

# Library Media Center Handbook

## Kingsley Charter School

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## Purpose

The purpose of this handbook is to provide information on the services provided by the Library/Media Center (LMC) program for students and staff, and to outline procedures by which those services are provided.

## Instructional Goals of the Media Program

The instructional goals of the Library/Media Center program are aligned with the Information Literacy Standards of the American Library Association as follow:

**Standard 1 The student who is information literate accesses information efficiently and effectively.**

**Standard 2 The student who is information literate evaluates information critically and competently.**

**Standard 3 The student who is information literate uses information accurately and creatively.**

**Standard 4 The student who is an independent learner is information literate and pursues information related to personal interests.**

**Standard 5 The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.**

**Standard 6 The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.**

**Standard 7 The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.**

**Standard 8 The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.**

**Standard 9 The student who contributes positively to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.**

## Information Literacy Skills

Information literacy is the ability to define a task, select the best sources of information, synthesize and present information, and evaluate the results. Students acquire these skills best through a combination of direct instruction and actual practice. Searching for answers to queries that arise as a part of daily content instruction is an excellent introduction to the research process. Teachers are encouraged to consult with the Teacher-

Librarian regarding lessons on appropriate skills and to collaborate on the design of research projects.

## Literature and Reading

The library Media Program at Kingsley also supports the schoolwide efforts at developing literate students who enjoy reading both for a purpose and for pleasure. Engaging students with a selection of literature styles is a component of programs for all grades, and appropriate library skills are presented along with the stories.

The LMC supports Reading Renaissance, Kingsley Charter School's school wide approach to creating lifelong readers that uses the Accelerated Reader (AR) software to track and monitor student reading practice. This approach emphasizes daily, accountable reading practice in the classroom using student-choice reading material; most of the books used in this program are a part of the LMC general collection. They are identified as AR books with a color-coded spine label that indicated readability level and reading practice point levels. These books, while used in the RR program, are available for checkout according to general policies to any LMC patrons.

## Circulation of Materials

### Student Checkout

- The magic number is 2. A student may check out 2 books for 2 weeks.
- A book may be renewed 1 time, but only if there are no overdues.
- If there are any over due materials, the student's account is "frozen," and the student may not check out again until the book is returned or paid for.
- Overdue notices are printed in December and May or on an individual basis if the student requests it to remind him/her to bring the book or payment.
- Fines may be charged for damaged books. Fines not paid in a timely matter, at the discretion of the Teacher-Librarian, will cause a student to have checkout privileges revoked.
- Parents may check out up to 5 books under their student's number. A list of these parents is kept at the circulation desk.

### Class Checkouts

Kingsley follows best library practices in maintaining a flexible library schedule. However, there is a "Suggested Library Schedule" that provides each class a 30 minute lesson/checkout time each week. The understanding is that either the classroom teacher or the Teacher-Librarian can rearranged or lengthen the suggested lesson time based on curricular or other need. The Teacher-Librarian is always delighted to plan the lesson based on topics being taught in the classroom, so feel free to communicate those to her!

Teachers may choose to send students individually or in small groups to the LMC for various reasons. Groups should not exceed four students and should be sent with a pass

indicating the purpose of their visit (checkout, research, free reading.) Students who do not act appropriately in the library will be sent back to class.

## Staff Checkout

Staff members may check out unlimited items, but at the discretion of the Teacher-Librarian. Staff members may use Destiny to check their accounts at any time to see what materials they have checked out (refer to Destiny brochure for instructions.) Please return materials when you are finished using them instead of passing them on to another teacher. If you know of someone who would like to use the item, simply let the Teacher-Librarian know, and the item will be checked out of your name and into the new patrons name and delivered to him or her free of charge.

## Equipment

The LMC staff monitors and keeps track of equipment in each classroom. Some equipment is assigned to the room where it is housed and is not checked out to individual teachers. Other equipment is circulated from the LMC. If you check out equipment from the LMC, please return it to the LMC in a timely fashion so that others may use it.

## The Learning Resources Center (LRC)

The LRC has an extensive collection of videotapes, DVD's, audiotapes, compact discs, and audiobooks. The collection supports the curriculum at all levels. Materials are sent by courier and usually arrive within 2 days of ordering. When materials arrive they will be placed in teacher mailboxes. Teachers may keep videos for three days and return the videos by placing them in the courier pick-up mailbox in the front office. Teachers are responsible for returning resources to the LRC in a timely manner. The due date is indicated on the video case. Please do not return the LRC materials to the LMC. The online catalog is available on the CommunityNet webpage, our Destiny homepage, or <http://lrc.co.dekalb.k12.ga.us>. See the LRC pamphlet for ordering instructions.

## Professional Library

DeKalb County provides a collection of books and journals to support teachers. The collection may be searched online through the Professional Library website, which also provides many links for DeKalb teachers. Some of the links require passwords available from the Teacher-Librarian and may also be accessed from home. The Professional Library link is available on the CommunityNet webpage, our Destiny homepage, or <http://plibrary.dekalb.k12.ga.us>.

## Copyright information

The DeKalb County Board of Education policy regarding copyright states that copying copyrighted materials by DeKalb County system employees must be done with permission of the copyright holder or within the bounds of "fair use."

**Fair use takes into consideration:**

1. The purpose and character of the work.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

*In order to claim fair use, all four criteria must be met.*

**Photocopying:**

You may reproduce single copies of the following:

- a chapter of a book.
- an article from a periodical or newspaper.
- a short story, short essay, or short poem whether or not from a collective work.
- a chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

**You may reproduce multiple copies of the following:**

- a complete poem if less than 250 words and if printed on not more than two pages.
- an excerpt from a long poem, but not to exceed 250 words.
- a complete article, story, or essay of less than 2500 words or an excerpt, not more than 1,000 words from a larger printed work not to exceed 10% of the whole, whichever of the preceding is less.
- one chart, graph, diagram, cartoon, or picture per book or periodical issue.
- special works combining prose, poetry, and illustrations but limited to no more than 10% of the total.

*All preceding must bear copyright notice.*

**Videotaping:**

1. Privilege of off-air taping applies only to non-profit educational institutions. Recent revisions to the copyright law now allow for authorized persons (teachers with their principal's permission) to tape from home programs that will be used for instructional purposes only. Off-air taping is restricted to programs recorded from an open broadcast source for which there is no charge. "Open broadcast" sources are those stations available free of charge that anyone can receive in the general viewing area. Fair use guidelines do not apply to cable, satellite or pay channels and programs from these stations may not be video taped for use in the classroom. Programs that are taped off-air cannot be used for entertainment of "filler" in the classroom. They may be used for instructional purposes only.
2. Taped programs may be retained by educational institutions for a period of not to exceed 45 calendar days after the date of broadcast. The program must then be erased.
3. The program may only be used once and repeated once with each class by an individual teacher during the first 10 consecutive school days during the 45 day period. The program may not be used with students after that time.
4. After the first 10 consecutive school days, the off-air recording may be used through the end of the 45 day retention period for teacher evaluation only.
5. The program must be recorded in its entirety including copyright notice, and may not be altered.

6. If an educational institution purchases a copy of a videocassette bearing the warning “for home use only”, it is permissible to use the tape for face to face instruction with students.

7. An educational institution can use a rented videotape for face to face instruction. Be sure, however, that a contract has not been signed stating the tape will be used for home use only.

*Note: The leasor of the videotape must agree and write on the rental agreement form that the video will be shown in a public performance (classroom or similar place devoted to instruction.)*

***COPYRIGHT NO NO'S:***

1. DUPLICATE CASSETTE TAPES FOR ARCHIVAL, BACK-UP, OR MULTIPLE USE.
2. REPRODUCE MUSICAL WORKS OR CONVERT TO ANOTHER FORM.
3. REPRODUCE DITTO MASTERS
4. NO REPRODUCTION OF ANY AUDIO-VISUAL WORK IN ITS ENTIRETY, EXCEPT FOR OFF AIR TAPING FOR INSTRUCTIONAL PURPOSES (SEE VIDEOTAPING.)
5. NO CONVERSION OF ONE MEDIA FORMAT TO ANOTHER.
6. NO NARRATING ENTIRE STORIES ONTO AUDIO TAPE.

## Media Committee

The Media Committee oversees the running of the LMC program, setting goals, and helping to implement them throughout the school. The Media Committee is also responsible for following the procedures set forth by the school district concerning challenges to books and materials in the LMC.

## Consideration of Media Materials

Requests and suggestions from students, teachers, and staff for acquiring specific materials or types of resources are always welcomed and are placed into the consideration file to be used when materials are ordered.