JOHN A. FERGUSON SENIOR HIGH SCHOOL
LIBRARY/MEDIA CENTER POLICIES

PHILOSOPHY

The mission of the John A. Ferguson Sr. High School library/media program is to provide a comfortable, enjoyable, and inviting atmosphere in which students, staff, and the community will have access to, and become effective users of a variety of ideas and information. The Information Center will provide a wide range of resources that will allow users to explore, evaluate, and become critical evaluators of information so that they may become independent learners and successful participants in a global society.

ACCESS

The Information Center will be open during regular school hours and have a flexible schedule so that teachers and students can use the center at the time of need and inquiry through out the day. The teacher can schedule total classes, however, in order for this to be effective, prior planning with the media specialist must take place, either individually or at grade level/department meetings. In order to ensure maximum student learning and success rate, it is imperative that the teacher and the library media specialist work with the class in order to guide, review, and reinforce instruction. Small groups and individual students can be sent to the Information Center. Each student will require an individual pass and no more than 3 individuals may be sent at a time.

Students and parents will have access to computers and a variety of resources for recreational reading and research. In addition, teachers will have access to a teacher resource center, professional materials, and items that will reinforce and enhance the curriculum.

CIRCULATION PROCEDURES

Students, faculty, and parents are encouraged to use the Information Center and check out materials of interest and/or need. Books for students and parents are loaned for a period of two weeks. Periodicals are checked out on an overnight basis. Faculty can check out print and nonprint materials for a month and audiovisual equipment as needed or on a yearly basis. Loans can be extended in order to support curriculum purposes or as needed. Certain audiovisual equipment will have a loan period of no more than 4 consecutive days.

Students may check out up to five books for recreational and/or instructional needs. Students will use their ID cards as their library card. Parents may check out up to five books per child. Faculty may check out as many items as necessary in order to meet and support their curricular needs. Any needed materials that are not in the Information Center can be accessed through inter-library loans. Proper care and responsibility for the timely return of these items is important.

All materials should be returned on date due or as soon as possible after use. Overdue notices will be given to homeroom teachers who will then forward it to the students. Assistance and cooperation from the teachers will aid in the prompt return of books. Checking out additional materials may be restricted until students return overdue materials.

There will be a $.05 late charge per school day for overdue materials. Damaged or lost books need to be paid for in a timely manner so that replacements can be purchased.

AUDIOVISUAL EQUIPMENT

A variety of audiovisual materials such as videos, filmstrips, CD’s, and DVD’s will be available at the Information Center. Parents and students may request nonprint materials for viewing in the Information Center. Teachers may check these out for a long-term period, depending on demand. Training in the use of these materials can be arranged with the media specialist.

Any equipment in need of repair should be promptly returned to the Information Center with a note specifying the problem. Any supplies needed (ex. transparencies, video tapes, audio tapes, computer disks) need to be requested from the office. Missing equipment must be reported to the media specialist immediately so that proper plant security forms can be completed.
INSTRUCTIONAL SERVICES

• **Information Literacy Skills**
  Information skills will be taught in the Information Center in order to assist students in becoming independent lifelong learners and critical evaluators of a wide variety of information. The media specialist will assist teachers in helping students learn to access, evaluate, and use information. All classes will receive orientation at the beginning of the school year and the media specialist will provide for other reading/library activities. In order to extend and enhance classroom curriculum and activities, it is important that teachers plan with the media specialist. Planning for these activities can be done individually or as a department. The media specialist may attend department meetings for the purpose of collaborative program planning.

• **Reserve Collections**
  Teachers and grade level/department chairpersons may place print and nonprint materials on reserve to supplement their classroom instruction and/or for long-term student projects. Advance notice of at least five days is necessary so that these resources can be prepared and reserved.

• **Inservice Workshops**
  Training on the use and proper care of equipment, the production of instructional materials, and the use of computers, including the Internet, can be scheduled through the media specialist. The instructional staff can request workshops in areas of need or interest.

• **Production**
  The Information Center offers the following production services that will enhance and/or reinforce instruction: laminating, poster production, videotaping, audio recording, transparencies, computer-based presentations, usage of the Ellison or Cricut machine, and bookbinding. If assistance is needed with any of the previously mentioned services, arrangements should be made through the Information Center.

• **Study Aids**
  A typewriter and a photocopy machine for individual copies are available in the Information Center. School procedures for multiple copies should be followed. Students will need to purchase a Copy Card to use the copier. Computers and printers with a variety of software programs are available in the Information Center and in the computer lab.

• **Professional Library**
  The Information Center houses an extensive and current collection of a variety of materials for your personal or professional needs. Staff members are encouraged to make suggestions for the purchase of materials for these areas.

COMPUTING POLICY

In order to meet the school’s programmatic needs, a variety of computer software is available. The Information Center will house multi-media computers for students, parents, and teachers to use within the library. All persons requesting the use of software need to adhere to copyright laws. Students are allowed to use the Internet in conjunction with class assignments. Users of the Internet are held responsible for adhering to the provisions stated in the Acceptable Use Policy. A copy of said policy can be requested through the Information Center or can be accessed at: [http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm](http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm)

STUDENT AIDES AND VOLUNTEERS

Students will have an equal opportunity in becoming aides. Student aides who work before and after school need parental/guardian permission. Teachers sending student library aides on a regularly scheduled
basis will need to notify the media specialist of the dates and times so that productive activities can be arranged.

Parent volunteers are important to the media center and are encouraged to partake in the program. Volunteers and Information Center staff will plan a mutually convenient schedule so that meaningful activities or important duties can be arranged. The volunteers will be trained in various work-related areas of interest.

COPYRIGHT

The media center offers many videos and software programs that can supplement and/or reinforce curriculum. ITV and Teacher’s Choice also offer many educational videos and programs.

The Information Center offers many resources and equipment to support, enhance, and supplement the curriculum. Items such as videos, computers, photocopying machines, VCR’s, DVD players, and software are available for use. However, it is important and expected that the Fair Use and Copyright laws are followed. Video rentals from outside sources are discouraged and require administration approval.

ADVISORY COMMITTEE

To ensure that the library media program meets instructional needs, it is necessary to have an existing advisory committee. Said committee will meet once every grading period and will consist of the media specialist, teachers, parents, administration, and students. The purpose of the committee will be to review library media procedures, to assist and partake in the drafting of the Information Center budget, and to analyze the information needs of the media center users.

DISTRICT SERVICES

- **WLRN PBS TeacherLine**
  www.pbsteacherline.org

WLRN ITV is the South Florida provider for PBS TeacherLine, online professional development opportunities for educators in Miami-Dade County Public Schools. The high quality, standards-based graduate-level courses are conducted in an accessible online format that makes learning fun, flexible and collaborative. Subject areas include Mathematics, Reading and Language Arts, Science and Instructional Technology courses.

  **Contact Information**
  WLRN Instructional Television
  305-995-2237
  WLRN Field Engineering - Technical Support
  305-995-2242

PROGRAM EVALUATION

In order to maintain and/or improve the Information Center’s program in its goal to provide a variety of instructional and recreational materials, a needs assessment will be conducted yearly. The library advisory committee will meet every grading period to review and make suggestions. Completion of the forms by the users of the media center will be needed in the evaluation process so that the Information Center can continue to meet high standards and provide quality instruction and materials.