I. Policies

F. MEDIA SERVICES POLICIES

1. **Circulation Policy**

In accordance with the Georgia Board of Education and the Cobb County School System, the Media Center is available for student and instructor use on a flexible schedule. Resources will be available at the point and time of need. It is optimal for classes to sign up each week for an appointed class time when coming in a group. (Media Programs)

Georgia Law (O.C.G.A. 24-9-6) strictly governs the privacy of student library circulation records. Only parents with the appropriate release on file, (see appendix), media center workers, or school staff needing access for normal professional duties (such as for student withdrawal) are permitted to view circulation records.(Confidential nature of certain library records)

The Following codes will be used as circulation format indicators:

AV/AVV – Audio Visual Video

AV/CD – Audio Visual CD

AV/DVD – Audio Visual DVD

AV/K – Audio Visual Kits

B – Biography

C – Chapter Books (Beginner)

E – “Everybody” or Easy Readers

EQ – Equipment (Laptops, Cassettes, ELMOS, Overheads, etc.)

F – Fiction

LC – Listening Center

P – Professional

PR – Parent Resource

REF – Reference

VID - Video

2. **Overdue Policy**

Fines are not imposed for overdue books. Students that lose or return irreparably damaged materials will be assessed the market cost of the material. Final report cards will be held until fees are collected. If a student withdrawals this information will be sent along to the new school. If they change schools within Cobb County, their records in Destiny will remain with them. Records are maintained of these lost materials in order that replacement materials might be purchased in the future.

3. **Video Policy**

According to Cobb County Media Policies, adherence to fair use guidelines and other relevant copyright stipulations shall be assured. In no instance shall library media materials and/or equipment be used in such a manner as to violate Board Policy, District Administrative Rules or state and federal law. (Media Programs and Supplementary Materials Selection, 2008)

Videos owned by the school Media Center have been approved for classroom viewing. It is the responsibility of individual teachers to preview videos to check for relevance and appropriateness for grade level.

Only G rated films can be shown without prior administrative permission and a signed letter of permission from parents. (See appendix for sample letter) PG films may be shown with prior administrative permission and a signed letter of permission from parents. Rated R films may not be shown.

Rented films and privately owned movies and videos must follow the above guidelines and must be in used in compliance with the Fair Use Act.

Guest speakers that plan to show videos need to have videos preapproved and need to follow the Fair Use Act.

Any student that does not have signed permission to watch a video must be provided the opportunity to receive the information provided in the video in another format and must not be made to feel punished during the viewing of the video.

4. **Inventory Policy**

According to Cobb County Media Policies, an inventory of all library media materials and equipment shall be taken at least once every two years. During this inventory any worn, outdated, expended and unused instructional materials shall be discarded or withdrawn. Equipment shall be removed from inventory when no longer functional or needed. (Media Programs and Supplementary Materials Selection, 2008)

The following board rules are to be considered when completing the inventory

* Board rules require that full collection inventory be performed every two years, and books should be inventoried annually.
* Board rules also require that school staff comply with the inventory and collection accounting guidelines established by the LME department.
* Items that do not satisfy the [definition of library media materials](http://www.cobbk12.org/centraloffice/librarymedia/Policy/Definition/Definition.pdf) should not be cataloged in the Destiny Library Manager system.
* Items removed from the collection should be [disposed of properly](http://www.cobbk12.org/centraloffice/librarymedia/Policy/Disposal/index.htm). (Library Media Education)

The biannual inventory will take place during the last two weeks of the school year. The media center will remain open; however students will not be permitted to check out materials during this time. Teachers and staff will continue to be permitted to checkout items to use for instruction.

Smaller inventories of sections of the media center can be done at the media specialist’s discretion.

Prior to inventories, a use report can be run from Destiny to help with decision making about items to weed from the collection. Books that are outdated and unused can be examined to decide if they still meet the needs of the media program.

Inventories can also be used to note items that need repair and cleaning.

Classroom teachers will complete an inventory form of items being used in the classrooms. These forms will be compiled along with a completed inventory report from Destiny. This report will be made available to the appropriate building level administrators. It will also be filed in the media center.

Prior to biannual inventory, a thorough weeding of the media center needs to be done in order to maintain materials that are still useful and timely.

Weeding is defined as the practice of discarding excess copies, rarely used books, and materials with incorrect information or no longer relevant to the curriculum or needs of students.

Weeding should not be used as a means for withdrawing materials which are of a controversial nature or needing re-evaluation. The county adopted policy for handling the re-evaluation of materials should be followed for controversial material.

G. CARE OF MATERIALS POLICIES

1. **Damaged Books and Materials Policy**

Students that return damaged books are responsible for the cost of the repairs. If the book is repairable (torn pages, spine needs fixing etc,) the student will be able to continue to check out books. If the damage is irreparable, the same policy as below will be used.

2. **Lost Books and Materials Policy**

Students that lose or return irreparably damaged materials will be assessed the market cost of the material. Final report cards will be held until fees are collected. If a student is withdrawn from school this information will be sent along to the new school. If they change schools within Cobb County, their records in Destiny will remain with them. Records are maintained of these lost materials in order that replacement materials might be purchased in the future.

3. **Weeding Policy**

Weeding

Prior to biannual inventory, a thorough weeding of the media center needs to be done in order to maintain materials that are still useful and timely.

Weeding is defined as the practice of discarding excess copies, rarely used books, and materials with incorrect information or no longer relevant to the curriculum or needs of students.

Weeding should not be used as a means for withdrawing materials which are of a controversial nature or needing re-evaluation. The county adopted policy for handling the re-evaluation of materials should be followed for controversial material.

General guidelines for weeding are:

1. Last date of circulation ­ If the material has not been in general use during the past three to five years (depending on the type of material).

2. Physical condition - If the condition is badly worn or excessively dirty, the item may be weeded, and a decision concerning replacement should be made.

3. Timeliness - This is one of the most frequent criteria: Reference may be to: (a) out-of-date materials, particularly in the sciences and technology. A rule of thumb is to reconsider almost anything more than three to five years of age, (b) materials no longer in demand, or that no longer support the curriculum or current community needs (c) older editions no longer used, and (d) dated textbooks, where they are part of the collection.

4. Reliability- ­ Viewpoints change and must be reflected in the collection.

5. Duplicates- ­ Where there are duplicates and none seem to be circulating or used, a single copy may be all that is needed. At a later date (one to two years) the single copy should be reconsidered for weeding.

6. Reference works should be given special attention in order that all the above criteria be applicable in all of the special areas. Current information in this area is critical. (Media Services, n.d.)

4. **Mending and Repairing Print Materials Policy**

Media center materials shall be properly maintained to ensure their lasting for as long as possible. Items that are brought to the attention of media center staff in need of repair will be repaired as needed. All other items will be periodically examined to look for items needing mending and/or cleaned.

The media center staff will make repairs to books limited to taping torn pages, cleaning and erasing marked pages, and taping loose pages. For any required repairs beyond these minor repairs, the patron responsible for the damage will pay the assessed value of the book. Binding and rebinding repairs will only be an option for books that are valuable or irreplaceable, which will be performed by a school district-approved commercial book binder. It is the responsibility of the media center staff to clean and repair books as often as they can be repaired, and the media specialist will make the decision on whether or not a book can be repaired or discarded. This decision will be based on the assessed need or demand for the book, the cost of a replacement, the availability of other copies in the media center, and the content value of the book. Paperback books, consumables and donated materials may be discarded if deemed irreparable.

II. Procedures

A. MEDIA CENTER PROCEDURES

1. **Circulation Procedures**

Student orientation will begin the 2nd full week of school. Orientation will start with fifth grade students and move down through the grades. After orientation students in grades five through one will be permitted to check out up to two books. Kindergarten students will be allowed to check out one book at a time. Students may keep books for up to two weeks.

Teachers can begin checking out class sets of books or books for instruction after the second preplanning day.

Teachers will be given a bar code for each student. They may choose the method for these bar codes to be used. Each student needs to bring their bar code with them to the library when they come for checkout. Barcodes are scanned to begin checkout process. Students can use the keypad to enter their library number if they know it. Always check screen to verify it is the correct student and to check to make sure there are no overdue books that need to be returned.

Check out is continuous throughout the school year. Students may keep book out over holidays. All student materials need to be returned before the beginning of the last two weeks of school. Teachers may keep materials until post planning.

In accordance with privacy laws, if anyone other than the student, themselves, wishes to access student circulation history, the Library Media Patron Information Request Form (see appendix) must be completed and on file with the Media Specialist.

2. **Overdue Procedures**

Overdue notices are distributed monthly by means of a report mechanism in the circulation system. (see appendix) Once printed, they are stapled and delivered to the appropriate students. After several attempts to retrieve the missing item(s), the same circulation system report is sent home to the attention of the parent(s) with a market replacement cost for the item. If the item is still not retrieved nor proper restitution made, the item is deemed as lost and removed from the system. Circulation privileges will be denied until restitution is made. Overdue/lost materials can follow a student within the school system and can impede the distribution of report cards. Debts may be forgiven in extreme cases.

3. **Video Procedures**

Videos that belong to the Dowell Elementary media center can be checked out by teachers to show in their classrooms or to be shown on closed circuit TV. Videos are located in the leveled book room arranged by call number.

Videos owned or rented by teachers can be shown through closed circuit by arranging with media specialist and filling out a closed circuit viewing request form. (See appendix for Closed Circuit Viewing Form)

4. **Inventory Procedures**

Teachers will be asked to fill out Classroom Inventory Forms two weeks prior to the beginning of the inventory of the media center. The inventory of the media center will be conducted the last two weeks of school. At the beginning of inventory student checkouts will no longer be permitted. Teachers may checkout class sets of books or books needed for instruction, but those books will not go home with students. All students with books still checked out will be given a stapled reminder to return these books to the media center. Classroom inventory forms will be returned no later than one week before school is out. The media center will remain open, but there will be no student checkouts. The media specialist and the paraprofessional will perform the inventory. Inventory will begin with the books in the collection in whichever order is deemed necessary by the media specialist. All books will be marked lost in Destiny. Then using a laptop with a scanner and a cart each book will be scanned. Books needing repair will be logged on a clipboard with title, call number and extent of the damage. These books will be pulled for repair after completion of the inventory. Shelves will be straightened and ordered as necessary. Following completion of the inventory in the main media center, teacher resources and videos will be inventoried following the same guidelines as above. Teachers are asked to return all books checked by the end of the first post planning day. As these books are checked in they are inspected for damage, added to the inventory and returned to their proper place. Last a report will be run of all items not found during the physical inventory. A separate form for each student with books still checked out is printed. These reports are stapled shut and delivered to teachers for them to attach to final checkout procedures so those children’s report cards are not mailed until the books are returned or paid for.

The following procedures are from Cobb County as a resource for preparing for inventory.

1. **Understand the purpose of an inventory**
* Important part of collection development
* Helps identify accounted for & unaccounted for items
* Helps identify items that are missing vs. misshelved
* Helps identify items that are not in the system
* Helps identify damaged items that may need to be discarded
* Helps track changes in collection
* Helps with required annual reporting
* Cobb Policy IJK requires inventory every other year
1. **Preparing Yourself for Inventory**
* Read all the Online Help for “inventory”
	+ *Conducting a library or district media center inventory*
	+ *Starting a library or district media center inventory*
	+ *Inventory reports for the library or district media center*
* Read the On Screen Help
	+ *How do I conduct an inventory at my library or district media center?*
* Review the on-demand, eLearning modules (training videos) from the Follett web site (you will need your Follett Customer Number)
* Compile a list of questions for Follett
* Outline the needs of your staff & students
* Talk with your Administration
* Review additional considerations:
	+ *Carpeting/painting projects*
	+ *Circulating or not while inventorying*
	+ *Hardware availability*
	+ *Staff availability (including student & volunteer assistance)*
* Decide on a strategy and method to be used during the process (complete or partial)
* Develop a your procedures and timeline based on your resources
* Prepare chart (document) to track progress
* Develop simple directions for volunteers
* Communicate plan & timeline to staff & students
1. **Preparing Your Faculty & Students**
* Meet with your Library Media Committee and your administration to review the Inventory Plan
* Communicate the inventory plan and timeline to your faculty & students
* Communicate how inventory may impact access to resources and services
* Meet with faculty members needing special attention due to inventory timeline
* Send reminders about Inventory Plan as the timeline progresses
1. **Preparing Your Collection**
* Straighten shelves
* Check In and Shelve all items
* Run overdue notices/lists
* Collect Overdue Items
* Import any new items
1. **Preparing Your Software**
* Review Collection Statistics Summary
	+ Identify Prefixes that need attention/clean-up prior to inventory
* Review Library Info to identify the number of “Lost” prior to inventory
* Check Inventory to make to clear out any “In Progress” inventories
* Check old Job Manager jobs for other inventory reports to be deleted
* Review the list available from the Inventory Menu and delete items for
prior years as needed
1. **Preparing Your Hardware**
* Simple, “Toyota” Setup
	+ Laptop Computer
	+ AV Cart
	+ Desk Scanner
	+ Post-its™, pencils, etc.
* Advanced, “Lexus” Setup
	+ 2 Laptop Computers
	+ 2 AV Carts
	+ 2 Desk Scanners
	+ More Post-its™, pencils, etc.
1. **Preparing a Practice Run**
* Select a small sample (no more than 200 items & select a highly circulated area)
* Start an inventory for that section
* Wand items into inventory
* Finalize the inventory for that section
* Review reports
* Write down questions for Follett (to call for clarification)
* Modify your process as needed
* You are ready-to-go! (Library Media Education)

Appendix

**Library Media Patron Information Request Form**

To be completed by any school staff member requesting access to a student’s library media circulation status or history.

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information Being Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that the confidentiality of library patron circulation information is protected by Georgia law, and I understand it is unlawful to disclose this information to anyone other than the student and his or her parent/guardian.

I understand that it is unlawful to request or use circulation records for purposes outside the scope of my normal professional responsibilities.

I understand that a copy of this request will be kept on file, and I understand that a copy of this request may be provided to the student and his or her parent/guardian.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Date

Dear Parents,

The following film will be shown to your child’s class on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a PG film. The purpose of showing this film is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This film is connected to the following standards:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below if your child has permission to view this film. Please note children without permission are still able to meet the standards through other means.

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has permission to view this PG film.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Date

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Materials Were Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent or Guardian,

Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has one or more overdue library books. Please help your child locate and return the books as soon as possible. It may seem unimportant to keep one or two books, but we have \_\_\_\_\_\_\_\_\_ missing from our collection. The estimated cost of replacing these books is over $\_\_\_\_\_\_\_\_\_. It would be much better to spend our limited funds on new materials than to replace books that have not been returned. Please help us by returning or paying for the books that your child checked out.

You might have your child look in the following places:

1. In the toy box
2. Under the bed
3. In the bed
4. In the car
5. On the coffee table
6. In the closet
7. In your brother’s or sister’s room
8. Wherever you put your things when Mom tells you to clean your room
9. At your grandmother’s house
10. In your classroom

The titles and replacement cost are listed below.

Book 1 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_

Book 2 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_

Book 3 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_

If the book or books are lost, you will need to pay the replacement cost. If the book is later found and returned in good condition, the money will be refunded to you.

If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

Media Specialist

Closed Circuit Viewing Request Form

Directions: Fill out top and bottom. After approval bottom will be returned to requesting teacher and top will be placed in pocket in media room as a reminder.

Name of requested video: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of viewing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_

Channel \_\_\_\_\_\_\_\_

--------------------------------------------------------

Name of requested video: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of viewing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_

Channel \_\_\_\_\_\_\_

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