

Library/Media Center Policy and Guidelines for Gretna High School Administration, Faculty, Staff, and Community

In addition to the guidelines set forth in the *Pittsylvania County Schools Library-Media Services Manual & Curriculum Guide*, the following guidelines apply in the Gretna High School Library. Updates will be posted to the GHS Library Web Site. Changes to county policies override any rule, policy, or guideline adopted at the GHS Library.

Library Web Site

<http://www.pcs.k12.va.us/ghs/ghslibrary.htm>

Hours

Library hours are 8:00 a.m. to 3:15 p.m. daily. (Extended and earlier hours are available by appointment.)

Borrowing from the Library

To encourage teachers to use library materials and to support the curriculum, the due date for some materials will be set to correspond with the last day of the semester. Exceptions may apply to special collections, reference materials, and frequently borrowed materials. If the material is requested by another patron/borrower, the borrowing period may be shortened. Standard borrowing periods are listed below.

- Books from the general collection--2 weeks
- Reference Materials--Overnight (Special collections and certain reference books do not circulate outside the library.)
- Videos, CDs, Tapes/Audio books--Overnight for students, As needed for teachers
- Equipment--As reserved/scheduled at the front desk of the library.
- Magazines & Newspapers--Generally One Period/One Day

Before taking magazines and newspapers from the library, please use the self-serve sign out/sign-in sheet at the circulation desk. This policy allows faculty members to borrow freely, and it allows other patrons/borrowers to know where to find current newspapers and magazines. Upon returning the periodicals, faculty members may return the materials to their proper location or to the circulation desk.

Equipment

Equipment should be reserved on the scheduling calendar at the circulation desk. (Reserve equipment includes: DVD players, TV/DVD/VCR units on a cart, Data projectors, Digital Camera, Radio/Tape/CD player units, Laserdisc player, Slide projectors, VCRs, Tape players, Destination system, Mobile Screens, etc.) The borrow period on these items is for the reserve time recorded on the equipment scheduling calendar. If equipment needs troubleshooting or repair, please send it back to the library. Please store equipment in a secure location (away from chalk, food, debris, and other items that may damage or affect equipment operation). Report any missing items promptly.

Library Scheduling

While advance notice is not always feasible when using the library for short-term information projects, please schedule large group or class visits at least one week prior to the visit to ensure availability of space and other resources. Advance notice allows for planning, preparation, and increased

student success. Prior to the visit, please submit copies of student assignments and discuss ways we can work together to meet instructional expectations for student success.

Sending Individual Students to the Library

Send students to the library with a pass. (Include their name, the date, time, **purpose of the visit**, and your signature). Students may be sent back to class if they cannot be accommodated. The county library policy discourages sending students to the library for testing without notice. With the increase in library size, students who are testing may not receive the necessary monitoring if assistance is needed in another part of the library. Please specify if a test/assignment is open book or if it is to be completed without any additional materials.

Teachers will receive weekly student notices for overdue materials. Please remind your students and send them to the library to return the borrowed materials.

Printing and Copying

Printing of school-related assignments is free (within reason). All printing must fall within the guidelines of the county AUP.

Laminating

Laminating is available for classroom materials. To ensure that items are available when needed, submit materials for laminating one day in advance of your need for these items.

Recommending New Materials/Advisory Committee

Teachers and administrators are encouraged to recommend materials by completing a recommendation form, in person, or by completing the recommendation form online at http://www.pcs.k12.va.us/ghs/recommendation_form.htm.

When necessary, the Library Advisory Committee recommends and reviews purchases made under special or federal funds. Each department should have at least one faculty member representative serving on the Library Advisory Committee. Committee members will be selected and notified by memo at the beginning of each school year.

This next section is an excerpt from the county *Library-Media Services Manual & Curriculum Guide*.

SECTION II-USE OF THE LIBRARY MEDIA CENTER

Scheduling

Scheduling for use of the library will be a cooperative effort on the part of the media specialist, principal, and teachers. Flexible scheduling is strongly supported by research studies consistently showing higher test scores for students where flexible access and collaborative planning are stressed. “The integrated library media program philosophy requires that an open schedule must be maintained. Classes cannot be scheduled in the library media center to provide teacher release or preparation time. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers. Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrated library program work . . . Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments that encourage open inquiry. The responsibility for flexibly

scheduled library media programs must be shared by the entire school community” (American Association of School Librarians). Flexible, equitable, and far-reaching access to the library media program is essential to the development of a vibrant, active learning community (Information Power 89). Since flexible scheduling provides students open periods for study and reading, it should be employed to the greatest extent possible.

Meetings in the Library Media Center

The scheduling of library classes, the nature and diversity of library media activities and services, and the importance of providing maximum student access of the library and its facilities dictate that meetings in the library be held to a minimum and closely coordinated with the media specialist.

Unscheduled Use of the Library Media Center

Unscheduled use of the center by classes or students [should] be because of a need to use the library for research or for assignments requiring the use of library media resources and facilities.

- Appropriate student activities for the use of unscheduled library media center periods are:
 - using encyclopedias or other reference materials, including electronic resources.
 - reading newspapers and magazines.
 - browsing the shelves.
 - using vertical files.
 - using audio-visual materials.
 - quiet study or reading when seating is available.
 - collaborating with teachers.
- Students should not be sent to the library for the following purposes without prior approval of the principal and/or media specialist:
 - punishment
 - taking make-up tests*
 - sitting while a class is discussing a test
 - failing a class

Teacher Obligations and Procedures

- Teachers and media specialists can best correlate library and classroom activities by working as a team in the classroom and the library. Teachers should accompany their classes to and from the library and may remain with them throughout the scheduled period.
- The teacher and media specialist shall share responsibility for maintaining orderly behavior of pupils while they are in the library.
- All print and non-print materials and equipment shall be checked out before being removed from the library premises. Teachers should plan ahead and request materials and equipment in advance of the date needed. Each library shall have a definite plan for checking out equipment and materials.
- Teachers shall assist the media specialist in the selection of media to maintain a balanced and appropriate collection.
- Teachers who wish to check out equipment to take off school premises must obtain permission from the principal and media specialist.

Charges For Lost, Damaged, Destroyed, or Delinquent Materials

- Pittsylvania County School Board Policies and Regulations (ECAB) will apply to all books and other media belonging to the school library media center. This article provides that:

The School Board may institute action and recover from the parents/guardians up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

- The school shall establish procedures for implementing the foregoing division policy.
 - Fines for delinquent materials shall not exceed ten cents per day that the materials are overdue. (Exception: Twenty-five cents per period may be charged for reference materials.) [GHS assesses fines for losses and damages only.]
 - The school shall establish a policy for levying charges or fines and for handling and accounting for all money collected.
 - Teachers and students shall be required to pay for all lost, damaged, destroyed, or delinquent library materials before the last school day for students and before the last work day for teachers. In order to accomplish the foregoing, principals will ensure that the library media center is included in those places from which teachers and students are required to check out when they leave school for the year or transfer.

- Annually, a considerable number of library materials are lost by school library media centers in this division. These losses deprive users of valuable media resources and have an inhibiting effect on the school curriculum.

Opening and Closing School Library Media Centers

- At the beginning of each school year, it is recommended that library media centers will be closed to students for five school days so that media specialists can process materials received during the summer months, issue materials and equipment to teachers, and ready the library for student use.
- At the end of the school year, the library will be closed for five school days prior to the last student day so that librarians can complete the processing of materials; collect all books, materials and equipment; conduct the annual inventory; and prepare reports. The library may remain open under the supervision of the classroom teacher for students to use reference materials and computers the last five days.
- School libraries will be open daily during the regular school hours in order to give students and faculty maximum access to the library.
- On early dismissal days the library may be closed to scheduled classes for the entire day at the discretion of the principal.