 Media Program Goals/Action Plans

Plans/Evaluation Plans

GOAL # 1

Teachers and the TL will increase their collaboration to provide more meaningful library visits that allow for lessons/activities that support: the curriculum, access to resources, and opportunities for developing research skills.

Action Plan:

TL will plan and execute at least one collaborative activity per month with at least two teachers. The learning activities will help students develop critical thinking skills and provide opportunities for them to demonstrate their understanding through the use of various resources and technologies.

Evaluation Plan:

Logging library activities and research projects undertaken collaboratively and independently in the library media center.

GOAL # 2

TL will continue to promote reading across the curriculum as a source for information, as well as entertainment; all the while, working to increase collection circulation and making positive contributions to the culture of literacy at the local school.

Action Plan:

TL will actively participate on the Library Media Technology Committee, collaborate with classroom teachers to keep informed of needed resources, and use Media Allotment funds to make purchases of print and non-print materials/resources that support reading aligned with students' Lexile measure, student interest, the DeKalb County School District Curriculum, and GA Standards of Excellence.

Evaluation Plan:

Reviewing Destiny circulation statistics will outline the monthly checkouts. Purchase invoices will provide evidence for a library collection that grows in support of student Lexile measures, student interest, the DeKalb County School District Curriculum, and the GA Standards of Excellence.

AMHS MEDIA CENTER POLICIES AND PROCEDURES

The media center opens at **7:30 am** before the start of the school day and will close at **4:00 pm** each school day (*Extended Days - **Wednesdays until 5:00pm***). Students may come before school and after school (see Hours of Operation). However, teachers will have access before and after published hours. The media center is accessible simultaneously to individuals, small groups, and **1** entire class throughout the instructional day. Whole classes accompanied by teacher are strongly encouraged daily. Under special circumstances, i.e., inventory, it may be necessary to modify services. Media center space may be scheduled for after-hours use. Make arrangements with the media specialist and/or the library media assistant for scheduling. In order to keep the Arabia Mountain High School Media Center a world class facility, **NO EATING, GUM CHEWING, OR DRINKING** of any kind by anyone is allowed in the media center during your visit.

Hours of Operation

- 7:30am-4:00pm on all regular school days (Tuesdays & Thursdays – **Study Hall only**)
(Wednesdays – **Extended Day** until **5:00pm**)
- Students must have a Before School Pass to use the library between 7:30am-8:00am
- Students must have a pass from their teacher for admittance during the school day
- Students must have an After School Pass to use the library between 3:30pm-4:00pm/5:00pm

PASSES

For safety reasons, keeping down hall traffic, and ensuring time on task, all students **MUST** have a pass in order to visit the media center at all times. This pass allows students to use library resources available **WITHOUT** any **EATING, GUM CHEWING OR DRINKING**. Items must be deposited in the trash can at the entrance, or placed on the table. Items (liquids, gum, food, candy, etc.) can **NOT** be brought past the entrance. Additionally, when individuals visit the media center, they will be required to know **their purpose**.

Pass Policy for Students

The purpose of library passes is to ensure that students are where they need to be and that they are using the library for **academic** purposes. Separate passes are necessary for using the library before school, after school and during the school day. Below are the policies for each type of library pass.

- **Before School 7:30am - 7:59am**
 - Students must have a **Before School Pass** which has been issued the day before to enter the library at 7:30am.
 - Students must **SIGN IN** and present their pass.
 - Students must use the library for **academic** purposes.
 - Passes are good for only one day and will be collected upon entry to the library
 - Passes are issued by library personnel only
 - All students must leave the library by **7:59am** to be in their 1st period classes by **8:00am**

➤ **School Day** **8:00am - 3:20pm**

- Students may enter the library during class time as long as they have a printed **AMHS Library Pass** issued by the teacher for that class period.
- All students must **SIGN IN** at the circulation desk upon entering the library.
- Students must use the library for academic purposes.
- During their lunch block, student must **SIGN IN** and present a Library Pass signed by their ***lunch period*** teacher
- Teachers may send up to 4 students at a time from one class.

➤ **After School** **3:20pm - 4:00pm**

- Students must have an **After School Pass** issued to them to enter library after the 3:20pm
- Passes must be issued during the day before or the day of their visit, but no passes will be issued after the 3:20 bell.
- Students must use the library for academic purposes.
- Passes are good for only one day and student will **SIGN IN** and pass collected upon entry
- All students must leave the library by 4:00pm.

*******Flyer below is posted on door of AMHS Media Center& at circ desk**

Library Pass Policy

During Class Time

- All students must **SIGN IN** and present a Library Pass signed by your teacher to use the library during class time
- Teachers must use the ***pre-printed*** library pass provided to them (no other passes accepted)
- Teachers may only send **4** students at a time
- Blank passes are not handed out to students
- Substitute teachers may not send students to the library

During Lunch

- Students needing to use the library during their lunch block must **SIGN IN** and present a Library Pass signed by their ***lunch period*** teacher

Before School Passes

- Before School passes allow entry to the library between **7:30am-7:59am**
- A Before School pass must be received the **day before**
- All students must **SIGN IN** and present their pass **each** morning

After School Passes

- After school passes allow entry to the library between **3:20pm-4:00pm** on **Mondays & Fridays**
- After school passes also allow entry to the library between **3:20-5:00pm** on the Extended Day on **Wednesdays**
- After school passes must be received by the end of the school **PRIOR TO** the day student needs to come
- All students must **SIGN IN** and present their pass **every** afternoon

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Check Out and Overdue Policies

Student Policy

- Regular Collection Books: May checkout up to **5 books** for up to 2 weeks and renewed up to 2 times. A \$.05/day fine is incurred for late books
- Reference Books: May be checked out overnight with permission from the media specialist. It must be returned the following morning. A \$1.00/day fine is incurred for late books.
- Magazines: May be checked out overnight and must be returned the following morning. A \$.25/day fine is incurred for late books

*School equipment such as cameras or computers may not be checked out by students without written permission from a teacher or administrator explaining the specific need or project for which the equipment is needed.

Circulation Policies

Maximum Checkout: 5 items

Reference Items: Overnight Checkout, Pick up after 7th period, Due by 8 am the next morning

Periodicals: Overnight Checkout, Only 1 magazine @ a time



No checkouts if student has overdue materials or unpaid fines

\$ MONEY MATTERS \$

Overdue Books: \$0.10/day, Maximum \$10
Lost Item Fee: Replacement Cost + \$1 Processing
Lost Magazines: \$5.00
Overdue Reference Items: \$1 Day if Returned After 8 am
Damaged Items: Fine Determined Case-by-Case

CHECKED OUT ITEMS

A list of students with overdue materials will be electronically delivered to HR teachers periodically throughout the school year, and students may be emailed individually notices of overdue/lost books. Students should be reminded that they are **responsible for library items checked out in their name**. Students are encouraged to clear their library obligations as soon as possible. Lost library materials may result in checkout privileges being suspended and/or non-clearance of student records. Students are responsible for lost books.

Teachers and staff members may checkout books and other materials as needed for instruction. Students may not checkout materials for teachers, but may pick up previously checked out materials and deliver them to the classroom. Teachers should make every effort to return materials no longer being used; especially by the end of the semester. Faculty and staff are responsible for materials checked out to them.

Desktop Computers and Usage

The Arabia Mountain High Media Center maintains an automated circulation system called *DESTINY*. The online catalog, DESTINY has an icon on each computer in the building and can be accessed anywhere.

The Media Center provides **16** Windows desktop computers and **5** iMacs for student, faculty and staff use. The Windows computers allow access to Microsoft Office 2013 along with the standard compliment of updated applications provided by the school district. Internet use by students is for **academic purposes**. **Games, chat rooms, personal email, downloading music, listening to music or watching videos will NOT be permitted on the computers during the instructional day.** Use of computers for entertainment, gaming, or other non-academic purposes is not allowed. All students using school computers to access the internet must read the terms and conditions of the Internet Acceptable Use Agreement along with parents. This agreement is located in the Code of Conduct that all students receive at the beginning of the school year. **The student's signature for the Code of Conduct will constitute acceptance of the Internet Acceptable Use Policy as well as awareness of the punishments associated with the improper use of the Internet or Intranet.**

There are **two** circulation workstations reserved for the media specialist and media assistant at the circulation desk, and **two** administrative stations reserved for the media specialist and media assistant in their offices. Students must have an ***academic assignment*** in order to use the computers. The Internet Acceptable Use Policy and Intranet Acceptable Use Policy are included in the Code of Student Conduct – Student Rights and Responsibilities booklet.

PRINTING:

The Media Center provides Black & White and Color printing. Color printing for students is only available from a limited number of computers. Please alert the LMS and/or LMA **prior to** printing. Students must pay for printing. There is no charge to faculty and staff. The costs for printing are as follows:

- B&W printing: \$.10/page (\$.20/page for double sided printing)

B&W on colored paper: \$.50/page

- Color: \$.25/page (\$.50/page for double sided)

Color on colored paper: \$.75/page

Payments for printing are cash only.

Remember, printers can NOT be used as a copy machine for making *class sets* of documents.

**Unauthorized persons are not allowed to tamper with printers.*

Research Databases and Tools

The AMHS library provides a variety on online research databases which are accessible from the Media Center Webpage on the school website. Passwords are required to access. Please see the Media Specialist for login information.

- Galileo
- Gale GREENR (Global Reference on the Environment, Energy and Natural Resources)
- Gale US History in Context
- Gale World History in Context
- Gale Literature Resource Center
- Gale Virtual Reference Library (Access to 100+ eReference Books)
- The World Almanac
- World Book Web
- Teaching Books
- Edmodo
- LibGuides
- Destiny (AMHS Library Catalog)

Instructional Services Provided

- The media specialist will often plan instruction of specific units based on library resources, and will instruct classes or individuals in the use of the media center and appropriate reference sources, after planning with the teacher.
- Provides Information Literacy and Research Skills lessons to individual students or classes as needed or requested by teachers
- Provides in-service training to faculty on copyright and fair use guideline, teacher websites, use of Destiny and other research tools
- Provides Cyber safety training to all 9 graders as mandated by the school district.

Faculty & Staff Checkout Policy

Teachers, staff, and administrators may check out books, equipment and other materials. Check out periods are dependent upon the type of material being checked out. Faculty and staff are not charged late fees but are asked to respect the due date and return materials in a timely manner. Teachers may be charged replacement costs for lost or damaged materials checked out in their name.

Materials Available for Faculty & Staff Check Out

- Books
- Magazines
- Newspapers
- DVD's
- Mobile Laptop/Chromebook Carts **(9)** (see below for specifics)
- Document Cameras/Readers
- Digital Still Cameras **(12)**
- Digital Video Cameras **(5)**
- MultiMedia Projector Carts (see below for specifics)
- LCD Projectors **(4)** (see below for specifics)
- Promethean Board Accessories
- Active Expression Student Response system

Media Center Facilities Scheduling for Faculty & Staff

The Media Center and Media Center Conference Room may be reserved by administrators and reserved by teachers for their classes. All scheduling of Media Center facilities is coordinated by the Media Specialist and the Schedule is maintained using an online calendar which may be viewed on the Media Center webpage found on the school website. **Please make contact at least 24 hours in advance, no more than 1 week in advance.** There is no online or “self-service scheduling”. Follow these guidelines for Media Center scheduling and use:

- Contact the Media Specialist directly via email (*cc Ms. L. Smith*), phone or in person to check availability, discuss the activity, and schedule time in the Media Center
- Be prepared to provide the following information:
 - Purpose of visit (computer use, research, webquests, book research, testing) **and** copy of document provided to the student
 - Number of students attending per class period
 - Materials needed such as books, computers, laptops
 - Expected outcome from visit
 - Specific information provides a better outcome for students
- Collaboration with the media specialist should be done in preparation for the lesson and a copy of the assignment with CCGPS Standards must be provided at the time of sign-up. This helps the media specialist ensure that resources are available that adequately support the activity. Time, date and lesson particulars will be notated by the media specialist.
- Teachers must be present in the library to supervise their students during the class visit.
- Students are expected to behave appropriately and maintain an academic environment conducive to learning.
- Students must return books and other items to their proper place, and leave the Media Center neat and orderly

The media center can accommodate **1** whole class and **1** small group; however, the whole class will have the attention of the media specialist and the teacher; small group must be accompanied by a teacher OR have an assignment they are clear on and can work on w/out the assistance of the media specialist or media assistant.

Media Center Mobile Carts Scheduling for Faculty & Staff

AMHS Media Center equipment and materials may be reserved by teachers for their classes. Equipment and materials are the responsibility of the **teacher who has checked it out**. Please let the media specialist or media assistant know if there is any issue with the equipment or materials upon their return. All scheduling of Media Center equipment and materials is coordinated by the Media Specialist and the Schedule is maintained using an online calendar which may be viewed on the Media Center webpage found on the school website. ***Please make contact at least 24 hours in advance.*** There is no online or “self-service scheduling”. Follow these guidelines for Media Center scheduling and use:

Mobile Laptop Carts

The Media Center provides mobile laptop carts and chromebook carts for teachers to use in their classrooms. Each cart contains 30 laptops/chromebooks which connect to the school network via wifi. Follow these guidelines for scheduling and using the mobile carts:

- Carts should be reserved at least 24 hours ahead of time to ensure availability. Carts are checked out on a first come first serve basis
- Carts are checked out to teachers for **one** day only. Teachers must pick up and return carts from and to the Media Center. Teachers may send students to pick up and return carts if necessary. All carts must be returned to the Media Center at the end of the day (**preferably by 3:15pm**)
- Teachers are provided a log when checking out a cart. **The log should be used for students to sign out each computer for use in the classroom.** This aids in accountability should a computer be damaged while in the student’s possession.
- Teachers are provided a key to the cart and it is recommended the **cart remain locked** when the computers are not in use.
- PRIOR TO returning carts, have students place them back properly and **PLUG THEM UP**

When returning carts, all laptops/chromebooks should be placed back **EXACTLY** how they were on the correct shelves. (Laptops and shelves are numbered) The power cords should be plugged into the computers, and cords should **NEVER** be removed from the cart. *Returning carts unplugged and in disarray may result in the cart not being available and/or the media staff not being able to accommodate a teacher’s request in the future.*

- Remember: Mobile Carts & MultiMedia Carts are checked out for a 24 hour period. Teachers are not allowed to check out carts for a full semester or school year. If one is needed for an extended period of time, consult with the media specialist to find a solution for the specific need.

*******CARTS ARE NOT CHECKED OUT TO SUBSTITUTE TEACHERS**

**For after school use of equipment, please make reservations with the media specialist.*

Reserve Materials/ Professional Materials

Teachers should request for books to be placed **On Reserve** at least two days before students need them. Reserve books and reference books are used in the media center during the day and may be checked out at the end of the day. Materials checked out for overnight use must be returned the following morning before 1st period.

Any teacher requesting a cart of books or other materials for classroom use will be responsible for those materials if lost or damaged. These materials should be returned to the media center fifteen minutes before the end of each school day. If teachers decide to house the materials in their classroom, they are strongly advised to find a safe place to lock up all materials, as well they should ask the media specialist for a printed list of the items checked out, in **no case should students be allowed to take these materials out of your classroom**. If students need to use any of these materials for purposes of making copies or overnight check out, they must come to the media center towards the end of the day or after school to do so.

General and Professional Periodicals

Faculty may check out magazines for a **48 hour period**. Current issues can be found in the display area designated for magazines. These materials must be signed out to the teacher at the circulation desk. The Professional Collection of books are clearly marked and located on the shelves in the back teacher work room. Teachers are strongly encouraged to checkout these materials that support the curriculum.

*** The Atlanta Journal and Constitution is available online. Students are welcome to take the **OLD NEWSPAPERS** and **OLD MAGAZINES** (there are labeled boxes near the Reference area)*

MultiMedia Projector Carts

The Media Center has LCD projector carts available for use in classrooms or other areas of the school building. Carts generally include a laptop, projector, DVD player and speakers. Carts may be configured with a Chromebook and document camera as needed. Teachers must check out projector carts from the Media Center, on first come, first serve basis.

AudioVisuals

For security purposes, please be sure to secure and lock up all equipment such as document readers, video cameras, and digital cameras each day (*unless the item is assigned to your department.*)

Any AV equipment checked out must be returned in the same condition in which it was checked out (i.e. cords wrapped properly, NOTHING unplugged, no papers or school items left on carts, etc.).

Also, all cables and accessories are to be returned with the equipment. **Those unable to comply with these procedures will find their future requests for equipment not fulfilled.**

Audio-Visual Materials (videos, DVDs, cassette tapes, etc.)

Instructional videos and DVD are located in the Teacher Break Room adjacent to the library. Our audiovisual collection is limited. Therefore, please return AV materials as soon as you have finished with them. **Teachers should keep AV materials no longer than one week.**

Materials should be viewed prior to showing to the class.

For effective teaching, and to ensure the material is appropriate for age level of students, teachers are urged to preview all AV materials before showing to any class. This may be done before school, after school, or during the teacher's planning period in the media center, provided a TV is available. These resources should come **ONLY** from the Arabia Mountain High Media Center or from our own district resources. DVDs, videos, sheet music, and other materials may be borrowed from the district's Learning Resource Center. An online catalog is available for keyword, subject, series, or title searching. Access the site at <http://lrc.dekalb.k12.ga.us> to book your request. Refer to the media center webpage for directions or ask the media specialist for instructions.

Video Usage Policy

Teachers are expected to follow the Fair Use Copyright Guidelines when showing videos or movies to their classes. Movies shown to students must be relevant and support the current standards being taught for that lesson. Movies shown for reward or entertainment purposes are not allowed under current Fair Use Copyright Guidelines.

Only legally acquired videos may be shown to students. Teachers should use only original copies of commercially produced videos. Streaming videos from the internet is allowed as long as the websites used are distributing legally acquired content. Programs recorded off air may be used in accordance with Fair Use Guidelines.

Movies and videos currently available in the Media Center are rated G, PG-13 and R. Showing R-rated movies to a class requires parent/guardian permission from each student in the class. A video permission form is available to send home to parents/guardians prior to showing the movie. For any students whose parent/guardian does not approve viewing the selected R rated movie, a suitable alternative or lesson may be provided to the student.

When adding any R-rated movies to the Arabia Mountain High School library collection, the movies must be reviewed and approved by the Library Media Technology Committee before being made available to teachers.

Media Production Services

Photocopying

The Media Center houses and maintains a photocopier for student use. It provides basic single sided photocopying. The cost is \$10 per page. It is self-service and will take coins or dollar bills and provides change.

Students using the copier must follow current copyright and fair use guidelines when photocopying copyright protected materials.

Document Scanning

The Media Center makes available a scanner capable of scanning documents or photos to PDF or JPG files. It will scan directly to a USB drive or to a DCSD computer. Please ask for assistance prior to scanning.

Binding Machine

The Media Center makes available a binding machine to professionally create booklets. There is a limited amount materials available. The cost is \$5.00 per small binder.

Lamination

The AMHS library houses and maintains two laminators for **teachers' use**. One is for hot lamination and the other is for cold lamination. The cold laminator is for use with thermal paper (used by the poster printer), although it works well with other materials too.

- The laminators are intended to be used by faculty and staff for instructional and administrative purposes.
- Students are not allowed to use the laminators without permission. Student use of the laminators is at the discretion of the Media Center staff.
- The laminators are not to be used for students' class projects unless specifically requested by a teacher or administrator.

Warning: The laminators are easily jammed and original materials may be destroyed if the laminators is not used correctly. It is strongly recommended that **teachers ask for assistance with lamination if they are not sure how to operate the laminators.**

Lamination film is expensive and replacement costs come from local school money. Please use discretion when laminating materials. ***Please make the library media specialist or library media assistant aware of any problems with this machine, or if paper needs to be replaced.***

Video/Pictures

Equipment is available for videotaping. Teachers may arrange to use this equipment for taping. Staff members are reminded that the media center houses **1** digital mini camera available for checkout.

Poster Maker

The AMHS Media Center houses and maintains a poster printer in the Teacher Workroom adjacent to the Media Center. You may create a poster of documents you've created. The machine takes standard 8.5 x 11 documents and enlarges them to poster size. It only prints in black and white and does not do well reprinting images or colors.

- The printer should only be used by faculty and staff for classroom, instructional or administrative use.
- The poster printer should not be used for student projects unless specifically requested by a teacher.

Poster printer paper is expensive and replacement costs come from local school money. Please use discretion using the poster printer. Please make the library media specialist or library media assistant aware of any problems with this machine, or if paper needs to be replaced.

Die Cut Letters

The Die Cut press and letter blocks (shapes, numbers, etc.) are located in the Teacher Work Room.

Various Tools

Teacher Work Room has bulletin board paper, paper cutters, pencil sharpener, 3-hole punch; adjacent is the Teacher Break Room with a GradeMaster scanner, computer/printer and copier.

Scheduling of Fernbank Instructional Kits

Fernbank Science Center has developed instructional media materials which cover a wide range of scientific topics. The Media Kit Catalog and order forms are available online at <http://fsc.fernbank.edu/Teachers.htm>. The staff there has been greatly reduced, so one must contact Fernbank Science Center to inquire about requested materials.

Media Center Newsletter

A periodic newsletter containing information about new materials purchased, information from the professional library, policy and/or procedural changes, and ideas to use with classes will be made available online via the Arabia Mountain High webpage.

USEFUL RESOURCES

GALILEO research databases and selected <http://www.galileo.usg.edu/>
Internet sites **Password:** (*check with media specialist for current password*)

Learning Resource Center (LRC) 1701 Mountain Industrial Blvd. <http://lrc.dekalb.k12.ga.us>

Serves as support to Pre-K through 12th grade instruction in DCSS. Teachers may order videos, cassette tapes, DVDs, sheet music and other materials, requested right from the Internet site. The LRC collection contains approximately thirteen thousand items in VHS, DVD, CD, and sheet music. An online catalog is available and is accessible through the Internet at the following address:

<http://lrc.dekalb.k12.ga.us>. Teachers can request a booking anytime during the school year.

Please see a media specialist to obtain your Log onto the site. Use your login ID, the password is BOOKING. Search the catalog for titles and check availability. Place your request and items will be delivered via courier to you. See your school media specialist for any assistance, or to obtain your client number and a brochure that will give step by step directions.

Email: LRCInfo@fc.dekalb.k12.ga.us

Hours: 8:00am – 4:30pm

678-676-2402

678-676-2427 (fax)

DCSD Professional Library 1701 Mountain Industrial Blvd
<http://plibrary.dekalb.k12.ga.us>

Collection supports the teachers of DeKalb County School System. Teachers and staff may check out books and magazines by calling the teacher librarian at (678) 676-2433. Books and journals can be circulated 2 weeks. Requests can be made via phone (678-676-2433 or 678-676-2434) or email at plibrary@fc.dekalb.k12.ga.us Materials can be delivered to you via courier. Journals and eBooks are available to you, and reference services including interlibrary loan, CD-ROM products, and advanced ERIC searches.

GA Learning Resource System (GLRS)

Materials Production Center

Jim Cherry Center

1701 Mountain Industrial Blvd (678-676-2400 or 2417)

<http://www.dekalbschoolsga.org/georgia-learning-resources-system>

This includes the special Make and Take Center. Teachers may make appointments to use the special services at the center such as the laminator, the letter maker, and the transparency maker. Teachers may also check out materials, kits, videos, or manipulative toys designed for students in special education programs. **All special education materials must be checked out and returned by the teacher, not by the courier.**

DIGITAL RESOURCES

DESTINY (online catalog) *Student login:* s + 7-digit student number
Pswd: mydestiny

Brainpop *Login:* aran503
Pswd: dekalb

eSebco digital books *Login:* Arabiamtn503
Pswd: rams

PebbleGoNext *Login:* aran503
Pswd: dekalb

World Book Online *Login:* aran503
Pswd: dekalb

ADDITIONAL POLICIES

DeKalb County Board of Education Policy on Challenged Materials:

1. If a parent or student objects to any instructional material, refer him/her to a media specialist. Never make any comment concerning the possible outcome of the challenge to the complainant.
2. Challenges of books and non-print items circulated through the media center are handled by the Arabia Mountain High School Library Media/Technology Committee, which is composed of teachers, parents, students, administrators, and the media specialists.
3. The DeKalb County Board of Education Policy and Procedures for handling challenges must be followed should an objection and challenge arise.
4. If the complainant is not satisfied with the decision of the local school committee, he or she may appeal to the system-wide media committee. If the decision of the system wide media committee is not acceptable to the complainant, an appeal may be made to the superintendent and then to the DeKalb County Board of Education.

Arabia Mountain High Library Media Technology Committee

The media committee is appointed each year to help and offer suggestions in the areas of planning, selection of materials and equipment, program evaluation, and other operations of the media center.

The committee is commissioned to:

- * assist in setting goals for the media program
- * offer suggestions for selected media materials
- * consider challenged materials

Members of this committee should include an administrator, media specialist, and representatives for teachers, students, and the community. The media specialist will head this committee in its efforts to accomplish tasks allowing for the maintenance of an effective library media center. Each member contributes recommendations to areas mentioned; however the final responsibility for the school library media program belongs to the media specialists and the principal. Teachers and staff are encouraged to discuss, with the media specialist and media technology committee members, any suggestions or recommendations for improvement of services or acquisition of materials.

COPYRIGHT

The teacher librarian has been designated by the principal as the person responsible for adherence to the copyright law. Teachers are asked to be aware of what constitutes fair use and avoid copyright infringement, and every staff member is responsible for complying with the copyright guidelines when preparing and implementing lesson plans. If there are any questions concerning copyright, check with one of the media specialists. If they do not know the answer, they will contact the appropriate authority at the county level. A sample letter requesting permission to copy copyrighted materials is included in the appendix. Guidelines for the teachers are listed below.

The following guidelines for classroom and teacher photocopying was the result of an activity by a committee of authors, publishers, and educators who made their recommendations to Congress. The guidelines were endorsed by the House in the House Report.

TEACHER/CLASSROOM PHOTOCOPYING

Teachers may:

Make **single** copies of the following:

- a chapter from a book
- an article from a periodical or newspaper
- a short story, essay, or poem
- a chart, graph, diagram, cartoon, or picture
- a short excerpt (up to 10%) of a unit of music such as a song or movement

Make **multiple** copies of the following (no more than one copy per pupil for classroom use):

- a complete poem of less than 250 words, printed on no more than 2 pages
- an excerpt of less than 250 words from a longer poem
- a story, essay, or article of less than 2,500 words, or an excerpt, not more than 1000 words, from a larger printed work not to exceed 10% of the whole, whichever of the preceding is less.

Limits to the preceding:

1. Copying is made for one course only.
2. One work from a single author
3. No more than three authors from a collective work
4. No more than 9 instances of such multiple copying in one class term
5. Copying shall not be used to create or replace or substitute for anthologies or collective works.
6. Copying of “consumable works” (workbooks, exercises, standardized tests, test booklets and answer sheets) is **absolutely prohibited**.
7. Same item not reproduced term to term
8. No charge made to students beyond actual photocopying

Note: The limitations stated above do not apply to current news periodicals, newspapers, and current news sections of other periodicals. Multiple copies of these items may be made for classroom use as long as they are not reproduced from sources designed specifically for student use, i.e. Scholastic Magazine.

Teachers may not:

- copy protected materials without inclusion of a notice of copyright
- copy from “consumable” works such as standardized tests, answer sheets or class workbooks
- copy in order to create anthologies or to substitute for them
- copy on direction from higher authority
- copy to substitute for the purchase of books, periodicals, or music
- copy the same item from term to term- - without gaining permission
- make multiple copies more than nine times in one term
- copy more than one short work or two excerpts from one author’s work in a term
- make copies of music or lyrics for performance of any kind in the classroom or outside it

Staff Responsibility Regarding Copyright

It is every staff member's responsibility to comply with the copyright laws and guidelines. See a media specialist regarding questions about copyright. The following Do's and Don'ts should be helpful to you:

Do's

1. Videos and DVDs must directly correlate with teacher's current lesson plan.
2. Rentals are allowable if they meet educational standards and if the videotape is used in an open face-to-face classroom situation. Videos must be approved by Instructional AP.

Don'ts

1. Tapes made off/air cannot be saved beyond **45 calendar days** and must be shown within **10 school days**.
2. No taping of paid T.V. (i.e., HBO, Showtime) is allowed.
3. Workbooks (or consumables) cannot be duplicated for classroom use year after year.
4. One can not make copies of (or use copies of) videos, DVDs, computer software, etc.
5. Do not create textbook PDFs (or use PDFs of book titles, etc.) and allow access from Internet

Please see a media specialist for additional material regarding copyright.

POLICIES AND PROCEDURES ON ACCOUNTABILITY

Students' Accountability

The DeKalb County Board of Education has mandated a policy for student accountability for library media center materials.

Students who have lost books or other library media materials will be assessed the original cost for the item.

Students who return library materials which are worn beyond what is considered normal use must be assessed according to the damage.

Students who do not pay for lost or damaged materials will lose their checkout privileges. Students will, however, be able to use learning resources in the library media center.

Students will not be allowed to take final examinations at the end of each quarter until they have cleared their records. In addition, their report cards will be held.

Students who transfer within the school system without clearing their library obligations will have their withdrawal forms, report cards, and transcripts held until they pay for the lost or damaged materials.

Students who transfer out of the DeKalb School System without paying for library materials will have their withdrawal forms, report cards, and transcripts withheld.

Teachers' Accountability

Teachers are responsible for materials and equipment **checked out to them**. A teacher allowing a colleague to "borrow" items checked out in their name will still be responsible for that item (i.e. missing or damaged laptops/chromebooks from mobile cart – person who checked it out is responsible). Please be sure to return all checked out items by the end of the semester, and again at school year's end. A teacher will not be able to complete End-Of-Year check out at the end of the school year without clearing all obligations in the library media center.

APPENDIX

The following pages include samples of the various forms:

Request for Reconsideration of Instructional Media Form A-1	25
School Assignment Alert Form A-2	30
Copyright Request Form A-3	31

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MEDIA

School Principal

Type of Media Title of Media Copyright Date

(book, film, recording)

Author/Editor/Artist Distributor/Producer/_____

Composer Publisher_____

1. What brought this material to your attention? (Review, lists, word-of-mouth, assignment? If found in a review or list, please be specific giving name of publication, issue, and page.)

2. Have you read, viewed, or listened to the entire item? _____

Is the item a part of a set or series? _____

If so, did you read, view, or listen to all of the set or series? _____

3. State specific objections to the material. (Use extra sheet, if necessary.)

4. What do you consider to be the theme of this material? _____

5. What do you consider good about this material? _____

6. For what age group would you recommend this material? _____

7. Are you aware of the judgment of this material by critics? _____

8. Do you object to what you know about the author or producer? _____

9. Do you think the author's or producer's experiences are reflected in this material? _____ If
so, in what way? _____

10. What would you like the school to do about this material?

() Do not require it of students

() Withdraw it from students under the age of _____

() Place it on reserve status to be used only with parent permission.

() Withdraw it from all students.

() Other _____

11. Other comments: (Use extra sheet if necessary.) _____

Name _____ Date _____

Address _____ Telephone _____

Complainant represents:

_____ Self

_____ Name of organization _____

_____ Identification of other group _____

Signature of complainant _____

ISSUED 9/11/2000

DEKALB COUNTY BOARD OF EDUCATION

CHALLENGED MATERIALS PROCEDURES

Board Policy Code IFA-R

Objection and challenge may arise concerning instructional media used in the DeKalb County School System. In such an event, the procedures listed below shall be followed.

A. LIBRARY MEDIA CENTER MATERIALS

The principal or his/her appointee shall listen to the parent's or patron's objection and make reasonable efforts to resolve the issue. (Notes: Challenged materials may not be removed without adhering to the procedure that follows.)

If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County School System procedure for reconsideration of instructional media to the parent or patron.

If the parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County School System form entitled "Request for Reconsideration of Instructional Media."

The completed form shall be submitted to the principal within ten (10) school days. The principal must then submit copies to the chairperson of the local school media committee and the director of Educational Media. No action shall be taken unless the official form is completed and submitted to the principal.

The challenged material shall remain in circulation until the request for reconsideration is processed and a final decision is reached by the local school media committee. However, sufficient copies may be recalled by the media specialists as needed for review by members of the local school media committee.

After the reconsideration form has been received, the principal shall meet with the local school media committee as soon as possible to consider the request and evaluate the material.

The local school media committee shall examine the challenged material in its entirety. The following items shall be considered by the committee in the evaluation process:

- Professional reviews
- Age and maturity level of students
- Theme of the material
- Intended use of the material
- Literary merit
- Contribution of the material in presenting different points of view within the collection
- Material as a whole rather than passages out of context
- Other considerations applicable to the situation

The local school media committee shall then meet to discuss the challenged material and its relationship to the goals and objectives of the school and the curriculum. The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration of library media center materials. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation the parent or patron shall leave in order to permit the committee to deliberate in private.

During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by individual printed and signed ballots. The ballots shall be tallied immediately in the presence of the committee.

The local school media committee shall prepare a written report concerning the decision of the committee. This report is to be filed in the office of the principal with a copy sent to the director of Educational Media.

The principal shall notify the complainant of the decision of the committee by letter with a copy to the director of Educational Media. If the complainant is not satisfied with the decision of the local school committee, he/she may appeal within ten (10) school days to the system-wide media committee. A letter requesting the appeal and a copy of the DeKalb County "Request for Reconsideration of Instructional Media" completed by the complainant shall be sent to the director of Educational Media for review by the system-wide media committee.

If the decision of the system-wide media committee is not acceptable to the complainant, an appeal may be made to the superintendent and then to the DeKalb County Board of Education.

B. TEXTBOOKS/SUPPLEMENTARY MATERIALS and ITEMS FROM LRC

The principal or his/her appointee shall listen to the parent's/patron's objection and make reasonable efforts to resolve the issue. (Note: Challenged textbooks/supplementary materials and items from the Learning Resources Center may not be removed without adhering to the procedure that follows.)

If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County School System procedure for reconsideration of instructional media to the parent or patron.

If a parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County School System form entitled "Request for Reconsideration of Instructional Media." The completed form shall be returned to the principal within ten (10) school days.

The challenged material shall remain in circulation until a decision is reached by the appropriate system-level committee.

The completed form for reconsideration of textbooks/supplementary materials and items from Learning Resources Center shall be forwarded immediately to the associate superintendent for Instruction. The associate superintendent and the appropriate system-level committee shall evaluate the material.

The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation, the parent or patron shall leave in order to permit the committee to deliberate in private.

During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by individual secret ballot. The ballots shall be tallied immediately in the presence of the committee and the complainant shall be notified by letter of the decision.

If the decision of the system-wide committee is not acceptable to the complainant, an appeal may be made to the superintendent and then to the DeKalb County Board of Education.

C. IMPLEMENTATION OF STATEMENT

This procedural statement shall be implemented by the personnel of the DeKalb County School System with final responsibility resting with the DeKalb County Board of Education. The coordinated efforts of personnel identified in the procedures shall be required for full implementation.

A-2

School Assignment Alert

This form is designed to inform public librarians of assignment guidelines for class projects of students from the school listed below. Through collaborative planning between the teacher and the library media specialist, the following information will be useful in selecting resources to assist students.

<http://cnet.dekalb.k12.ga.us/internal/edmedia/files/libform.asp>

School Name _____

Telephone Number _____

Your E-mail address _____

Teacher(s) _____

Subject(s): _____

Grade(s): _____

Assignment Due Date: _____

Library Media Specialist: _____

Objectives:

Content (e.g., to learn about mammals) _____

Research skills (e.g., to practice using a multivolume encyclopedia, the online catalog, Table of Content, and index): _____

Format and length of completed project

Number and type of sources required _____

Any other information that will enable public librarians to assist students _____

REQUEST FOR AUTHORIZATION TO DUPLICATE AND/OR USE COPYRIGHTED MATERIAL

TO: _____

DATE: _____

FIRM: _____

ADDRESS: _____

FROM:

School District _____

Department _____

Telephone _____

Person Making Request _____

Title _____

Request for authorization to duplicate and/or use the following copyrighted material:

Title _____

Author _____

Subject _____

Medium _____

Rationale _____

Number of copies to be made: _____

Copy medium: _____

Use of Copies: _____

Anticipated date of first use: _____

Distribution of copies: _____

PRODUCER REPLY:

Permission: granted denied _____

Details/Restrictions _____

Signature _____

Title _____ **Date** _____