



# Provine High School



**"One School, One Team, One Dream.....RAM Pride"**

## *Library Media Center Policies & Procedures Manual*

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# *Mission Statements*

## *Department of Education Mission Statement*

The mission of the Mississippi school library media centers is to assist in providing a quality education for every child and to encourage lifelong literacy and learning through reading. Library media centers provide an environment in which students and staff learn to access, evaluate and apply information using a variety of print and electronic formats. The library media center supports the school's curriculum and assists members of the learning community in becoming effective users of information.

## *Jackson Public School District Library Mission Statement*

The mission of the JPSD Library Media Program is to build a literacy foundation that will enable and empower its scholars to transition into life-long learners.

The program will provide scholars the opportunity to be part of our vastly developing world through books, authentic learning experiences, resources from all points of views and cohesiveness with the district's curriculum goals, objectives, and values.

## *Provine High School Mission Statement*

The mission of Provine High School is to provide a well-rounded educational foundation in an ever-changing society.

At Provine High School, all students will be taught to think critically and creatively to develop their potential through a diverse program of courses and activities that will help them mature into productive and responsible lifelong learners.

## *PHS Library Media Center Mission Statement*

The mission of the PHS Library Media Center is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

## *Personal Mission Statement*

My mission is to create opportunities for students to appreciate literature and the cultural arts, to learn creative thinking skills, to become critical seekers of information and ideas and to use instructional and educational technology effectively so they may become independent life-long learners and decision makers.

# *Vision Statement*

## *JPSD Library Vision Statement*

All JPSD libraries will be the chief academic respondent to literacy, research and writing.

## *PHS Library Media Center Vision Statement*

The vision of the Provine High School Media Center is to provide an atmosphere that is conducive to academic research and life-long learning and will be recognized as an accessible center of research, learning, and creativity focused on student success.

# *Operational Procedures*

## *Hours of Operation*

The PHS Library Media Center is open Monday through Friday from 7:45 a.m. until 3:45 p.m. every school day. Students are able to use the library in the mornings from 7:45 a.m. until 8:15 a.m. individually to use computers or Internet, to check out books, to use periodicals, or to browse. Teacher permission is needed during class times.

If students need to stay after school to complete assignments/projects, a 24 - 48 hour notice must be given.

The Media Center is available for club meetings, however it is the responsibility of the club sponsor to sign up for the appropriate date on the media center calendar.

# *Scheduling*

There is no fixed schedule for grades 9-12. Teachers are encouraged to plan class lessons, which include research and reference materials and to schedule time for classes to meet in the library and/or projects using the computer lab. Teacher and librarian collaboration beforehand assures the best use of resources and time. In order to reserve classes for the library, fill out the “Library Assignment/Class Reservation Form” at the circulation desk a week in advance in order to plan classes accordingly. In order to reserve the media center:

- A planning meeting with the Library Media Specialist is required
- The teacher is responsible for signing classes in and out of the media center
- The teacher is responsible for monitoring his/her class. The Library Media Specialist and student workers are here only to assist patrons.

A detailed calendar of library reservations is posted and updated daily on the library webpage ([www.jackson.k12.ms.us/provine](http://www.jackson.k12.ms.us/provine)). To see if the media center is available check the website first.

## *Technology Cart Policy*

Teachers are able to schedule the Laptop Carts for classroom or library use. The schedule is on the first-come, first-serve premise; however, if a teacher is found dominating the schedule, then the policy will be revised to limit the number of times a teacher can schedule the carts during a nine-weeks. Students and teachers are required to sign out for each computer. Teachers are to check the condition of the computer when returned and are liable for any computers damaged or lost while in their classroom. Teachers are also responsible for the computers when in use by their class in the library. No technology carts will be used in classrooms with substitute teachers; therefore, if computers are necessary, teachers will have to schedule those classes in the library.

Mr. Garry and Ms Norwood are responsible for the distribution of the MacBooks and MacBook Carts. If you have any questions or concerns, speak to one of them.

# *Circulation Policy*

The loan period for book checkout is two weeks. Students may checkout two books for a period of two weeks. Renewals are limited to two. Special permission for more materials may be granted when necessary. To renew a book(s), patrons must bring the book(s) to the media center on or before the due date.

Faculty may check out books from the Professional Collection. This collection covers most curricular areas. Teachers may check out books and print reference materials for only a nine-week period at a time with one renewal allowed. Invoices will be issued to faculty for lost books.

## *Reference Materials*

Reference materials are to be used by students in the library media center. Teachers may borrow reference materials for use in the classroom when necessary.

## *Audio Visual Materials/Equipment*

Students are not allowed to checkout AV materials without special permission. Students may use audio visual materials in the library media center to make up a class assignment.



## *Fine Policy*

Overdue slips and fine notices will be printed out and distributed to students at school periodically. No new loans will be permitted until overdue materials are returned and fines are paid. All fines must be paid before and circulation can be renewed. Students are fined \$0.05 for each school day a book is late. Seniors WILL NOT receive a diploma nor transcript if book fines are not paid. Freshmen, sophomores and juniors WILL NOT receive a final report card if fines are not paid. Fines can be paid to the front office over the summer months. Patrons must TURN IN THE BOOK(S) AND PAY FINES in order to receive their final report card. If the book is not returned, the patron MUST PAY THE COST OF THE FINE, IN ADDITION TO THE COST OF THE BOOK.

# *Rules*

Student patrons of the library media center must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

## *Rules*

1. Use a quiet voice so as not to disturb other media center patrons.
2. Take care of all library media center materials.
3. Keep hands, feet, and objects to self.
4. Leave food and drink outside the library media center.
5. Follow Internet AUP guidelines. Sign in at the desk when using a computer.
6. Do not print from computers without permission.
7. Listen and follow directions from all library media center staff.

## *Consequences*

1. Verbal warning from a media center staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

## *Sign-In Procedure*

Students that come into the library media center in the mornings from 7:45 a.m. – 8:15 a.m. must sign-in in the Student Sign-In Binder. The student must print his/her name, time, and purpose for using the media center. Upon leaving the library the student must sign-out by putting the time that they are leaving the media center and his/her signature.

Students will present appropriate library/hall pass from teacher when entering the library. On each pass should be the student's name, when the student left the classroom, teacher's signature, and student's purpose. Students will sign in/sign out when using the library during class time.

Logs will be kept for record due to a policy set forth by MDE and Jackson Public School District.

Provine High School Library Media Specialist WILL NOT write late passes to class; therefore, it is the students' responsibility to manage their time while in the library.

# *Network Acceptable Use Policy<sup>1</sup>*

With the spread of telecommunications throughout society, including the educational environment, the Board recognizes that students and employees will shift the way they access and transmit information, share ideas, and communicate with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Board expects all users of the district's computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately.

## *Provine High School Library Media Center Computer Lab Rules<sup>2</sup>*

1. Computers are not to be used as a gaming device during school hours (7:45 a.m. – 3:45p.m.).
2. Downloading of games, music, or other programs and application are not allowed.
3. Formats, screensavers, desktops, icons, and properties should not be personalized or reformatted.

## *Saving documents*

Documents can be saved to the library computer in the documents folder by using the student's last name\_teacher's last name. Saving documents in such a manner

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<sup>1</sup> Jackson Public School District Board Policy JIAA Acceptable Use & Internet Policy

<sup>2</sup> Refer to the JPSD Student Handbook for the complete Network Acceptable Use Policy

will decrease plagiarism. However, documents will be deleted at the end of each month. Best practice is to purchase a flashdrive in order to save documents.

## *Using Email and the Internet Wisely<sup>3</sup>*

### *Using E-mail Wisely*

1. E-mail encourages informal communication because it is easy to use.  
However, unlike a telephone call however, e-mail creates a permanent record that is archived and often transmitted to others. Remember that even when you delete e-mail from your mailbox, it still may exist in the system for some period of time.
2. Be cautious about what you send and to whom. Do not say anything in an e-mail that you would not want to see republished throughout the JPSD, in Internet e-mail, or on the front page of the local newspaper. Remember that e-mail invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.
3. Beware of the "Reply All" button. Often your message only needs to be returned to one individual -- is the message really appropriate for (and should it really take the time of) everyone on the address list.
4. You can create liability for yourself and the JPSD. For example, within or outside the JPSD, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use e-mail to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and JPSD policy. Make sure none of your activities violate any law or policy.

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<sup>3</sup> Puckett High School Library Media Center Policies & Procedures Manual

5. Please keep in mind that because of intermediary server problems and other potential delays, Internet e-mail can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.
6. Finally, beware of sending attachments. They may arrive garbled if the recipient is using a different e-mail system.
7. E-mail attachments can introduce viruses into the system, and you can introduce a virus into a recipient's system by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet. If you do not know the sender of Internet e-mail, consider routing the message to the IT staff that can open the attachment for you on a computer isolated from the District network. While that should prevent activating a virus, it will not stop certain other infections (e.g., a logic bomb). Please do not open attached files ending in "EXE," "BAT," or "COM," as these files may be viruses or programs designed to delete data from the computer.

### *Using Internet Access Wisely*

1. Be guarded about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the District's.
2. Read the "License" or "Legal" contract terms on every site. Do not accidentally bind the JPSD to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the JPSD equipment or Internet account.
3. Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that

it is the "government" and not a government-related entity such as the post office.

4. Be aware of the "Do you want a cookie?" messages (if you have configured your browser to get such messages). If you answer yes, whatever activity in the site owner to help it will log which you are engaged or its advertisers develop a profile about you or the JPSD. It is possible that your browser is set to accept cookies without asking you each time.
5. You can create liability for yourself and the JPSD. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the Internet to harass or discriminate against someone, or if you provide private information or data about someone, you may violate applicable laws or JPSD policy. Make sure none of your activities violate any law or policy.
6. Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

# *Programs and Services*

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time.

Copying/Printing/Scanning

Laminating

Binding

Periodicals including newspapers and magazines

Computers/Internet

A-V Equipment

Professional Development

Information Literacy Skills

Equipment Repairs and Troubleshooting

Technology Integration

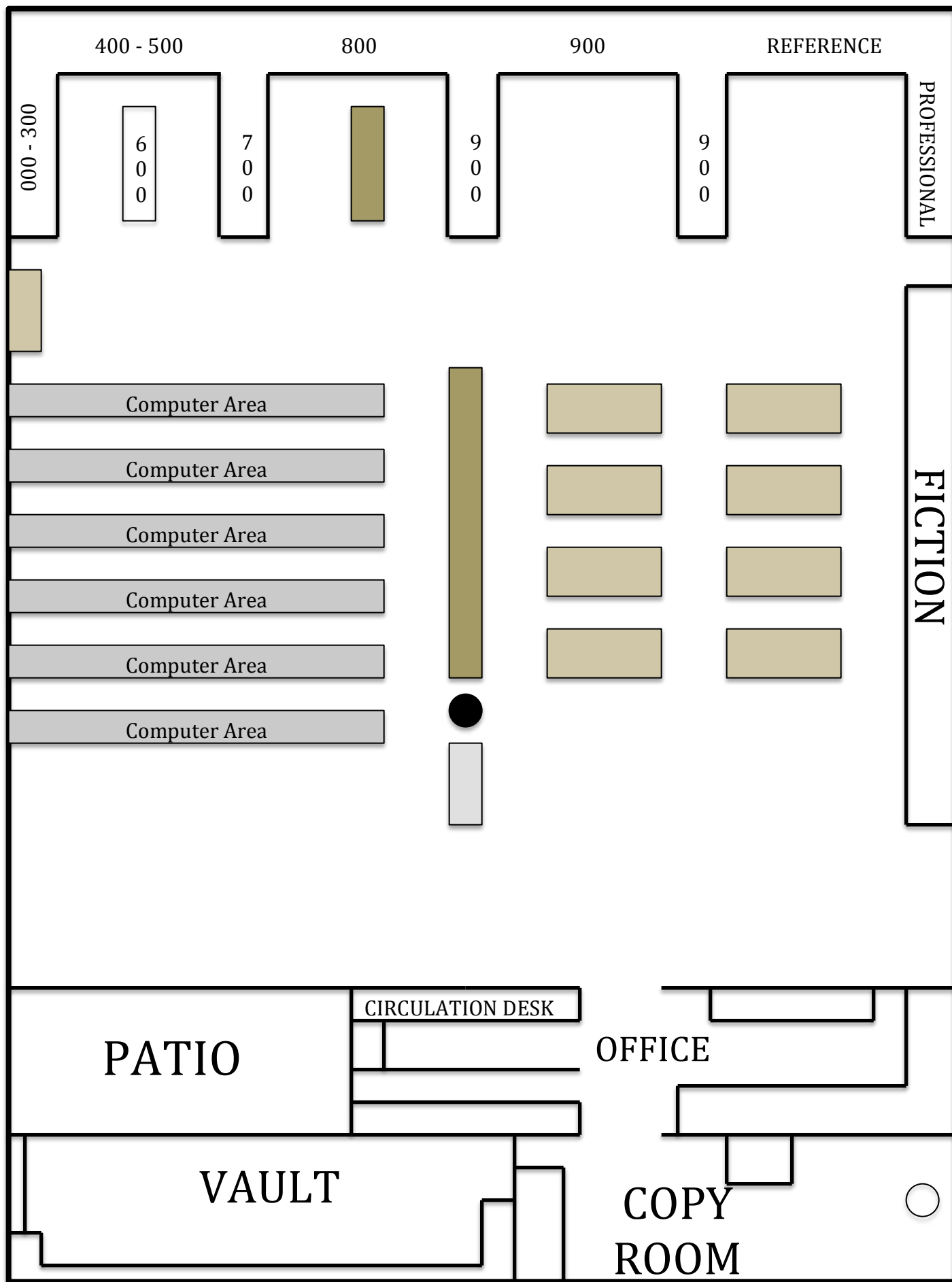
School Scrapbooks

Presentation Equipment

Computer Lab

Library Media Web Page





## 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, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.