

W. D. Robbins Elementary Library Media Handbook



“Building Minds for the Future”

[Robbins Elementary School](#)

[Media Center Website](#)

Mrs. Marsha Chestang, Library Media Specialist

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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.”

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.



(ALSDE – Alabama’s School Library Media Handbook for the 21st Century Learner)

Robbins Elementary School

Mission Statement

To provide the opportunity for all student to become academically successful, technologically literate, and socially competent individuals. This mission will be accomplished by providing an environment which is conducive to learning, with a challenging and updated curriculum, taught by competent and motivated staff.

This mission will be supported by parents and the community.

Motto

“Together we Will Achieve Excellence”

Robbins Elementary Library Media Program

Mission Statement

The Library Media Center is service oriented with a commitment to uphold and enrich the total educational process. The Library Media Center program is one that aims at providing every child for the constantly changing world. The focus of the program is to equip students with the necessary skills that will enable them to become life-long learners.

Vision Statement

With all the new technologies available and the rate of information changing at such a face pace, the vision of the Robbins Elementary Library Media Center is to produce students that are information literate.

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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

<https://www.ala.org/advocacy/intfreedom/librarybill>

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 next 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.

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 including page numbers and their relationship to the work as a whole. _____

3. What harmful effect do you feel might be/was the result of reading/viewing/listening to this item?

4. What do you identify as the theme or intent of this material? _____
5. What good features do you identify? _____
6. For what age group would you recommend this material? _____
7. In the place of this material, please recommend other materials which you consider to be of equal or superior quality for the educational purposes intended. _____
8. Do you wish to make an oral presentation to the Library Media Advisory Committee? YES NO

SIGNATURE of COMPLAINANT: _____

Date: _____

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 refrain 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
 - 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 Selection and Appeal Procedure

- 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.

MOBILE COUNTY BOARD OF EDUCATION

COPYRIGHT/FAIR USE

MCPSS Policy 3.51

The board encourages its staff to enrich the learning program by making proper use of supplementary materials. The staff is responsible for abiding by MCPSS copying procedures and obeying the requirements of the law. In no circumstances shall it be necessary for MCPSS 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 MCPSS's procedures or is permissible under the law should contact the MSPSS library media services. The library media services department will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

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.

The copyright *Fair Use Chart for Teachers* included in this Handbook 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. *Please refer to the Mobile County Library Media Handbook for additional information about copyright and specific guidelines on "Fair Use".*

COLLECTION DEVELOPMENT

Selection and Acquisitions

A collection development policy provides the basis for developing and maintaining the collection through the planned purchase of materials in diverse formats to meet instructional needs. The policy includes guidelines for selection, deselection (weeding), and challenged materials. The collection should provide up-to-date print and digital resources that supports the curriculum and state standards, reflects an appreciation of diversity and recognition of different learning styles, and promotes independent reading and learning as well as technologies for accessing and producing information.

(Alabama's School Library Media Handbook for the 21st Century Learner)

Criteria for Selection of Resources

Selection of library media instructional, informational, and recreational resources requires analyzing material content regarding 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
- Requests from patrons
- Appropriateness for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Organization and presentation
- Importance of the subject matter
- Durability and sustainability
- Appeal and appropriateness to students' reading ability
- Accuracy and validity
- Reliability/authority of sources
- Reputation and significance of the author, artist, composer, etc.
- Award winning materials recognized for literary and/or artistic value
- Format and price
- Currency

Procedures for Selection

In selecting items for purchase, the Library Media Specialist:

- Evaluates the existing collection using the following tools:
 - Performs a collection analysis using Titlewave, Permabound, or other source
 - Runs a “collection by age” report and identifies Dewey areas that need updating
- Consults professionally recognized selection resources
- Consults with the library advisory committee about school-wide needs, grade level curriculum needs, and community needs
- Analyzes course content and textbook coverage for each subject
- Uses knowledge of student needs, interests, goals, abilities, and concerns
- Purchases multiple copies of items according to demand.
- Replaces worn, missing, or outdated items on an as needed basis.

Donations & Gifts

Gift materials are accepted or rejected according to the selection criteria and processed according to processing and cataloging criteria for all other library materials. Donations not used in the Library Media Center will be passed on to classrooms or charity organizations. Upon donation, materials become the property of the school and the school reserves the right to use the material as is seen fit. Monetary donations will be deposited into the local school Library account and used to purchase resources for the Library Media Center.

Ordering of Materials

Depending on the source of funding, materials will be ordered either through a local school purchase order or through a Central Office requisition using NextGen. When compiling a large book order, attach a list of all books being ordered following vendor specifications. Include a “Do Not Exceed” amount.

Quality, service, discounts, availability of MARC records, and processing options are considerations when selecting a vendor. It is recommended that MARC records and processing be purchased when available. Some materials must be ordered directly from the publisher. Publisher's Library Binding and Publisher's Library Edition are recommended for all School Library Media Centers. The material format must be strong, practical, suitable for its purpose, and easy to use.

Some materials are available through the MCPSS bid process. See *MCPSS Active Contracts* for more information.

COMPUTER, INTERNET AND ELECTRONIC COMMUNICATION ACCEPTABLE USE

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.

Prohibited Activities

The following activities, items or materials are prohibited:

- **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:

- (1) Copy software for use on their home computers;
- (2) Provide copies of software to any independent contractors or third party;
- (3) Install software on any MCPSS workstations or servers;
- (4) Download any software from the Internet or any other online service to any MCPSS workstations or servers;
- (5) 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
- (6) 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 belong 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 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.

See also Board Policy 6.12

References – Procedures: *Computer, Internet and Electronic Communication Acceptable Use*

Date Adopted: December 11, 2007

Public Hearings: March 19, 2013, March 25, 2013 Amended: March 23, 2011, March 25, 2013

RECORD KEEPING/REPORTS

Each Library Media Specialist will maintain accurate and timely records regarding the collection, the budget, circulation, and use of Library Media Center resources for a minimum of three years. Each Library Media Specialist is required to conduct an end of the year inventory and complete an Annual Report. The annual report and results of the inventory must be submitted to the District Library Supervisor before the Library Media Specialist leaves school for summer break.

Patron records will be kept confidential.

Lost/Damaged Library Books

Parents/Guardians of students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be the recorded replacement cost in Destiny or \$15 per book if there is no replacement cost recorded. Fines for replacement of labels will be \$2 per book. Damage fines will vary depending upon whether the book can be repaired and what the repair involves. Parents/ Guardians of students may be required to pay a replacement cost if the book is damaged beyond repair. Fines charged for overdue books will be determined by the local school Media Specialist and Principal.

Check-out privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

Monies Collected

All monies collected for damaged or lost materials and overdue fees should be placed in a separate library fund or account by the school's bookkeeper and designated for library purposes.

Monies collected at one school for lost/damaged book fines that originated at another school, will be sent to the originating school for deposit and receipting. The Library Media Specialist at the originating school will notify the Destiny administrator so that the student's record can be cleared.

Books returned to one school but belonging to another school, can be returned to the originating school through the school mailbag.

Local School Library Media Advisory Committee

A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee should be formed and used as an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

- Administrative Representative
- Library Media Specialist
- Department/Grade Representative
- Student
- Parent
- Community Member

Robbins Elementary Library Media Advisory Committee

- Teronda Smith, Principal
- Marsha Chestang, Library Media Specialist
- Jennifer Todd, Kindergarten Teacher
- Trinishia Clausell, First Grade Teacher
- Chalea Zellner, Second Grade Teacher
- Sharla Bennett, Third Grade Teacher
- Kimberly Renihan, Fourth Grade Teacher
- April McKeller, Fifth Grade Teacher
- Darrah Dial, Student
- Dewan Ayler, Parent
- Elain McPherson, Community Member

Robbins Elementary Circulation Policy

Faculty/staff, students, and parents are the patron served at our library media center.

Faculty/Staff:

Teachers are allowed to check-out 20 books from the LMC for a two-week period*. After 14 days, the item is considered overdue. The faculty member may renew the item if the item is not on hold by another patron. Teachers may send in a request via email 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. We do not charge overdue fines, however, fines are charged for lost and/or damaged books.

*Additional books/materials may be checked-out at the media specialist's discretion.

Students:

Students may visit the library during any open check-out time. Students in 1-5 may check-out 2 library books for a two-week period. After 14 days, the item is considered overdue. The student may renew the item if the item is not on hold by another patron. We do not charge overdue fines, however, fines are charged for lost and/or damaged books. **Check-out privileges will be suspended when a patron has overdue materials or lost/damaged library fines at any school in the Mobile County Public School System.**

Parents:

Check out limit – 5 items

Loan period- 2 weeks

We do not charge overdue fines, however, fines are charged for lost and/or damaged books. **Check-out privileges will be suspended when a patron has overdue materials or lost/damaged library fines at any school in the Mobile County Public School System.**

Different format policy:

All library materials regardless of format adhere to the policy guidelines above.

Overdue fines:

Fines will not be charged for books that are overdue unless a period of time that lapses constitutes that the book is lost. The fine will then be the cost of replacing the library book.

Computer Passwords:

Passwords for any computers or programs should not be posted or shared with anyone.

Library Rules & Procedures for Students

Students will adhere to the following rules and procedures in the library media center at all times:

- Students will obey all school rules while in the library media center.
- Students will enter quietly and always walk while in the library media center.
- Students will always use inside voices in the library media center.
- Students will use all library materials and equipment responsibly.
- Students will adhere to the Acceptable Use Policy and copyright policy when using the internet.
- Students will follow circulation procedures.
- Circulation Procedures
 - Students will wait in the check in/ check out lines for their turn at the computer.
 - Students will scan the front cover of their library book to check the book in.
 - Students will place the scanned book, spine out, on the red return cart.
 - Students will use a shelf marker to select another book.
 - Students in grades 2nd-5th will be allowed to search Atrium for books after instruction on the program.
 - Students will return shelf markers to designated containers.
 - Students will wait in the check out line for the librarian to check out the books.

The Robbins Elementary Media Center abides by the policies and procedures outlined in the MCPSS Library Media Handbook. Please see the MCPSS Library Media Handbook for additional and more detailed information on the policies and procedures outlined in the Robbins Elementary Library Media Handbook.

MCPSS Library Media Handbook LINK

LIBRARY MEDIA CENTER SCHEDULE – 2022 / 2023

Mon.	Tue.	Wed.	Thurs.	Fri.
8:00-8:40	8:00-8:40	8:00-9:00	8:00-8:30	8:00-9:00
Technology Support	Technology Support	Technology Support	Technology Support	Technology Support
8:45-9:15	8:40-9:40	9:10-9:40	8:40-9:10	8:40-9:10
May	Open Circulation	McKeller	D. Smith	Zellner
9:45-10:15	9:50-10:20	10:00-11:00	9:30-10:30	9:30-10:45
Ayler-Davis	Renihan	Open Circulation	Open Circulation	Open Circulation
10:30-11:00	10:30-11:00	11:00-11:30	10:30-11:00	11:00-11:30
Planning	Bennett	Lunch	Planning	Lunch
11:00-11:30	11:00-11:30	11:30-12:00	11:00-11:30	11:30-12:00
Lunch	Lunch	Planning	Lunch	Planning
11:40-12:10	11:30-12:00	12:00-12:30	11:30-12:00	12:00-1:00
McMillan	Planning	Todd	Wells	Open Circulation
12:30-2:30	12:00-12:30	1:30-2:00	12:15-1:15	1:15-1:45
Open Circulation	Technology Support	Cochran	Open Circulation	Ladd
2:30-3:00	12:45-1:15	2:00-2:40	1:30-2:00	1:45-2:40
Technology Support	Clausell	Open Circulation	Matthews	Technology Support
2:50-3:00	1:30-2:40	2:50-3:00	2:00-3:00	2:50-3:00
Teacher on Duty	Open Circulation	Teacher on Duty	Technology Support	Teacher on Duty