

J.E. Turner Library Media Center Handbook



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This handbook contains original work, sections of the MCPSS Library Media Handbook, and the MCPSS Acceptable Use Policy.

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Link to JE Turner Library Page: <http://goo.gl/FH5Ily>

Alabama's Plan 20/20

Vision Statement

Every Child A Graduate – Every Graduate Prepared for College/Work/Adulthood in the 21st Century.

Mobile County Public Schools

Mission Statement

"The mission of the Mobile County Public School System is to graduate citizens who are literate, responsible and committed to learning over a lifetime."

Vision Statement

We envision a Mobile County Public School System where a variety of pathways to academic and career success are available for all students; where adults consistently work in a collaborative school culture to improve student learning; where all educators willingly accept responsibility for the academic success of each student; and where all students become independent life-long learners confident in their ability to succeed in a global society following high school graduation.

J.E. Turner Elementary School

Mission Statement

The mission of J.E. Turner Elementary School is to provide a student-centered learning environment which cultivates leaders who are creative, critical problem solvers.

Vision Statement

The vision of J. E. Turner is to ensure that each child is healthy, safe, engaged, supported and challenged. Our purpose is to provide the mindset and skillset to all stakeholders to develop a student centered environment where students will become empowered for independence and ultimately interdependence, literate not only in core content areas, but with the ability to build intentional cross-cultural connections and relationships with others so to pose and solve problems collaboratively and strengthen independent thought.

J.E. Turner Elementary Library Media Program

Mission Statement

The mission of the J.E. Turner Library Media Center is to provide students, teachers, administration/staff, and the community with equitable access to reading and instructional materials, professional development resources, and information technology tools that will create lifelong learners in a technologically advancing society.

Vision Statement

The vision of the J.E. Turner Library Media Center is to empower learners with 21st century skills that will equip them with the knowledge to function as competent citizens upon graduation. Learners will demonstrate information literacy with the ability to access and evaluate information, as well as exhibit lifelong learning to become effective problem solvers through rigorous learning experiences and increased student expectations through the balance of the library media collection and school curriculum.

Mobile County Library Media Program

Mission Statement

The library media program will enable individuals to become information literate and effective lifelong readers. 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.

Library Bill of Rights

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

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

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

American Library Association Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
- 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Media Center Personnel

The Library Media Center personnel will consist of both professional (Media Specialist) and nonprofessional staff, including the Media Assistant/Aide and Volunteers. Together, the staff ensures that the media program supports its school community, aiding in the production of successful 21st Century leaders.

Professional Staff: Media Specialist

The Media Specialist will use knowledge gained in professional study to maintain regular operation of the Media Center, and its use of materials and equipment that are available to the patrons. In addition to the Non-Professional Tasks (listed below), the Library Media Specialist tasks include:

- Schedule use of media center facilities and work collaboratively with faculty
- Review and participate in curriculum development
- Train non-professional support staff
- Initiate collaborative projects and activities related to media and Internet resources
- Provide access to resources both within and outside the school
- Work collaboratively with faculty and administration to integrate information literacy skills curriculum into instructional program
- Provide leadership in the integration of new information technologies as a tool for learning
- Plan activities that allow students to develop 21st century skills, using the AASL Learning Standards
- Promote effective use of materials, the Internet, and Media Services
- Integrate classroom work with the media center program
- Participate in collaborative teaching
- Enlist faculty to recommend and participate in selection of materials
- Generate evaluation forms
- Generate and withhold a media philosophy
- Evaluate and select materials and equipment that enhances teaching and learning
- Provide flexible scheduling to allow students and teachers unlimited access to resources
- Design and maintain the Media Center webpage
- Design a media program based on program needs
- Compile bibliographies
- Compile electronic pathfinders
- Develop and manage the media center's budgets and financial records
- Plan and implement the media center's mission and goals
- Promote an environment that is conducive to teaching and learning

In addition to the above tasks, the Media Specialist will carry out multiple roles, as defined in *Information Power* (below).

Roles of the Library Media Specialist

Teacher

As a teacher, the Library Media Specialist is current in research on teaching and learning, and applies various teaching strategies in all situations. The Library Media Specialist fully participates in the instructional team of the school, with continuous professional development throughout the year.

Instructional Partner

As an instructional partner, the Library Media Specialist collaborates with teachers to fill achievement gaps in student informational needs, curricular content, learning outcomes, and a wide variety of information resources.

Information Specialist

As an information specialist, the Library Media Specialist acquires and evaluates information resources in all formats and instructs students and teachers in locating, accessing, and evaluating information.

Program Administrator

As the program administrator, the Library Media Specialist works with the learning community to define policies of the library media program and guides and directs all activities related to it. The Library Media Specialist manages staff, budgets, equipment, and facilities of the library media center.

Information gathered using *Information Power: Building Partnerships for Learning*. Chicago: ALA and AECT, 1998. Print.

Non-Professional Staff: Library Assistant/Aide and Volunteers

The Library Media Specialist will oversee the responsibilities and expectations of the nonprofessional staff in the Media Center. Under the supervision of a professional, the library aide and volunteer will assist in carrying out the routine business operations of the Library Media Center (LMC).

Library Volunteer

The volunteer may responsible for the following tasks:

- Sort and place materials on shelves, and keep them in reasonable order
- Assisting students and teachers in locating materials, sometimes by use of the OPAC (Online Public Access Catalog)
- Find and locate books at the request of teachers
- Answer the telephone and relay messages
- Run copies
- Dust and clean computers and monitors

Library Assistant/Aide

In addition to the volunteer tasks, Library Aide tasks include:

- Work and collaborate with library volunteers
- Assist Media Specialist in fundraising opportunities, including assisting with Book Fairs
- Assist Media Specialist in developing innovative ways to use materials and equipment available for instructional use
- Assist teachers in designing innovations in instruction
- Use word processing skills to design publicity materials
- Produce displays inside and outside of the library, including the tops of bookshelves and bulletin board
- Assist teachers and students in locating, using, and selecting materials and equipment.
- Assist teachers and students with utilizing effective fair-use and copyright laws
- Assist students and staff with basic reference needs, including the use of the AVL (Alabama Virtual Library)
- Develop a variety of forms for operation of the center
- Maintains files for library media equipment and materials
- Perform routine desktop publishing activities
- Assist users in solving computer network problems
- Troubleshoot and maintain computer hardware and software in the LMC
- Check OPAC inventory list and other selection aids to prepare bibliographic data for ordering and duplicating materials
- Unpack and check new materials and equipment received, and verify invoices

with shipment and order

- Assist Media Specialist in inventory
- Inspect and make necessary repairs to print and non-print materials and equipment
- Assist students and faculty in locating resources within and outside the LMC, including the public library services
- Create appropriate documents in a variety of computer application for Media Center use
- Generate circulation and overdue reports
- Assist Media Specialist in processing new materials
- Assist students and faculty in using the Internet for various tasks, including locating materials by use of the OPAC (Online Public Access Catalog)
- Assist students and faculty in connectivity to WiFi
- Perform Internet searches to assist in Media Center operations
- Turn on and shut down computers, and opening programs to ready for circulation and OPAC searches
- Distribute notices and information to students and teachers

Information gathered using--

Harvey II, Carl A. *The 21st Century Elementary Library Media Program*. Santa Barbara, California: Libraries Unlimited, 2010. Print.

Morris, Betty J. *Administering the School Library Media Center*. Santa Barbara, California: Libraries Unlimited, 2010. Print.

Schedule

The J.E. Turner Library Media Center has a combination schedule, with fixed class times for grades Pre-K, Kindergarten, and first and flexible scheduling for grades second through fifth. If a teacher has plans to collaboratively teach with the Media Specialist during flexible scheduling, he or she must schedule one week prior to the start of the initial lesson date. Additionally, a planning time must occur prior to the lesson(s) to effectively organize activities and objectives.

Budget

All money used from library accounts should be documented using MCPS Purchase Orders and approved by the principal. All money received will come from Book Fairs, PTO, fundraisers, patron fines, local school funds, allocation, grants, etc. and will be receipted in a MCPS Teacher/Sponsor Receipt Book. All purchases are to be kept on file for three years. The MCPS Annual Report for Library Media Centers will be accurately compiled by the Library Media Specialist to reflect budget expenditures for the current school year. In budget planning for the proceeding school year, the following items must always be considered: books, office supplies, instructional materials, processing materials, and library organization.

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. A collection development policy is revised periodically to reflect the changing needs of the school community.

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

Criteria for Selection of Resources

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

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

Procedures for Selection

In selecting items for purchase, the Library Media Specialist:

- evaluates the existing collection
- consults professionally recognized selection resources
- consults with principal about school-wide needs
- consults with teachers about grade level curriculum needs
- analyzes course content and textbook coverage for each subject
- uses knowledge of student needs, interests, goals, abilities, and concerns

Multiple items are purchased according to demand. More than five copies of any title cannot be used to satisfy SACS requirements. Worn, missing, or outdated items are replaced as needed.

Collection Development

Depending on the source of funding, materials will be order 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 and type “No Backorders Accepted” on the purchase order.

Quality, service, discounts, availability of MARC records, and processing options are considerations when selecting a vendor/jobber. 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**](#) and [**Alabama Active Contracts**](#) for more information.

Collection Development Plan

The Library Media Specialist will analyze reports produced in Destiny to evaluate the current library collection. Follett Titlewave can be used as needed to further evaluate the current collection of the library media center. Information gathered will provide average copyright data, number of titles in Dewey Decimal categories, and circulation statistics. This information will be used when developing the collection. Additionally, the Library Media Specialist will stay current on the wants and needs of the students, teachers, and community.

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 and their relationship to the work as a whole. _____

3. What do you identify as the theme of this material? _____

4. What good features do you identify? _____

5. For what age group would you recommend this material? _____

6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended. _____

7. Do you wish to make an oral presentation to the Library Media Committee?
YES NO

DATE

SIGNATURE

Procedures for Appeal

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

Appealed Decisions

- A. Appeals to the school's Library Advisory Committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:
- Supervisor of library media services;
 - Representative Library Media Specialist/s – including Library Media Specialist from school involved;
 - Representative/s of the superintendent's Student and Teacher Advisory Committees; and
 - Curriculum & Instruction Supervisor/s.
- B. The school Media Specialist and/or principal will provide information to each School Board member which will include:
- Decision of the school Library Advisory Committee
 - Right to Read
 - Library Bill of Rights
- C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.
- D. The Mobile County Board of School Commissioners is the final authority.
- E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.

Review of 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.

Maintenance of the Collection

Collection Repairs

All repairs will be performed by the Library Media Specialist. Proper materials will be used in repair of materials, such as binding tape and book glue. The Library Media Specialist will consider what materials are no longer in condition to be used. This will be weeded material and appropriate steps will be followed to delete the record and dispose of the material.

Percentage of Book Collection per Dewey Category

Dewey Number	Subject	Percentage K-5	Percentage 6-8	Percentage 9-12
000-099	Generalities	1	2	2
100-199	Philosophy	1	2	2
200-299	Religion	1	2	2
300-399	Social Sciences	12	10	10
400-499	Languages	1	2	2
500-599	Science	12	15	15
600-699	Technology	5	9	9
700-799	Arts	5	4	4
800-899	Literature	4	3	3
900-900	History, Geography	7	12	12
FIC	Fiction	18	29	29
E	Easy books, Picture Books	28	0	0
92 & 920	Biography	5	10	10

The distribution of Dewey categories comes from the recommendations of the American Library Association, Wilson Children's Catalog, Best Books for Children and a history of opening day collections.

Internet Access

Acceptable Use Policy

All students and teacher must adhere to the Mobile County Public Schools Acceptable Use Policy and have signed consent on file with J.E. Turner Elementary School at the start of each school year.

Mobile County Public Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Mobile County Public Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Mobile County Public Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

This Acceptable Use Policy applies to student and teacher use of the search stations (using the Online Public Access Catalog), research stations, and library iPads and tablets. Violations of this policy may have disciplinary repercussions.

Copyright/Fair Use

Mobile County Public School System Copyright Policy

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

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

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

Copyright Procedures

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

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

Length of Time Protected: Life of author/creator + 70 years (Sonny Bono Extension Act)

Works Eligible for Protection: Any tangible medium of expression, now known or later developed, which can be perceived, reproduced, or otherwise communicated, either with the aid of machine or device.

What are Copyright Owners’ Rights?

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

What is “Fair Use”?

The Fair Use Policy applies to teachers, faculty, and staff at J.E. Turner Elementary School. It does not apply to students and parents, who are not in an instructional position.

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

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

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

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

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

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

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

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

- The copying of the material is for only one course in the school in which the copies are made;

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

Fair Use Chart for Teachers

Work or Materials to be used for Educational Purposes	Fair Use Restrictions for Face-to-Face Teaching	Illegal Use without Explicit Permission from Creator/Author
Chapter in a book	<p>Single copy for teacher for research, teaching, or class preparation.</p> <p>Multiple copies (one per student per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test.</p>	<p>Multiple copies used again and again without permission.</p> <p>Multiple copies to create anthology.</p> <p>Multiple copies to avoid purchase of textbook or consumable materials.</p>
Newspaper/magazine article	Same as above.	Same as above
Prose, short story, short essay, Web article	<p>Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.</p> <p>For works of 2,500-4,999 words, 500 words may be copied.</p>	Same as above
Poem	<p>Same as for first item.</p> <p>Multiple copies allowed of complete poem up to 250 words -- no more than two printed pages.</p> <p>Multiple copies of up to 250 words from longer poems.</p>	Same as above
<p style="text-align: center;">Artwork or graphic image -</p> <p style="text-align: center;">chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image</p>	<p>Same as for first item.</p> <p>No more than 5 images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.</p>	<p>Same as first item</p> <p>Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.</p>
Motion media - film and videotape productions	<p>Single copy of up to 3 minutes or 10% of the whole, whichever is less.</p> <p>Spontaneity required.</p>	<p>Multiple copies prohibited.</p> <p>Incorporation or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.</p>
Music -sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings	<p>Single copy of up to 10% of a musical composition in print, sound, or multimedia form.</p>	Same as immediately above
Broadcast programs	<p>Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date.</p> <p>Use by only individual teachers.</p>	<p>Same as immediately above.</p> <p>May not be done at direction of superior.</p> <p>May not be altered.</p>

The Learning Environment

The J.E. Turner Media Center provides students, teachers, faculty, and parents with an environment that is conducive to learning and exemplifying learned 21st century skills. The following rules have been established to support the environment in which students learn best and in which teachers, faculty, and parents can fulfill the instructional purpose.

Rules

The J.E. Turner Media Center rules have been carefully chosen and implemented with the school community in mind. The rules have been created using Dr. Seuss' *Seussisms!* and encompass what is necessary for the Media Center to function at its utmost capacity. The rules are posted at all times within the vicinity of the circulation desk.

1. Don't Yell!
2. Ask for Help!
3. Careful with the Books!
4. Read, Read, Read!

Services

Services to Students

Students have access to the library during open circulation hours and may use this time to check out materials, return borrowed materials, research for class assignments, test for Accelerated Reading goals, and read for pleasure. The following guidelines have been established for the appropriate grade levels:

Pre-Kindergarten

- Student check out 2nd through 4th quarter, from a designated check out area.
- Students are allowed 1 book at a time.
- Students are allowed to borrow the book for a one week loan period.
- All library books must stay on school premises
- Individual check out is not allowed.
- No check out during summer break.

Kindergarten

- Student check out 2nd through 4th quarter.
- Students are allowed 1 book at a time.
- Students are allowed to borrow the book for a two week loan period.
- Students may begin to visit the library for individual check out beginning in 3rd quarter.
- No check out during summer break.

First Grade

- Student check out 1st through 4th quarter.
- Students are allowed 1 book at a time.
- Students are allowed to borrow the book for a two week loan period.
- No check out during summer break.

Second through Fifth Grade

- Student check out 1st through 4th quarter.
- Students are allowed 2 books at a time.
- Students are allowed to borrow the books for a two week loan period.
- No check out during summer break.

In addition to the above guidelines, *all* students must adhere to the following:

- Visits to the library are limited to one time a day.
- Only two students from a class may visit the library at any given time. If more visit, students may be sent back until only two from the same class remain in the library.

- Students are required to have his/her library folder for check out. The library folder includes color coding for grade level, library card, and Accelerated Reader information assigned by the teacher.
- Students are issued one library folder at the start of each school year. If a student misplaces his/her library folder, they are required to pay a \$1.00 replacement fee.
- If a student removes the barcode from any library or textbook, he/she will be fined \$3.00
- Students may visit at any time during open circulation hours to use research station computers for Accelerated Reading tests and classroom assignment research.
- Students in transfer to another Mobile County Public School are required to return all library materials before “cleared.”

Services to Teachers and Administration

Teachers and administration have access to the library at any time during the school day and may use this time to check out materials, return borrowed materials, plan for instruction time, and read for pleasure. The following guidelines have been established for teachers and administration:

- All teachers and administration are allowed 50 library check outs at a time for a two week loan period.
- If items are out for more than three weeks, they will be marked lost and the patron will be required to return item(s) or provide payment for the assigned fine before check out can resume.
- All teachers and administration are required to have a library card for check out at any given time. If the card is lost or misplaced, the patron will be fined a \$1.00 replacement fee.
- Teachers and administration are allowed access to the Book Room at any time for instructional materials and professional development (accessing Professional Collection). Although some items in the Book Room are not barcoded, teachers and administration are required to fill out the circulation card (stored with item) and give the card to the library media specialist prior to taking the material(s).

Services to the Community

Parents and guardians of J.E. Turner Elementary School are allowed access to general library materials, search station computers, and the Professional Development collection during open circulation hours. Any parents and guardians that wish to borrow materials must be entered into the Destiny program as a patron by the Library Media Specialist. Additionally, the parent or guardian that wishes to become a patron will be required to sign an agreement reflecting their acceptance of the loan period and procedures for lost and/or damaged items and fines associated with lost/damaged items. All parents and guardians who become patrons of the J.E. Turner Media Center

will be issued a library card. If the card is lost or misplaced, the patron will be fined a \$1.00 replacement fee. Parents and guardians may check out materials for a two week loan period. If items are out for more than three weeks, they will be marked lost and the patron will be required to return item(s) or provide payment for the assigned fine before check out can resume.

Lost/Damaged Books

Each patron has a loan period of two weeks. If the book or books are not returned at the start of the third week, the item or items are assumed and marked lost, and no other check out can occur without material return or replacement cost. The Media Specialist will run a lost book/fine report every three weeks.

Each damaged book that is deemed repairable will result in a \$5.00 fine. Examples of a damaged book are writing/coloring in the book, minor water damage, torn pages, etc. Any book that is beyond repair will result in replacement cost, which is the original cost of book according to the Destiny record or \$20.00 if record does not have the original purchase price listed.

Patrons will not be allowed further check out if a fine is listed and not paid for on their Destiny record. Additionally, all patrons are required to pay fines by the end of each school year or before transfer to another Mobile County Public School.

Inventory Procedures

The Library Media Specialist will conduct inventory near the end of each school year. Various sections of the library will be inventoried during open circulation based on student interest at that particular time. For example, if one section has high circulation, that specific section will be postponed for inventory until the closing of the library. Students are responsible for turning in all materials borrowed from the library one day prior to the final closing day. Additionally, teachers are responsible for turning in all professional and library materials one day prior to the last closing day.

If at the end of inventory items are missing on patron record, the patron will be sent a fine report for the material and they will be required to pay or return the item before the end of the school year. Library inventory will be completed before to the last week of school and reports will be sent out to students, teachers, and faculty/staff the last week of school.

All textbooks and instructional materials must be returned two days prior to final workday of the school year.