

Library User's Guide

Westlake High School Media Center



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Objectives

The objectives of the Westlake Library Media Center are founded upon the objectives of the school. The media center exists to support and further the school's effort to achieve its goals. It is in this way that the philosophy, goals, and objectives of the school become the foundation upon which the library media program is structured and implemented, including its services, activities, and policies. It is the goal of the library media program to provide the resources and skills necessary for students to discover information independently.

Size and Nature of the Collection

The Westlake HS Library Media Center collection presently contains approximately 15,000 volumes designed to meet the needs of secondary students in the completion of curriculum objectives and to meet their interests. This media center serves approximately 1800 students and 120 staff members.

Hours of Operation

The library media center will open daily at 7:20 a.m. and will close Monday-Thursday at 3:30 p.m. and at 2:30 p.m. on Friday with the following exceptions:

1. The library will be closed for county in-service meetings.
2. It will also be closed for various activities as requested and/or approved by the administrative team.

Mrs. Hardison's duty-free lunch will be period C and Mr. Cianfichi's duty-free lunch will be period B. Planning periods will be taken as scheduling permits.

Library Policy: Circulation/Distribution/Accessibility

Students entering the library shall be under the supervision of a teacher; otherwise, unsupervised students shall have an official library pass signed by the teacher indicating specific objectives to be completed. No single student should receive a pass to the library on a daily basis. Passes from substitute teachers are not allowed. During lunch and after school, students must present an official library pass** and have an assignment.

We welcome students with research assignments and appropriate supplies; however, to avoid overcrowding and to allow greater participation by all teachers, requests should be made in advance.** Teachers are requested to submit special requests in writing at least one day in advance to allow the media staff adequate time to complete requests and/or to reserve materials or space.

Disruptive students will be referred to the teacher, parent(s), the administrative team, and/or banned from the library for at least one grading period.

Reference books shall not be circulated outside the library. Non-reference books may be checked out for a three week time frame and may be renewed twice. Five books may

be checked out at a time. Students are allowed to check out books only if they have no overdue books and have paid all library debts. The overdue fine may be implemented at a later time. Any material that is lost or damaged must be paid for by the person who borrowed it.

Teachers may check out materials for a 30 day time frame and renew as needed.

Printer Policy: All computer printed pages will be \$.05; Xerox printer copies will be \$.10; and color copies will be \$.25.

Arrangement, Storage, and Maintenance of Materials

Materials are arranged according to the Dewey Decimal System of Classification. The collection is up-dated by weeding, discarding and replacing materials where appropriate. Materials are stored in the following categorical sections: professional, fiction, non-fiction, reference, biography, magazines, videos, computer software, and catalogs.

The library space contains computer centers, a laminating resource area, a class or patron visitation area, storage areas, a library office, circulation desk and an AP lounge. The testing coordinator, teacher resource specialist, and media production studio are also located in the media center.

Selection and Acquisition Policies

The selection and acquisition of materials is based upon the needs of the students, teachers, and the system curriculum focus in regards to standards and literacy. Consideration is given to ages, abilities, interests, and cultural groups. Procedures follow the approved library services (ALA) standard book selection tools.

Selection is an on-going process and all staff and personnel are asked to participate by making requests as needed for the curricula.

Services and Activities

- Flexible Scheduling allows students and teachers to use the library media center as needs dictate. Teachers may make reservations for whole or small group supervised instruction in the library.**
- A small collection of videos is available to the staff on a daily basis.
- Lamination services are provided on Tuesday and Thursday. You bring it—we do it.
- The professional collection contains curriculum guides/standards, selected professional books on various subjects, bibliographies and a variety of book selection tools (catalogs).
- Computer Lab sign-up schedules are in the media center; keys are issued the day of use.** Problems with computers should be reported to the library staff. Training and assistance with computers or requests for supplies in the computer labs may be directed to Mr. Cianfichi or to Ms. Hardison.
- A-V equipment is issued through the media center. Television sets are issued to all teachers who have a first period class; the remaining sets are divided among

each department. VCR's and VCR/DVD's may also be checked out. Each department is issued an LCD cart; additional carts are available and must be returned at the end of each day. Overhead projectors, cassette tape recorders, opaque projectors, movie projectors, etc., may be checked out for extended time periods. Requests are made electronically.** Replacements for blown projector bulbs may also be obtained in the library media center.

- Taping of televised events or programs is available through the media center. Submit your request along with a blank tape to Ms. Hardison or to Mr. Cianfichi at least one day in advance.

Role of the Library Media Specialist/Library Media Instructional Assistant

- To provide an environment that is conducive to learning
- To select, organize, and circulate a variety of media, centrally cataloged, efficiently administered and readily accessible
- To provide reference and bibliographic services
- To participate in curriculum planning and development
- To orientate new teachers to the policies and procedures of the media center
- To supervise/train student library assistants, volunteers, etc
- To collaborate with teachers to integrate information literacy skills instruction
- To guide/ stimulate enjoyment in reading and growth in critical judgment and appreciation
- To provide in-service instruction in using library resources and equipment

Program Evaluation

The evaluation of the Westlake HS Library Media Center is an on-going process. This is done to recognize and interpret the library program's accomplishments, to determine its needs, and to plan for the future.

A Library Advisory Committee will be established to assist in this process (if approved). Any staff member can be a member of this committee.

A suggestion folder will be maintained at the circulation desk to allow everyone an opportunity to assist in the improvement of the library program.

The Role of the Library Media Student Assistant

At the high school level, students may sign up for a ½ credit course as a student library media assistant. Their responsibilities could include the following:

1. re-shelve books
2. magazine shelving in alphabetical order and in chronological order within titles
3. know the physical layout of the library and where materials are located
4. confer with the library staff to see if help is needed elsewhere after completing assigned tasks
5. on a daily basis, record in a journal or log book the tasks completed for that day
6. assist other students with computer problems and / or internet searching as necessary
7. pick up newspaper, straighten encyclopedias and pick up trash when visible on a daily basis
8. assist with the preparation of bulletin boards in the library
9. check computer printers and refill paper trays as needed
10. keep table tops clean; wash, if necessary. Dust furniture and shelves.
11. assist with media production
12. perform other tasks as assigned by the library staff

Guidelines for Student Assistants

- Assistants are expected to perform their duties and conduct themselves in a professional manner at all times.
- Report for duty on time and remain until dismissed to the next class.
- Be punctual. Do not use position as an excuse for lateness to class.
- Do not sit on or in the teacher's desk in the library office.
- Socializing with students in the library will not be tolerated. This job is serious. Assistants are expected to be quiet and orderly so that they do not disturb library patrons.
- Maintain a respectful attitude at all times. Disrespect will not be tolerated.
- Practicing good manners is a must. When sent to another teacher's room, the assistant should always say, "excuse me" or "excuse the interruption" and then proceed with the message.
- Leaving the work area without permission is not allowed.
- Do not use the office machines without permission.
- Always have a pass when in the hallway.
- Roaming, loitering in the halls or bathrooms is not acceptable.
- Do not write passes or sign passes for other students for any reason.
- Maintain good attendance. Excessive absences will result in removal as an assistant. When absent, assistants should have an official excused absence.
- Office telephones are not for personal use.
- Strive to always use standard, formal English when speaking.

Rubric/ Grades for Student library assistants will be based on the following:

1. volume of work performed each day
2. cooperation
3. accuracy of work
4. punctuality

5. staying on task; following directions

****Electronic Request Procedures**

LCD CARTS

Carts will be distributed in each hallway and to the department chairperson. (Check with your chairperson first) If no cart is available, e-mail Mr. Cianfichi – acianfichi@cboc.com. If there is an available cart in the library, you will receive a return e-mail indicating which cart has been assigned and to come get it the first thing in the morning. You are not allowed to keep the cart overnight; it must be returned to the library media center at the end of each day it is used.

If you decide not to use the assigned LCD cart that day, e-mail Mr. Cianfichi so that another teacher may have the opportunity to use the cart. We want as many teachers as possible to have access to the LCD carts for their classrooms.

RESERVATIONS AND FORMS

The forms for signing up for the library and the wireless computer lab are on the 'G' Drive. To access it, go to the 'G' Drive in MY COMPUTER and open the 'teachers folder'. Once in the 'teachers folder', open the 'library media center' folder. You will find a folder named 'Library Sign-up'. Open the folder labeled, LIB SIGNUP 2007 -2008. Open the folder for the month and you will see the signup sheets for the week that you may want to reserve time in the library. To complete your reservation, open the tab for LIB RES and place your name on the day and time period that you want to reserve. At any one time, only two classes are allowed. Also pay attention to the time frames since the form is designed to accommodate the times for all class periods.

The other three tabs are for WIRELESS LAB, WIRELESS C LAB, and COMPUTER LAB 238. If you sign up for the twenty computer wireless lab, you must also sign up for the library at the same time since it remains in the library.

WIRELESS C LAB is a fifteen computer wireless lab that can be used in your classroom. If you are in a trailer, you cannot sign up for the WIRELESS C LAB because we do not have wireless access in the trailers.

Only one class can sign up for COMPUTER LAB 238 at a time.

Please make your reservations at least 24 hours in advance. It is difficult to prepare the library and be ready to meet your expectations if you sign up on the day that you want to use the facilities.

Once you have signed up for a lab or for the library, you may not remove your name or overwrite someone else's name. If you decide not to use the requested facility that day, please let the library staff know so that your name can be removed from the list.