

# **South Side High School**

**Home of the Hawks**

## **Library Media Center** **Policies and Procedures**

Last Updated: April 2018 by Elizabeth Parnell

## **Purpose**

The purpose of the policy and procedures manual is to provide a guide for the operation of the South Side High School Library Media Center. This manual will be updated as changes are made in the library media center.

## **Mission Statement of the Jackson Madison County Public School System**

The mission of the Jackson Madison County School System is to prepare tomorrow's leaders by providing a safe, caring learning environment, working in cooperation with families and the community and providing appropriate curriculum and effective instruction.

## **Mission Statement of South Side High School**

South Side High School's mission is to create and maintain a safe learning environment around a comprehensive educational program that provides the knowledge, attitudes and skills required to achieve graduation, to continue education and to pursue a career.

## **Mission Statement of the South Side High School Library Media Program**

The mission of the South Side High School Library Media Center (LMC) is to support the school's curriculum and, as part of that mission, provide access to current, adequate, and appropriate information resources and to ensure that all students, teachers, and staff are independent and efficient users of ideas and information.

## **Objectives**

The goals of the media specialist are:

1. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
2. To teach students to access, evaluate, and use information.
3. To encourage students to read for learning and for fun.
4. To maintain a well-balanced collection of media appropriate to the needs of the school.
5. To promote instruction in information literacy to students and faculty.
6. To provide assistance in locating and using instructional materials.
7. To manage a planned program and a welcoming environment.

## **Library Media Center Location**

The South Side Library Media Center is located on the East Campus.

## **Library Media Center Hours of Operation and Scheduling**

### Library Media Center Hours

The South Side Library Media Center is open from 7:00 a.m. until 2:30 p.m. every school day.

Students are welcome to visit the library before and after school and between classes. To visit the library during a class period, students should present a pass from their classroom teacher.

Faculty and staff are welcome to visit the library anytime.

Teachers are invited to bring their class to the library as a group to check out books, contact the librarian to schedule a time.

### Computer Labs

Teachers may schedule time to use the library media center's computer labs and/or to bring their class to the library for any reason. A separate scheduling calendar is kept for the media center computer lab (24 computers), and for the circulation/research computer bank (12 computers). Additionally, the library has three mobile laptop carts available for use. Stop by the library or contact the librarian to check availability and schedule these computer labs or mobile carts.

(West Campus also has mobile laptop cart. See the secretary in the West Office to check availability and scheduling for this lab.)

## **Item Loan Policy**

Our school library media center hosts an abundance of materials available for faculty, staff, and students to read, enjoy and borrow. These materials include books in our fiction, nonfiction, short story, biography, and graphic novel book sections. Materials located in the reference, professional, and AV room are reserved for use by faculty and staff, and therefore may not be checked out by students.

### Student Check Out

Items checked out from the library media center should be returned in the condition they were originally checked out. Any library material returned damaged is subject to a replacement fee.

Students may borrow up to three books at one time for a loan period of up to two weeks. It is the student's responsibility to return the book on time.

If a student, faculty or staff member wish to check out a books currently on loan, they may place a hold on that title. The librarian will contact the user when the book is available to be checked out.

### Teacher Check Out

Teachers are permitted to check out up to 50 items from the library. Teachers are expected to return all materials to the library media center when they are no longer in use so that the materials may be accessed by others. Teachers are expected to return all borrowed materials to the library media center in the condition they were originally checked out.

### Damaged Items

If an item is damaged while checked out to a student, staff, or faculty member all attempts will be made by the librarian to repair the item before charging the patron.

### Item Return

Items should be returned before or on the due date in the drop box. The drop box is located just inside the library door on the circulation desk. Please do not lay books on the circulation desk or around the library as they may not be properly returned.

Faculty and staff may return items via campus mail or by placing items in my mail box.

### Teacher Requests

Faculty and staff are welcome to visit the library to browse and pick up materials in person anytime or notify the librarian of needs via email, instant messenger, phone call, or student messenger. For requests not completed in person, the librarian will send requested items via campus mail. Please be respectful of requests; the librarian will do everything to fulfill material requests in a timely manner.

## **Overdue Book Policy**

Books are checked out to students for a two-week time period and may be renewed one time before being returned. Overdue fines are ten cents per book per day late with a maximum fine of five dollars per book.

If a student has an overdue book, he or she will receive an overdue notice including the bibliographical information of the overdue title and the replacement cost of the book. Overdue notices are distributed to students once a week, typically during the school day each Thursday. If the book is not returned, the student will be asked to submit payment to replace the title.

The overdue book title will remain on the student's record for the remainder of the year or until the book is returned or paid for the cost of the replacement.

Semester report cards will be held until all debts are cleared.

The average replacement cost of materials from our library media center is as follows:

(Please Note: Replacement costs are approximations and are subject to change based on publisher availability, copyright age, and format of the material.)

- Nonfiction Book: (approx.) \$29.95
- Fiction Book: (approx.) \$19.95
- AV item: (approx.) \$34.95

## **E-Books**

A small collection of e-books are available for check-out via the Follett Shelf website. A personal username and password are required to access this collection. South Side High School's collection of e-Books may be accessed at <https://wbb13340.follettshelf.com>. Students may read using a computer online, or may download a maximum of two titles at a time to a computer (must have Adobe Flash), tablet, or smart phone. Tablets or smart phones must have the app "Follett Reader" installed, which is available for free from Apple or Google Play.

e-Books are loaned for a period of fourteen days, and at the end of that time the title is erased from the computer or device. Books may be returned early.

The username to access Follett Shelf is *FirstName.LastName*. The password is *FirstInitialLastInitialLastFourSocialSecurityNumber*. The access code is 13340. Feel free to stop by the library for assistance logging in or accessing Follett Shelf on your mobile device.

Faculty and staff are welcome to utilize Follett Shelf, but they need to contact the librarian to be entered into this system.

Students should be warned that mobile devices are not permitted to be used during the school day per South Side High School policy.

## **Management**

Library materials are circulated using the automation program, *Atrium Book Systems*. A web-based part of the program provides OPAC (online public access catalog) stations in the media center and classrooms via the website <http://library.jmcss.org/opac/southsidehs/>. The OPAC, also known as the card catalog, allows users to search the library's holdings.

The library has a web page on the South Side High School website with general library news, announcements, and information; research and homework assistance; and the

library media center calendar. Visit <https://www.jmcss.org/domain/707> to view the SSHS Library Media Center's web page.

## **Collaboration**

The librarian encourages teachers to bring their class to the library as needed. The librarian is more than willing to work with the classroom teacher and coordinate a library or research-centered lesson to fit a curriculum. Suggested topics for collaboration are:

- Library Orientation (suggested for 9<sup>th</sup> grade English classes)
- Introduction to TEL, the Tennessee Electronic Library database
- Internet Safety (using a fantastic presentation from [netsmartz.org](http://netsmartz.org))
- Research Projects
- Any other collaboration projects as suggested by faculty

Contact the librarian for more information.

## **Library Media Center Computer Labs**

The library media center has two computer labs. Each lab must be scheduled in advance for class use. (See "Library Media Center Hours of Operation and Scheduling.")

One lab is the "media center" and has a bank of 24 computers plus a teacher station. This lab also has a projector/screen that may be used, but students must sit at library tables to view presentation. These computers are reserved for teachers to bring their class in and use as a group. (Examples: research projects, practice tests, test prep, online instruction, web quests, etc.) Classes using this lab should leave personal belongings, such as book bags, at tables or at an area designated by the librarian.

The "library" has a bank of 12 computers intended for student use, though faculty may reserve these for their class if necessary.

Students should log in to the computers using their personal access information. The username for a school computer which is the same information for their Office 365 account. See the librarian for assistance if needed.

The mobile labs are available for reservation and may be taken to a classroom or used in the library, if available.

All library devices are often used for testing and any reservations may be canceled if devices are needed for testing purposes.

## **Computer Monitoring**

Teachers are responsible for monitoring their students on the computers. Each desktop lab is equipped with *Vision* software, allowing each computer screen to be monitored from a central location. The laptop are not equipped with this software.

Students should not be allowed to remain at the computers once their task is completed. They should be moved to the tables and given an appropriate task for the remainder of the time in the library media center. Free time to surf creates problems and usually violates the acceptable use policy.

Students should push in their chairs and take all belongings with them from their computer station, including papers and writing utensils.

### Printing

Each computer lab is equipped with a black and white printer. The printer in the library is equipped with a scanner.

There is no charge for printing items that are school related: assignments, homework, etc. There is a 10 cent per page charge for personal printing.

Please print only once as jobs could take several minutes to process. Ask the librarian for assistance

### Substitutes Policy

School policy states that substitutes should not take classes to the computer lab, even in the lab was scheduled that day. Since teachers are responsible for monitoring what the students are doing on the computers during class, this could become a liability issue. Contact the librarian with any questions.

### Acceptable Use Policy

All students must have turned in a signed policy to use the computers. Please contact Jackson Madison County School Central Office for the system wide acceptable use policy regarding technology.

## **Student Conduct**

Students visiting the library are expected to uphold the behavior expectations of South Side High School. Students violating these expectations will be asked to leave the library.

There should be no food or drink in the library media center. Students should help keep the library clean and orderly by pushing in their chairs, picking up any trash, and speaking in a quiet voice.

### Severe Disruptions/Defiance

Students who severely disrupt or are defiant will be given a disciplinary referral form.

Teachers are responsible for their students when their class is utilizing the library space.

### **PowerSchool Student Access Information**

Students who have misplaced their access information for PowerSchool may obtain a new letter in the library media center. In addition, students who have forgotten their “student-changed” password may have their account reset in the library media center. Ask the library for assistance.

### **Office 365 Student Access Information**

Each student in the Jackson Madison County School System is equipped with an Office 365 account. This provides a school email account, access to the online Microsoft Office suite, cloud storage via OneDrive, and other resources. Many teachers utilize these resources and students should check their email often. For information on your username or password, see the librarian.