

# Forest Hill Elementary School

## Library Policy

(Acquired from MCPSS Library Media Handbook)

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### Library Media Specialist

Latisha K. Shelton

[Library Media Webpage](#)

[Forest Hill Elementary's OPAC](#)

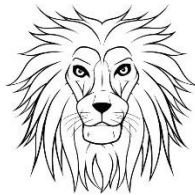
(Online Public Access Catalog)

### Supervisor Library Media Services

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## Library Policy

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## MOBILE COUNTY PUBLIC SCHOOLS PURPOSE STATEMENT

"The purpose of Mobile County Public Schools is to equip and empower college and career ready graduates."

### MCPSS DISTRICT LIBRARY MEDIA PROGRAM Mission Statement

The Mobile County Public School System's library media program will enable individuals to become information literate and effective lifelong readers and learners. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

[Alabama's School Library Media Handbook for the 21st Century Learner](#) expresses the mission of Alabama's library media programs as supporting the school's instructional program to improve student learning and student achievement. This mission is accomplished by:

- ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge;
- providing real and virtual access to appropriate, high-quality resources and services during and outside the school day;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

### Vision Statement

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the Library Media Center's four walls and the school day.

### FOREST HILL ELEMENTARY Mission Statement

The mission of the administration, faculty, staff, parents, and community of Forest Hill Elementary School is to provide a caring environment in which each child is respected and is given the opportunity to develop character. Through a college and career-ready education, each child will become an independent thinker, productive member of society, and a life-longer learner.

## **FOREST HILL *LIBRARY* Mission Statement**

Forest Hill's Library mission is to provide a place for students to learn and appreciate the power of reading information through a variety of print and electronic materials. We will supply a friendly, non-threatening space where ideas can meet through students and teachers, and to inspire individuals of any kind to be an active and contributing member of our learning community.

### **Library Daily Procedures**

The library/media center belongs to every student, teacher, employee, and parent of a school. All Library materials, resources, supplies, equipment, and books are provided through federal, state, and or local funds to solely promote continuous improvement and growth of students, teachers, employees, and parents of the school.

On a daily basis, Forest Hill's Media Specialist will operate the Media Center to provide the following caliber of services:

1. The consistent management and operation of a welcoming and inviting place for every child, teacher, employee, parent and community stakeholders.
2. The consistent management and operation of an enthusiastic and motivating environment that strongly encourages full use of all materials, resources, supplies, and equipment housed in the library.
3. The consistent management and operation of an abundant increase of book circulation to every student and teacher.
4. The consistent management and operation of a school-wide implementation of Renaissance Accelerated Reader, STAR, and MyOn software so that every student is a successful and motivated reader.
5. The consistent management and operation of a center that offers access to research databases such as the [Alabama Virtual Library](#) and the [Library's OPAC](#) (Online Public Access Catalog.)
6. The consistent management and operations of a clutter-free environment in both front and back portions of the library/media center.
7. The consistent management and operation of a media center that showcases current, up to date, and relevant, displays, boards, and designs at all times (especially for students and teachers.)
8. The consistent management and operation of a center that reflects a dramatic increase in the usage of teacher' resource materials for enhancement of instructions.
10. The consistent management and operation of a media center that helps all teachers strongly connect classrooms instructions to technology.
11. The consistent management and operation of a highly engaged and productively active center that is always utilized to its fullest potential by all students, teachers, employees, parents and staff.

## **FOREST HILL *LIBRARY* Vision Statement**

The vision of the Forest Hill Media Program is to ensure that teachers, students, and parents understand and use carefully selected software programs selected by educated staff and put in place by local and district standards. Such software includes but are not limited to: Atrium BookSystem , Renaissance Place's Accelerated Reader, S.T.A.R. and MyOn, Discovery Ed., Nearpod, Microsoft Office 365 (email), and Clever. As technology and software changes are made, we must all learn to operate and communicate with technological devices, form new networks for learning and communicating, and understand how to utilize applications software. We must also learn how to solve problems using technology and identify the many sources of information, whether it be online or printed materials. We must also practice good ethics and logistics while we are striving to become a 21<sup>st</sup> Century school.

### **LIBRARY RULES:**

- 1) The library is the quiet zone. Enter quietly.**
- 2) Walk at all times.**
- 3) Keep hands, feet, and objects to yourself.**
- 4) Put books and items back where they belong.**
- 5) No food or drink allowed in the library.**

### **LIBRARY MEDIA ADVISORY COMMITTEE GUIDELINES**

This committee serves in an advisory capacity by assisting the library media specialist in conducting surveys needed to obtain information concerning the library media center and its functions. Committee members help to emphasize the importance of the library media center and its uses to their students and colleagues. Subject area and grade level teams meet with committee members to discuss curriculum needs for purchasing materials and budgeting for the library media center.

- The committee will consist of the library media specialist, an administrator, a grade level chair teacher, a student, and a parent.
- The library media supervisor will serve as the central office liaison. The library media specialist will serve as the chairperson.
- The committee members will be selected by the library media specialist with the principal's approval. Prospective committee members, one from each grade level, will receive a letter of invitation to serve and will be free to accept or reject the invitation.
- The committee will meet during, or before, the first quarter of the school year for budget planning and again as needed.
- All committee meetings will be announced and open to any staff members who wish to attend.
- A scribe should be nominated to record minutes and provide faculty with a copy.
- The committee will review any "Citizens Request For Reconsideration of Instructional Materials" form received, read the questionable material, and discuss recommendations.

Note: The Committee should read the [Library Bill of Rights](#).

### **Forest Hill's Library Media Advisory Committee:**

**Nijah Ford** – Principal (Administrator)

**Latisha Shelton** – Library Media Specialist

**Kenya Chestang** – Department/Grade Level Representative 3<sup>rd</sup> Grade

**Deanna Franklin** – Parent at Forest Hill

**Mary Chambliss** – Community Member

**Montannah Hunter** – 4<sup>th</sup> Grade Student at Forest Hill

**PARAPROFESSIONALS** Both professional and paraprofessional personnel are needed to implement an effective library media program. Every school needs a certified library media specialist, regardless of its size, as this individual provides a range of professional services. However, paraprofessionals make a distinct difference in the level of service a library media specialist can offer. Research has shown that paraprofessional support allows library media services to shift to a higher level because this allows the library media specialist to spend more time in professional activities. There are routine but essential operations that must be addressed every day, even in the smallest schools. These routine and mostly clerical tasks can absorb the library media specialist's time and thereby eliminate time for professional service. This is why paraprofessional support is needed.

#### **Paraprofessional Performance Responsibilities:**

- Implements practices and procedures established by the Library Media Specialist;
- Responds to the needs and interests of students and teachers;
- Assists with reports, bibliographies, forms, library media schedules, etc.
- Files publishers' catalogs;
- Assists with preparing notices concerning overdue materials;
- Mends damaged materials;
- Prepares current periodicals for shelving and maintains back issues in correct order;
- Assists in inventorying library media and equipment;
- Shelves materials and maintains shelved items in correct order;
- Assist with circulation of materials to students and teachers;
- Assists teachers and students in the proper use, operation, and care of equipment;
- Assist with Library Media Center displays;
- Engages in an in-service program that is designed specifically to increase competency in areas of performance; and
- Performs other tasks as assigned by the Library Media Specialist.

**Student Assistants and Volunteers** Student Assistants have to maintain an A/B average because they will be out of the classroom to assist in the library. A permission slip has to be signed by both the teacher and the student's parent. Student assistants can perform independent tasks in the library media center under the direction of the library media specialist. They should become familiar with the rules of conduct for the library media center. They should always remain courteous, friendly and helpful at all times.

#### **Independent tasks to be performed are as follows (according to grade level):**

- Return books and materials to their proper places.
- Read shelves.
- Mend print and nonprint materials.
- Prepare displays and bulletin boards.
- Aid students and teachers in locating and using print and nonprint materials.
- Process new materials.
- Check periodicals and file back issues in storage.
- Typing, word processing, and filing as required.

- Deliver equipment to other areas of the school.  
**\*\*\*Students should not transport large pieces of equipment unless items are securely strapped to an equipment cart. Younger students should not transport equipment carts under any circumstances.**
- Assist with inventory.
- Other tasks assigned by the Library Media Specialist.

**Criteria & Procedures for Selection of Resources** The standard for selection of library media instructional, informational, and recreational resources is determined by the policy of the Board of School Commissioners. Content considerations include how it relates to the curriculum, the existing collection, and the needs, values, and interests of the community. Items for purchase are evaluated on the basis of:

- Developmental, cultural, and learning needs of the school population
- Organization and presentation
- Importance of the subject matter
- Quality of production and durability
- Appeal and appropriateness to the students' reading ability
- Accuracy and validity
- Reliability of producers or publishers
- Reputation and significance of the author, artist, composer, etc.
- Award winning materials recognized for literary and/or artistic value
- Format and price
- Currency

**In selecting items for purchase, the Library Media Specialist:**

- evaluates the existing collection
- uses barcodes within the designated range for Forest Hill (610000 - 639999)
- consults professionally recognized selection resources
- consults with principal about school-wide needs
- consults with teachers about grade level curriculum needs
- analyzes course content and textbook coverage for each subject
- uses knowledge of student needs, interests, goals, abilities, and concerns
- worn, missing, or outdated items are replaced as needed
- orders either through a local school purchase order or through a Central Office requisition using NextGen.
- compiles a large book order, attach a list of all books being ordered following vendor specifications. Include a "Do Not Exceed" amount and type "No Backorders Accepted" on the purchase order.
- availability of MARC records and processing should be purchased (save time and resources on labeling)
- Publisher's Library Binding and Publisher's Library Edition are recommended for all School Library Media Centers (material format must be strong, practical, suitable for its purpose, and easy to use)

**\*\*Multiple items are purchased according to demand. More than five copies of any title cannot be used to satisfy SACS requirements.**

## **DONATIONS/GIFTS**

Gift materials are accepted or rejected according to the selection criteria. Electronic equipment will be accepted on an individual basis, depending on the age of the equipment.

## BUDGETING PROCEDURES

1. Obtain the total amount allotted for Library Enhancement from the Principal.
2. Survey the faculty to determine items of need.
3. Set a date to meet with the Library Advisory Committee. Recommended purchases will be discussed at this meeting. Keep minutes of all committee meetings.
4. Compile the Library Media Center budget and present it to the local school Budget Committee for final approval.
5. Budget should be kept on file for three years.

## Budgeting and Funding

- The school Library Media Specialist collaborates with the local school district/system and administrators to ensure that funds are budgeted to maintain the library media program.
- The library media program must have adequate, consistent, and sustained funding for professional staff, new materials, technologies, professional development, and facilities to meet the 21st Century learning needs of the students in the school community.
- The budget process of the Library Media Center includes operating funds for new resources such as: books, reference materials, equipment, and emerging technologies.
- The budget supports the philosophy of the Library Media Center and the community it serves.
- The Library Media Specialist must maintain accurate budget records in order to monitor and document use of available funds. These records should be retained for three years.
- Data collected from the assessment of the Media Center's collection, school curriculum/instructional changes as well as the increased cost of materials should be used in planning the budget for the year.
- The Library Media Specialist must be proactive in obtaining adequate funds to meet the curriculum, the physical facilities, and the information needs of the school community.
- The Library Media Specialist should prepare annual reports documenting how each source of funding for the Library Media Center was spent. These documents should be retained for a minimum of three years.
- The Library Media Specialist must administer the Library Media Center's budget and monitor acquisitions in order to meet all the instructional and informational needs of the school's learning community.
- State, national and regional learning and accreditation standards should be considered in the acquisition and budgeting process of the library media program. The [Alabama Code](#) must be followed in the expenditure of state funds.
- Budgeting procedures for library enhancement funds, as stated by the Alabama Department of Education, must be followed. These procedures can be found on the ALMO Web page.

## CHALLENGED MATERIALS Reconsideration Procedures

Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school Library Media Center or central office Media Center despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material.

Persons requesting reconsideration of any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see page) in its entirety. Each



school and the central office will keep on hand and make available this reconsideration form. All formal objections to materials must be made on this form.

## Procedures for Appeal

- A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. The person receiving the complaint shall be courteous, make no commitment, and refrain from voicing personal opinion.
  1. Written documentation of this contact should be filed with the school principal.
- 2. **The material in question shall remain a part of the collection and in use until the reconsideration process is completed.**
- B. In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process but refraining from expressing personal opinion.
  1. If, after consultation, the complainant desires to file a formal complaint, a copy of the reconsideration form should be given to the complainant by the principal.
  2. The reconsideration form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the district Media Supervisor.
- C. Any action taken related to challenged materials must be heard by the school's Library Advisory Committee.
  1. Each committee member shall read, view or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material. The Library Media Specialist will compile necessary professional evaluations of the material in question.
  2. The deliberation and balloting of the Library Advisory Committee shall be private.
  3. The Library Advisory Committee shall meet to:
    - Hear the concerns expressed by the complainant
    - Discuss the materials relative to values and faults, appropriateness to grade level, and curriculum.
    - Form opinions based on the materials as a whole and not on passages pulled out of context
    - Render a majority decision, in a meeting with a quorum present, choosing one of the following:
      - (1) take no removal action
      - (2) remove the challenged material
      - (3) limit the educational use of the challenged material
      - (4) place the material at another grade level
  4. Within five days of the Library Advisory Committee's decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.

## Appealed Decisions

- A. Appeals to the school's Library Advisory Committee's decision **must be made within ten working days after formal notification of the decision.** A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:
  - Supervisor of library media services;
  - Representative Library Media Specialist/s – including Library Media Specialist from school involved;
  - Representative/s of the superintendent's Student and Teacher Advisory Committees; and
  - Curriculum & Instruction Supervisor/s.
- B. The school Media Specialist and/or principal will provide information to each School Board member which will include:
  - Decision of the school Library Advisory Committee

- Right to Read
- Library Bill of Rights

C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.

D. The Mobile County Board of School Commissioners is the final authority.

E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.

## **Review of Appealed Decisions**

A. Principals shall review the selection and reconsideration procedures with all staff annually.

B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

## **MCPSS Copyright Policy**

Mobile County Public School System recognizes that federal law states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the “fair use” doctrine.

While the system encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of the system staff to abide by the system’s copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for system staff to violate copyright requirements in order to perform their duties properly. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the system’s procedures or is permissible under the law should contact the system’s library media services department. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

In accordance with copyright compliance, copyright regulations will be prominently posted at all areas where materials may be reproduced without supervision.

## **Copyright Procedures**

What is Copyright? (Title 17, United States Code)

Copyright is a property right granted to authors and creators of works. Copyright is necessary to advance the public welfare by promoting artistic and scientific progress. (Title 17, United States Code)

Length of Time Protected: Life of author/creator + 70 years (Sonny Bono Extension Act) Works Eligible for Protection: Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of machine or device.

## **What are Copyright Owners’ Rights?**

- The right to reproduce or copy the work

- The right to prepare derivative works
- The right to distribute to the public
- The right to public performance of the work
- The right to public display of the work
- The right to digitally transmit recordings (digital author's right)

## What is "Fair Use"?

"Fair Use" refers to permissible uses of copyrighted materials when certain conditions have been met. These four criteria of "Fair Use" must all be met:

1. The use of the work must be for nonprofit educational purposes;
2. The nature of the copyrighted work must be considered;
3. The portion of the copyrighted work used must meet the tests of brevity, spontaneity, and cumulative effect;
4. The effect of the use will not be a detriment to the potential market value of the copyrighted work.

In order to apply copyright laws, there are several rules of "Fair Use" that should be applied when asking if one is staying within copyright guidelines and law. These tests are for Brevity, Spontaneity, and Cumulative Effect.

**Brevity** – The test for brevity has to do with the amount of material you copy from a work. As a general rule, it should not exceed 10% of the whole work. Other rules for this test include:

- A complete poem if less than 250 words; or an excerpt from a longer poem, but not to exceed 250 words;
- An essay or any such work of 2,500 words or less;
- Special works that combine prose, poetry and/or illustrations may be used but not more than 10% of the whole;
- An excerpt from a larger printed work not to exceed 10% of the whole or 1,000 words, whichever is less, per class term;
- One chart, graph, diagram, cartoon, or picture per work.

**Spontaneity** - The test for spontaneity has to do with time: seizing the moment.

Copying should be at the instance and inspiration of the teacher. This occurs when the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect** – This test has to do with the amount of work that is copied over time:

- The copying of the material is for only one course in the school in which the copies are made;
- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author during the same term;
- Not more than three authors from the same collective work may be copied during the same term;
- There shall not be more than nine instances of such multiple copying for one course during one class term.

## Rules for Copying Materials from Print Media

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or

her scholarly research or use in teaching or preparation to teach a class:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem;
- A chart, graph, diagram, drawing, cartoon; or a picture from a book, periodical, or newspaper;
- A slide or overhead transparency, as long as the creation does not exceed 10% of photographs in one source (book, magazine, filmstrip, etc.) unless the source forbids photographic reproduction. Multiple copies, not to exceed in any event more than one copy per pupil in a course, may be made by or for the teacher giving the course for classroom use or discussion, provided that:
  - Each copy includes a notice of copyright;
  - The copying meets the tests of brevity, spontaneity, and cumulative effect;
  - The same teacher does not use the material repeatedly from term to term;
  - Not more than nine classroom sets are used in one term;
  - Sets are destroyed after the permitted use;
  - It complies with the “Fair Use” guidelines.

## **Rules for Copying Materials from Electronic Media**

The Digital Millennium Copyright Act of 1998 grants permission for libraries to digitize other media in formats that are not useable because the equipment to use the format is obsolete. The digitized copy can only be used for archival/research use, not for classroom use.

## **Software and Multimedia**

### **Software:**

- A single copy of a software program may only be loaded on a single machine unless otherwise noted in the documentation that comes with the software.
- Site licensed software may only be used as described in the license.
- Network versions of software may only be accessed by the number of machines for which the license was purchased.
- Some software products allow teachers and/or students to take home a “home” version. If teachers or students do this, they must abide by the instructions that accompany the software package and license.
- It is in the best interest of all schools to keep good records of software licenses. Keeping a notebook with all licenses and purchase orders is suggested.
- Copying a portion of copyrighted material to be included in a student and/or teacher produced presentation must meet the “fair use” copyright guidelines.
- An image copied may not be altered or modified into something different from the intent of the copyright holder.

### **Electronic Databases:**

- Regulations are usually defined in the contract and/or license agreements.
- Review contracts or license agreements and be aware of all conditions.
- Do not retain extra copies or archival copies of a downloaded search.
- Do not use downloaded materials to create a derivative work.
- Appropriate notices regarding downloading from databases will be posted near computers.

## **Internet & World Wide Web**

- Assume all materials on the Internet are copyrighted.
- Small portions of web documents may be used for teaching due to lack of time to secure permissions, otherwise obtain permission(s).
  - If you know the Internet information is in the public domain, then it is acceptable to download.
  - Students may copy HTML code (not the content) and print it out for scholarship and research.
  - Links may be made to other web locations on a personal web site.
  - Copyrighted software may not be uploaded from the Internet.
  - Materials may not be collected from the Internet to compile into a new work.
  - Do not post a picture by the student with student name next to the picture.
  - Student photos may not be posted without parental permission.
  - Student names should not be posted with pictures.
  - Only educational personnel may be the contact for a web site or page.

### **Designing Web Pages and the Law:**

- The copyright laws apply when you are designing web pages.
- It is a copyright violation to grab Internet sites for use on another server.
- The “Fair Use” rules apply.
- Teachers and students may use a small amount for classroom use. However, many graphics and pictures on the web are most likely copyrighted.
  - If there is a statement that the site is public domain or can be copied by teachers, etc., then you have permission to copy. Internet or Online Service Providers (ISPs or OSPs:)
    - These may be libraries or educational institutions
    - Limit liability by designating an agent to receive copyright notices and send to subscribers.
    - Post a policy to comply with takedown and put back provisions in case of disputed materials.
    - Do not place material online nor modify. Material-copies must be in transient storage no longer than reasonably necessary.
      - ISPs or OSPs are not required to actively monitor system use or seek out offenders, except under normal system maintenance.

### **Distance Education:**

- You may transmit a performance of a nondramatic literary or musical work.
- A performance works, but only in reasonable and limited portions are acceptable of any other work, including dramatic works and audiovisual.
  - Displays of any work in an amount comparable to that which is typically displayed in the course of a live classroom session are also acceptable.
    - You may use public domain materials in a distance course.
    - You may not copy a copyrighted video for a distance course without permission.
    - Limit access to course materials.
    - Get permission for works you will use repeatedly.
    - Remember course use and “Fair Use” may not be the same thing.

### **Email:**

- Paraphrasing someone else’s email message is acceptable.
- Get permission to copy an entire email message, send a message to someone else, or post to electronic discussion group.

### **Videos**

“Fair Use” rules for videos must be observed unless you have a license for public performance of a video.

- Teachers or students must present the video.
- The video must be a part of face-to-face teaching activities. It must directly relate to the curriculum and the current lesson. “Home Use Only” videos may not be used for entertainment or reward.
- The presentation must occur at school in a classroom or similar educational setting.
- The video must be legally obtained.

### **Off-Air Taping of Videos:**

- Programs must be for direct instruction, not entertainment or reward.
- Taping must be from open-air broadcasts for which no payment is made to receive programs. (No cable, satellite programs unless they are retransmission.)
- A videotaped off-air may be kept for 45 calendar days. Then it must be erased.
- The video may only be used with students during the first 10 school days after it is taped.
- The library media specialist may only record requested programs. He/She may not record programs in anticipation of teacher requests.
- No program may be recorded multiple times for the same teacher, even if it is a rebroadcast.
- The program must be recorded in its entirety. It may not be edited or altered.

### **Authorized Reproduction and Use of Copyrighted Music**

- For academic purposes, other than performance, teachers may make a single copy of an entire performable unit (section), movement, aria, etc. from a printed musical work that is (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, for purposes of preparing for instruction.
- A teacher may make multiple copies not exceeding one copy per pupil for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided that purchased copies shall be substituted in due course.
- A teacher may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.
- A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.
- A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.
- Copying cannot be used to create, replace or substitute for anthologies, compilations or collective works; copying of consumable works is prohibited. Copying for the purpose of performance is prohibited, except in the case of an emergency as set forth above, and copying for the purpose of substituting for the purchase of music is prohibited, except as set forth in the first and second paragraphs above. All copies must include the copyright notice appearing on the printed copy.
- Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

If the requirements of the foregoing paragraph are not satisfied, performances of nondramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and
- (1) There is no direct or indirect admission charge; or (2) Admission fees are used for educational or charitable purposes only provided that the copyright owner has not objected to the performance. All other musical performances require permission from the copyright owner.

## **LIBRARY MEDIA LOCATION Arranging and Housing Materials**

All materials in the library media center should be arranged so that the materials will be easily accessible to teachers and students. Materials, shelved according to the Dewey Decimal Classification System, will be arranged to read from top to bottom, left to right in each section of shelving. They will be in numerical order first and then alphabetically by the first three letters of the author's last name. The housing of materials will depend on the size and physical appearance of the library media center.

All nonfiction books must be inter-shelved by Dewey classification rules.

Individual Biography filed alphabetically by biographies' last name, fiction is filed alphabetically by author's last name and Easy is filed alphabetically by author's last name.

### **Percentage of Book Collection per Dewey Category**

Dewey Number	Subject	Percentage K-5
000-099	Generalities	1
100-199	Philosophy	1
200-299	Religion	1
300-399	Social Sciences	12
400-499	Languages	1
500-599	Science	12
600-699	Technology	5
700-799	Arts	5
800-899	Literature	4
900-900	History, Geography	7
FIC	Fiction	18
E	Easy books, Picture Books	28
92 & 920	Biography	5

### **WEEDING THE COLLECTION**

Good collection management requires the weeding and discarding of obsolete or worn materials. This process should be

carried out in a continuous, systematic manner, so as to ensure that the collection remains current, relevant, inviting, and meets SACS standards.

### **Why Weed?**

- To utilize available space in the best and most economical way

- To have an up-to-date collection
- To locate books needing rebinding or replacing
- To give the best possible service through a collection of quality materials

## **What to Weed?**

- Books of poor content
- Outdated information
- Multiple copies that are not needed
- Books of very poor appearance
- Volumes of no use or not relevant to the needs of the students and teachers

## **GUIDELINES FOR WEEDING**

**000 Generalities** Value determined by use. Works on computers are dated after 3-5 years. Library Science information should conform to current practice.

**100 Ethics/Philosophy**-Discard unused works over 10 years old.

**200 Religion**-Value determined by use. Discard poorly written works. Collection should contain basic information about many different religions.

**300 Social**-Discard outdated social issues not of historic value. Controversial issues should be well represented from all sides.

**320 Politics/Economics**-Books dealing with historical aspects determined by use. Timely or topical material: discard after 10 years. Replace with new edition.

**340 Law**-Material should be kept current.

**340-350 Government**-Discard after 10 years.

**360 Social Welfare**-Check use. Discard most non-historic materials.

**370 Education**-Keep historical materials only if used, otherwise discard after 10 years.

**380 Transportation**-Discard after 10 years.

**390 Folklore**-Weeding depends on use. Keep classic works.

**400 Language**-Keep basic materials.

**500 Pure Science**-Science books usually out-of-date in 5 years, except for botany and natural history, 10 years.



**600 Inventions**-Discard after 5 years, 618 Medicine except for basic materials, inventions, and anatomy.

**620 Applied Science** Engineering, mechanics, 5 years.

**621 Radio, TV**-Discard after 5 years.

**630 Agriculture**-Discard after 5 -10 years, depending on content.

**640 Home Economics**-According to use. Keep mostly current materials.

**650 Business**-Discard after 10 years.

**660 Chemicals, Food**-Discard after 5-10 years, depending on content.

**690 Manufacturing**-Discard after 10 years.

**700 Art, Music**-Keep basic materials.

**800 Literature**-Keep basic materials, especially criticism of classic writers.

**900 History**-Keep accurate, factual materials. Weed dated titles that have not circulated in 3-5 years.

**REFERENCE Materials are Located in Databases such as AVL and Destiny Quest**

## **LOST OR DAMAGED LIBRARY MATERIALS**

The media specialist is encouraged to collect monies to replace lost or damaged materials. Students are not allowed to check out books until this payment is received. A payment waiver will be made if book was lost due to family fire, student removed from their home or principal's approval.

The usual price is the replacement value of the item plus estimated shipping cost, cataloging, and processing costs. Parents will be notified if a student is being charged for a lost or damaged book.

It is required that a receipt book is maintained to record student payments. The receipt book should have carbon paper so that the student and the library media specialist have a record. Each transaction should include the date, student's name, amount paid, fees assessed, and name of item involved.

Teachers are not allowed to borrow equipment for personal use. They may, however, borrow equipment for an educational excursion or to become a proficient instructor of the item borrowed. These teachers will agree to share information learned with the faculty, and **SIGN A FORM** declaring that they are responsible for any damage to the equipment. (See page ). If teachers lose a library book, they have a one-year grace period before the cost of the book is charged to them.

## **STUDENT LIBRARY MEDIA CENTER USE**

There are as many needs and reasons to use the library media center, as there are students.

Some, but not all, of these needs and reasons are listed below.

At the library media center, students:

- Utilize electronic card catalog (Destiny)
- Use provided on-line services (Internet)
- Use provided computer software for data research, word processing, specific information needs, graphics, completion of teacher assigned tasks or activities, Accelerated Reader, completion of assigned educational programs, and game enjoyment
- Receive instruction through a simulated activity
- Utilize circulation desk services
- Explore answers to specific questions
- Collect data for specific objectives from varying print/non-print sources
- Seek teacher requested information and/or engage in teacher-planned activity
- Record statistical data
- Gather geographical information
- Gather biographical information
- Take notes
- Peruse periodicals
- Enjoy storytelling, puppetry, book talks, reader's theater
- Select recreational reading materials/books
- Locate a graphic or illustrate project or report
- View a DVD, YouTube Video, SmartBoard Interactive game
- Participate in special guest presentations
- Use/complete learning center activity
- Browse
- Engage in variety of puzzle activities
- Construct a model, timeline, diorama, assigned projects, charts

- Use appropriate curriculum based manipulatives
- Participate in peer tutoring.

## **STUDENT TRANSFERS**

As soon as a teacher finds out that a student may be leaving our school, they are to collect his books and send them to the library. The registrar has to clear (all books returned) a child leaving school.

## **CIRCULATION POLICY**

Staff members, students, and parents are the patrons served at our library media center.

### **Teachers**

Teachers are allowed to checkout twenty (50) books from the LMC for a two-week period. Teachers may login to Atrium Booksystems to search and hold items for a specific unit of study. This request will be filled as soon as possible, or the teacher may elect to come select/choose her own books. The best times for the teacher to select will be before and/or after school, during her scheduled library time, and the other open library times.

### **Students**

Students may come in at any open time in addition to their scheduled library time. Students in grades 1-5 are allowed to check out two library books during their scheduled class time. Both of these books are required to be on the student's reading level based on the Scantron Performance Reading test, as well as teacher discretion. Students are encouraged to get one fiction and one non-fiction book. A student is allowed to exchange both of their books at any time during the week. In order to check out 2 books on their scheduled day, these students must bring both books back into the LMC. If a student has one lost book, then they will be able to check out one book. If two books are lost, then privileges are temporarily suspended until fines are paid. If a student wishes to recheck out a book, he/she may do so. Students may check out a book for a two week period, then their book is past due. After a period of 30 days, I (LMS) may mark the book as lost and fines are assigned.

### **Parents & Other Staff Members**

Parents are allowed to check out one book for a three-day period.

- Principals shall review the selection and reconsideration procedures with all staff annually.
- The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.

## **LMS PROCEDURES FOR DAYS OUT OR BOOK FAIR, HOLIDAY SCHEDULES** It is

important that every child has an opportunity to check out books. Sometimes it is necessary to adjust the schedule to allow this opportunity. You will be notified as early as possible of any changes in the LMC schedule.

\* **HOLIDAYS** All books may be checked out during holidays.

\* **DAYS OF ABSENCE** When the library media clerk or the library media specialist is out, a modified schedule will be in place.

\* **BOOK FAIR** The library is closed to check out and classes during this week. Teachers, however, may come in before the book fair starts to check out a class set for student reading. These will be in your name, so do not allow these books to leave your room.

Students will come in for a preview and then come at the same time every day to purchase. Students with money only are sent after the second day (Everyone gets to look twice). Younger children may come in early before monies are lost.

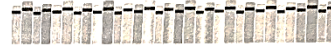
\* **THREE-DAY WEEK** On days that school is not in session for a whole week, fifteen (15) minute classes are held, not thirty (30) minutes, to allow all students to get books.

\* **MODIFIED SCHEDULE** A modified schedule generally means that a 15-minute book check out will take place. If, however, you would like to help in the LMC with your class, the schedule can remain intact.

## FOREST HILL'S LIBRARY MEDIA CENTER SCHEDULE



Mrs. Shelton's  
Library Schedule



Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-8:45	Open Check-Out	Open Check-Out	Open Check-Out	Open Check-Out	Open Check-Out/ Make-Up Classes
8:50-9:20	Open Check-Out	Walk to Intervention	Walk to Intervention	Walk to Intervention	
9:25-9:55	M. Williams- 4 <sup>th</sup>	Carey-4 <sup>th</sup>	Gaudet- 4 <sup>th</sup>	K. Johnson-4 <sup>th</sup>	
10:00-10:30	D. Davis- 1 <sup>st</sup>	Chestang-3 <sup>rd</sup>	Thomas-3 <sup>rd</sup>	Zellers-3 <sup>rd</sup>	
10:35-11:05	Blackman-5 <sup>th</sup>	Easley-5 <sup>th</sup>	Dunkley-5 <sup>th</sup>	Ervin-5 <sup>th</sup>	
11:10-11:40	Lunch	Lunch	Lunch	Lunch	Lunch
11:45-12:15	T. Johnson-K	Hines-K	D. Johnson-K	Holcombe-K	Open Check-Out/ Make-Up Classes
12:20-12:50	LaDuna-Tate-1 <sup>st</sup>	Groves-1 <sup>st</sup>	Boman-1 <sup>st</sup>	Franklin-1 <sup>st</sup>	
12:55-1:25	Thompson-2 <sup>nd</sup>	Tricksey-2 <sup>nd</sup>	Purifoy-2 <sup>nd</sup>	Ridgeway- 2 <sup>nd</sup>	
1:30-2:00	Robinson-3 <sup>rd</sup>	C. Williams-3 <sup>rd</sup>	Oakley/ <small>J. Reed will remain with class</small>	Update Website	
2:00-2:15	Open Check-Out	Open Check-Out	Open Check-Out	Open Check-Out	
2:15-2:45	Planning	Planning	Planning	Planning	Planning

*Please do not send students to the library for book/ computer issues. Send Mrs. Shelton an email stating the issue.  
She will call the classroom during the open check-out times to try to assist in resolving the issue.*

Schedule Begins August 21, 2023

## BENEFITS OF FLEXIBLE SCHEDULING

### STUDENT BENEFITS:

- Having access to materials and equipment when needed

- Having personal attention from the library media specialist
- Having opportunities to interact with students of various ability levels
- Having opportunities to work independently
- Having timely instruction in relevant information skills
- Having access to print and nonprint circulation
- Developing an appreciation for lifelong reading

**TEACHER BENEFITS:** Being able to meet individual needs of students

- Being able to vary classroom activities
- Having students use a greater variety of print and nonprint resources
- Having access to resources and equipment for instruction, as needed
- Planning instructional and curriculum goals with library media specialist
- Being able to concentrate on student-centered learning

**PRINCIPAL BENEFITS:**

- Having a learning program that develops independent learners
- Having a program that encourages student responsibility
- Having a library media center that enhances school curriculum goals and needs
- Encouraging the widest possible use of information resources and services by making them available throughout the school through remote access in the library media center
- Using school-owned resources to the fullest extent

## **COMPUTER, INTERNET AND ELECTRONIC COMMUNICATION**

### **ACCEPTABLE USE (Acquired from MCPSS Library Media Handbook)**

MCPSS relies on its computer network to conduct its business. To ensure that MCPSS Computer Resources are used properly by its employees, students, independent contractors, agents, vendors and other computer Users (the "Users"), the Board of School Commissioners for MCPSS has created and passed this Computer Use Policy (the "Policy"). The rules and obligations described in this Policy apply to all Users (the "Users") of MCPSS' computer network or Computer Resources, wherever they may be located.

MCPSS' policies against discrimination and harassment (sexual or otherwise) apply fully to MCPSS' Computer

Resources and Resources, and any violation of those policies is grounds for discipline up to and including termination. Students who violate these policies are subject to disciplinary action consistent with Board policy and the Student Handbook. Vendors, consultants and other third parties must adhere to these policies and are subject to losing their right to access MCPSS Computer Resources for violations of these policies.

The term Computer Resources as used herein refers to MCPSS' entire computer, electronic and communications network. Specifically, the term Computer Resources includes, but is not limited to: computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as IPAD's, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly (including access by Students, vendors, consultants and other third parties using personally owned computer hardware as authorized by MCPSS) from our computer network or that are owned or have been purchased by MCPSS.

The Computer Resources are the property of MCPSS and may be used for only legitimate business and educational purposes. Users are permitted access to the Computer Resources to assist them in performance of their jobs. Computer and internet access is provided for MCPSS business use, but occasional minimal personal use is allowed. Use of the Computer Resources is a privilege that may be revoked at any time. Users who violate this Policy may have their Computer/Internet use privileges revoked at any time and without prior notice AND are subject to discipline up to and including the possibility of termination.

## **In using or accessing the Computer Resources, users must comply with and be aware of the following provisions:**

### **No Expectation of Privacy**

The computers and computer accounts given to users are to assist them in the performance of their jobs or in the case of students, in their educational studies and activities. Users should not have an expectation of privacy in anything they create, store, send or receive on the computer resources. Computer resources belong to MCPSS and may be used only for the purposes set forth herein. MCPSS has the right, but not the duty, for any reason and without the permission of any user, to monitor any and all of the aspects of its computer resources, including, without limitation, reviewing documents created and stored on its computer resources, deleting any matter stored in its system, monitoring sites visited by users on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users from the Internet, and reviewing E-Mail sent and received by users. Employees and users should not have an expectation of privacy in anything they create, store, send or receive using the Computer Resources.

- **Waiver of privacy rights**

MCPSS reserves the right to inspect the contents of all electronic data stored on MCPSS computer equipment or Computer Resources. Users, in using MCPSS Computer Resources, expressly waive any right of privacy in anything they create, store, send or receive on MCPSS Computer Resources or through the Internet or any other computer network. Users consent to allowing personnel of MCPSS to access and review all materials Users create, store, send or receive on the computer or through the Internet or any other computer network. Users understand that MCPSS may use human or automated means to monitor use of its Computer Resources, including data stored on the local drive,

data stored on any network drive, and electronic mail.

- **Passwords**

- Users are responsible for safeguarding their passwords for access to the Computer Resources or Computer Resources. Individual passwords should not be printed, stored online or given to others. Users are responsible for all transactions made and actions taken using their passwords. No User may access the Computer Resources with another User's password or account. Use of passwords to gain access to the Computer Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the Computer Resources.

- **Viruses and Virus Protection**

- Users may not disable or remove virus protection software. Viruses can cause substantial damage to Computer Resources. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into MCPSS' Computer Resources or computer network. Virus software updates are automatically distributed regularly to Computer Resources. Users may not interrupt the update process and must report any errors in the update process immediately to MCPSS' support help desk. PCs not attached to the LAN must be updated by the User. The Information Technology Department will provide virus updates.

- **Compliance with applicable laws and licenses**

In their use of Computer Resources, users must comply with all software licenses, copyrights and all other state, federal and international laws governing intellectual property and online activities. It is MCPSS' policy to comply fully with all software copyright licenses. Employees who willfully circumvent this policy will be subject to disciplinary action up to and including termination of employment. In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

## **Computer Resources Prohibited Activities**

### **Inappropriate or unlawful material**

- Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups), downloaded from the Internet or displayed on or stored in MCPSS computers. This includes e-mails known as "Spam" and e-mails containing non business related matter. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.
- Without prior written permission from the Executive Manager of Information Technology. Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material or any other unauthorized use, including material or significant personal uses.
- Using or copying software in violation of a license agreement or copyright. Violating any state, federal or international law.

### **Waste of Computer Resources**

Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize

resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet playing games, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.

### **Accessing other User's files**

Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another User does not imply permission to read, alter or copy that file. Users may not use the Computer Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing their files and e-mail. Excepted from this provision are those persons conducting investigations or administrative duties at the request and with the authorization of the Executive Manager of Information Technology or Executive Manager of Human Resources.

### **Misuse of software**

Without prior written authorization from the Executive Manager of the Information Technology Department, Users may not do any of the following:

- Copy software for use on their home computers;
- provide copies of software to any independent contractors or third party;
- install software on any MCPSS workstations or servers;
- download any software from the Internet or any other online service to any MCPSS workstations or servers; modify, revise, transform, recast or adapt any software or reverse-engineer, disassemble or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors; and

Users who have currently copied software for home computers, distributed software or installed software on corporate computers are required to obtain approval according to the current guidelines or remove the software immediately.

If you become aware of someone using Computer Resources for any of these activities, you are obligated to report the incident immediately to your supervisor. Violations of any aspect of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

## **E-Mail Policy**

To maximize the benefits of its Computer Resources and minimize potential liability, MCPSS has created this E-mail usage policy. All computer Users are obligated to use these resources responsibly, professionally, ethically and lawfully.

Employees and other Users are given access to our computer network to assist them in performing their duties. Employees and Users, including students, should not have an expectation of privacy in anything you create, store, send or receive on the Computer Resources. The Computer Resources belongs to MCPSS and



may only be used for business purposes. Without prior notice, MCPSS may review any material created, stored, sent or received on its network or through the Internet or any other computer network.

- **Sending unsolicited e-mail (spamming)**

Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

- **Altering attribution information**

Employees must not alter the "From:" line or other attribution-of-origin information in e-mail, messages or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when participating in chat groups, making postings to newsgroups, sending e-mail or otherwise communicating online.

- **Attorney-client communications**

E-mail sent to in-house counsel, if any, or an attorney representing MCPSS should include this warning header on each page: "ATTORNEY-CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION." Communications from attorneys may not be forwarded without the sender's express permission.

- **Confidential Transmissions**

Any confidential e-mail, and/or files transmitted with it, is intended solely for the use of the individual or entity to whom it is addressed. The communication may contain material that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received an e-mail or communication in error, please notify the sender immediately.

## **Internet Use Policy**

The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our customers and clients, outside vendors and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment. Users who abuse their use of Computer Resources to access the Internet will may have access to the Internet restricted or removed. In addition, Users who violate this policy may be subject to disciplinary action, including the possibility of termination, student discipline (as applicable) and civil and criminal liability.

## **Your use of the Internet is governed by this policy:**

### **Disclaimer of liability for use on Internet**

MCPSS is not responsible for material viewed or downloaded by Users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

- **Employees' duty of care**

Employees should endeavor to make each electronic communication truthful and accurate. You should use the same care in drafting e-mail / electronic documents as you would for any other written communication. Please keep in mind that anything created or stored on the Computer Resources may, and likely will, be reviewed by others.

- **Duty not to waste Computer Resources**

Because audio, video and picture files require significant storage space, files of this sort may not be downloaded unless they are business-related.

- **No privacy in communications**

Users of MCPSS Computer Resources should never consider electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons whom you never intended.

- **Monitoring of computer usage**

MCPSS has the right, but not the duty, to monitor any and all aspects of its Computer Resources, including, but not limited to, monitoring sites visited by Users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by Users to the Internet and reviewing e-mail sent and received by Users.

- **Blocking of inappropriate content**

MCPSS may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by MCPSS networks. In the event you, nonetheless, encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to MCPSS blocking software.

- **Games and entertainment software**

Users may not use MCPSS' Internet connection to play games, download games or other entertainment software including screen savers. Educational games approved by the teacher and or administration of the MCPSS are exempt from this provision.

- **Illegal copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy.

- **Accessing the Internet**

To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to MCPSS' network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited.

- **Prohibited Activities**

The prohibited activities referenced above are also prohibited in connection with Users of MCPSS' Computer Resources use of the internet. **Users must avoid internet websites and locations that are harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate while using MCPSS Computer Resources.**

## **Students**

The board supports access by students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources.

All such materials shall be consistent with board-system guidelines and staff will provide guidance and instruction to students in the appropriate use of such resources.

Annually, students and parents will be given MCPSS' guidelines and rules governing procedures for acceptable use of the Internet describing the information available and prohibited uses of system computers. Students and parents must sign a written statement acknowledging the guidelines in order for the student to access the Internet at school.

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. In compliance with federal law, the online activities of minors will be monitored.

## **Employees**

Employees will be provided a copy of the MCPSS acceptable use guidelines and sign a statement that they agree to the terms.

**MOBILE COUNTY BOARD OF EDUCATION**  
**REQUEST FOR RECONSIDERATION OF LIBRARY/INSTRUCTIONAL**  
**MATERIALS**

School \_\_\_\_\_  
Title \_\_\_\_\_  
Media Format \_\_\_\_\_  
Author or Producer \_\_\_\_\_  
Date of Publication or Production \_\_\_\_\_

**Request Initiated By:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Does the person making this request represent a group or organization? YES  NO

If so, please identify the name of the organization. \_\_\_\_\_

How was this material selected?                  Student Choice                   Required

**PLEASE ANSWER THE FOLLOWING QUESTIONS. (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)**

1. Have you read, viewed, or listened to the material in its entirety?  
YES  NO
2. What do you find objectionable about the material? Please cite the specific passages and their relationship to the work as a whole. \_\_\_\_\_  
\_\_\_\_\_
3. What do you identify as the theme of this material? \_\_\_\_\_  
\_\_\_\_\_
4. What good features do you identify? \_\_\_\_\_  
\_\_\_\_\_
5. For what age group would you recommend this material? \_\_\_\_\_  
\_\_\_\_\_
6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended. \_\_\_\_\_  
\_\_\_\_\_
7. Do you wish to make an oral presentation to the Library Media Committee?  
YES  NO

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## EQUIPMENT RESPONSIBILITY FORM

I, \_\_\_\_\_,  
agree to pay for any damage or loss of the equipment that I  
borrowed. I am  
borrowing \_\_\_\_\_,  
MCPSS ID# \_\_\_\_\_ for an  
educational excursion or as a learning tool. I agree to share  
information with the faculty that I learned from using this  
equipment; either as an instructor or in written form,  
depending on what equipment I borrowed.

\_\_\_\_\_

\_\_\_\_\_.

Signature & Date

I know that I may have to pay as much as \$2,000.00 for  
some items.

Date

Returned \_\_\_\_\_

Inspected

by \_\_\_\_\_

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council

# FOREST HILL'S SIGNED LIBRARY POLICY AGREEMENT

## Library Advisory Committee

<b>Facilitator</b>	Latisha Shelton, Library Media Specialist/Textbook Coordinator	<b>Date:</b> 2023-2024 School Year
<b>Agreement</b>	Forest Hill Elementary Library Media Handbook	<b>Location:</b> Forest Hill Elementary

Library Advisory Committee

SIGNATURES:	REPRESENTATION:
✓ Nijah Ford <i>Nijah Ford</i>	Principal/Admin Representative
✓ Latisha Shelton <i>Latisha Shelton</i>	Library Media Specialist
✓ Kenya Chestang <i>Kenya Chestang</i>	Department/Grade Level Representative
✓ <i>D. Shank</i>	Parent at Forest Hill
✓ Mary Chambliss <i>Mary Chambliss</i>	Community Member
✓ Montannah Hunter <i>Montannah Hunter</i>	Student enrolled at Forest Hill

Other Information

Forest Hill's Library Media Handbook will be in the library, behind the circulation desk and labeled, along with Mobile County's Library Media Handbook.