

Key West High School

Media Center Rules and Procedures

Created July 10, 2016

Reviewed Annually

I. Media Center Mission Statement for Monroe County Schools

It is our mission to collaborate with all educators in our schools to assist students to become effective and independent users of ideas and information. Using their skills as finders and evaluators of information, students will have a foundation that will enable them to become lifelong learners.

II. Media Center Rules and Procedures

The Media Center opens at 7:15am and closes at 3:45pm. Students may come to the Media Center without a pass before and after school. The Media Center is open for checkout all day. Students must bring a pass signed by a staff member or show their student ID indicating they have no class that period and sign in at the circulation desk when visiting the Media Center during class time. Students who do not have a pass or refuse to sign in will be sent back to class, and the teacher will be contacted to determine if the student is skipping class.

Students may check out three books at a time, for a period of three weeks. Students will check out books by providing the Media Specialist with their first and last name or student identification card. Students may not check out books for another student. A book may be renewed once, unless another person has requested the book or if the student has overdue books or outstanding fines. Reference books, periodicals (except for back issues), and software may not be borrowed for home use. AV materials may only be checked out by the faculty. Once materials are checked out, the student assumes responsibility for the item.

There is a charge of five cents per day for overdue books (holidays and weekends are excluded), and students may not check out a book if a fine is owed. During the first week of each month, students who have overdue books will receive a written reminder (in homeroom) to return the book(s) and pay any necessary fines. If books are damaged or lost, a fine will be assessed up to the price of replacing the book. Students who do not return books or pay fines may be at risk of missing out on field trips and school events.

Internet access is intended for educational use only. Social networking sites may not be accessed and students may not download programs in the Media Center for any reason. Students must have an Internet usage form on file. During peak hours when computer availability is limited, students may use a computer for up to 30 minutes and then will be instructed to sign off so another student may use it.

Students may print SCHOOL-RELATED documents for no charge. Due to limited paper and ink, students should use extreme caution when sending items to the printer. A student may not send a document to the printer more than once or print items directly from webpages. Instead, students should copy/paste the information needed from a webpage into a Word or Google Doc, reduce the font size, delete any pictures or irrelevant information, and then print. Students must see the Media Specialist in order to pick up their printed items. If a student has any difficulty printing, he/she must contact the Media Specialist immediately. Students who abuse printing privileges will be restricted to using the printer only under direct supervision of the Media Specialist.

Students may search the Destiny catalog from any school computer or in the Media Center. Open the Key West High School home page at <http://kwh.keysschools.com>, select Media Center, and then KWH Card Catalog. Search by Keyword, Author, Title, Subject, or Series. Students should write down the call number of their book choice(s) and then see the Media Specialist if they have difficulty locating the book(s) they need.

When students are researching or making a book selection, they should avoid returning a book to the shelves when they finish using the book or decide not to check it out. Instead, students should place books on the labeled cart near the circulation desk to be re-shelved by Media Center staff.

Students are permitted to keep books checked out during school breaks. Students must return all books by May 26 for inventory. Students will not be allowed to take final exams until Media Center debts are cleared.

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Key West High School Media Center Staff respectfully requests that you follow the rules listed below:

- Speak quietly and be respectful of others.
- Food and drink are not allowed in the library.
- Treat all library materials with care—make sure that others are able to enjoy them when you are finished.
- This is your space; please keep it clean and neat.
- Follow school and county handbook rules at all times.

Students who disregard the rules will be asked to return to their classrooms and their checkout privileges may be restricted.

Teacher and Staff Services

The Key West High School Media Center's collection materials have been selected to reflect the needs of the curriculum and the learning community. Faculty and staff are welcome to recommend materials for selection by filling out request forms available on the Media Center webpage.

The Key West High School Media Center also provides a professional library for the faculty and staff of the school community. Faculty and staff are welcome to borrow materials from the professional collection at any time and donations are welcome.

Teachers may check out Media Center materials for as long as they need them unless requested by another staff member. The teacher checking out the material remains responsible for the item even if he/she loans the material out to another faculty member. Teachers should consider time as a factor since others may also request use of the material. Special consideration should also be made concerning the relevance of the material with one's subject matter and test objectives. For example a DVD on endangered species should only be checked out biology teachers since it is on the biology objective list. This can help to avoid overlapping. In some cases, overlapping of skills and objectives is necessary and understandable.

The Media Center will provide flexibility and fairness to all teachers through cooperative instructional planning as well as providing teachers with the necessary media resources to enhance their curriculum.

Every quarter, the Media Specialist will conduct a departmental survey to determine the specific needs of each teacher/subject area. She will request information such as units of study, historical figures/places studied, specific resource needs, dates needed in the Media Center, etc., so that she can organize relevant Media Center resources.

The Media Center will provide assistance in school-wide planning of curricular and instructional planning.

Once every month, the Media Specialist will run a report for homeroom teachers, notifying them of the missing and overdue student items. Please post the list and encourage students to bring back books in an effort to maintain our collection.

Class Scheduling Procedures

The Key West High School Media Center provides open access and flexibility to its patrons in accordance with the Monroe County School Media Guidelines and those of the Association of American School Libraries recommendations and guidelines.

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Students must have a signed pass or student ID indicating they have no class that period and sign in at the circulation desk when visiting the Media Center during the school day.

Teachers should send no more than four students at a time to the Media Center (unless bringing a class to do scheduled research). The Media Specialist reserves the right to request a student return to class if the library is full or if the student is being disruptive.

A brief Media Center orientation will occur for all students at grade-level assemblies during the first week of school. A more thorough orientation will be given to all ninth grade students through ELA classes during the first week of school.

Teachers are welcome to schedule classes for Media Center activities led by the Media Specialist. During the scheduling, topics such as materials requested for book carts, research, technology, and assessment may be discussed between the Media Specialist and the teacher. This cooperative effort will provide the Media Specialist with the necessary information to gather resources that will enhance research efficiency.

Teachers may schedule up to one week at a time in the Media Center. Scheduling is on a “first come, first served” basis. The teacher should schedule Media Center time as early as possible to avoid potential conflicts and allow the Media Specialist adequate time to prepare. Teachers should keep in mind that Media Center closures will occur often due to testing and should plan accordingly.

If the desired time slot is not available, the teacher should leave his/her name and the desired dates with the Media Specialist. Cancellations are possible and waiting teachers will be notified of any openings. Teachers must remain in the Media Center with their classes at all times.

ABSENCES: If an emergency occurs, a teacher may choose to meet with another teacher scheduled and work out a way to switch schedules. Classes with substitute teachers will typically not be allowed to use the Media Center, even if the class was scheduled for that particular date. Please notify the Media Specialist of these changes, as changes will need to be made in readying materials.

Procedures for Bringing Classes to the Media Center

Students may not bring food, drinks, or gum to the library.

Students should return any books that are due upon arrival to the Media Center.

Teachers are expected to provide active supervision.

All computer rules must be followed.

Behavior Consequences

1st offense: Reminder of rules provided verbally by librarian

2nd offense: Students who ignore reminders will be sent back to class with notification provided to the teacher.

**Some behaviors are so severe that the student may be sent back to the class without any verbal reminders.

Copyright Laws

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Key West High School's Media Center adheres to the Monroe County Schools directives on copyright laws available here: <http://www.neola.com/monroe-fl/>

The Copyright Laws are laws and are enforced and if broken are subject to prosecution. With the onset of the information age, Copyright Laws are being observed and enforced more closely than ever. It is of utmost importance that you read and understand guidelines for use of copyrighted materials.

Copyright Guidelines The showing of movies or television must meet all four guidelines.

- Face-to-Face instructional teaching activity: Does the work support the curriculum? Is the showing of the work in the teacher's lesson plan?
- Legally acquired: Is the copy pirated? Was it purchased with public performance rights? Does your school own a public performance license?
- Presented by instructors or students: Only students or teachers may show video.
- Shown in class situation: Is the work being shown during school hours?

Fair Use Guidelines Fair use guidelines allow you to use a portion of the copyrighted work if your use meets all four of these guidelines.

- The character of the use: Did you add new meaning or value to the work?
- The nature of the work: Is the work published or unpublished? Is it factual or creative?
- The amount used: Are you using a little, a lot, or the whole work? The more you use the more likely you are not using fair use guidelines.
- The effect of the use on the market: What would happen if everyone did what you did? Would it have an effect on the sales of the original work?