

# **Florida State University Schools Library Media Center Handbook**



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## **OUR VISION**

Excellence Is Our Standard.

## **OUR MISSION**

The Florida State University Schools Library Media Center serves as a keystone for the curriculum needs of the school community while also promoting and providing for students' recreational reading. The Library Media Center assists students in becoming life-long information seekers and ensures that they develop the skills to utilize information effectively through collaborative instruction and flexible access.

## **CORE BELIEFS**

- Students are challenged every day to absorb and analyze information, to solve problems and to think creatively and critically about ideas.
- A dynamic library media program is essential to learning and teaching and must be fully integrated into the curriculum to promote students' achievement of learning goals.
- The library media program models and promotes collaborative planning and curriculum development.
- The library media program engages students in reading, viewing and listening for understanding and enjoyment.
- The library media program integrates the uses of technology for learning and teaching.
- The library media program requires flexible and equitable access to information, ideas and resources for learning.
- The library media program is an essential link to the larger learning community.

## **INFORMATION LITERACY STANDARDS FOR STUDENT LEARNING**

The American Library Association, the American Association of School Librarians and the Association for Educational Communication and Technology provide information literacy standards for student learning which school media specialists incorporate into library media center lessons. Library media specialists teach the Information Literacy Standards as well as the Sunshine State Standards to support classroom instruction.

### **Information Literacy Standards**

**Standard 1:** The student who is information literate accesses information efficiently and effectively.

**Standard 2:** The student who is information literate evaluates information critically and competently.

**Standard 3:** The student who is information literate uses information accurately and creatively.

### **Independent Learning Standards**

**Standard 4:** The student who is an independent learner is information literate and pursues information related to personal interests.

**Standard 5:** The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.

**Standard 6:** The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

### **Social Responsibility Standards**

**Standard 7:** The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.

**Standard 8:** The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.

**Standard 9:** The student who contributes positively to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.

## **VISITING THE LIBRARY MEDIA CENTER**

### **The 4 Rs (Expectations for Student Behavior in the Media Center)**

- Respect
- Responsibility
- Read
- Return

### **Dress Code**

Students are expected to follow the FSUS dress code policy while in the library media center.

### **Student Sign In Procedures**

Each student should sign in and out when visiting the library media center. The sign in book is located on the counter of the circulation desk. Students visiting the library media center during school hours must have a pass from their teacher.

## **CIRCULATION PROCEDURES**

### **Students' Loan Policy:**

- Kindergarten: 1 book

- 1<sup>st</sup> – 5<sup>th</sup> grade: 2 books
- 6<sup>th</sup> – 12<sup>th</sup> grade: 3 books

### **Students' Loan Period**

Students may check out books for 2 weeks. Books other than SSYRA and FTR books may be renewed once, unless they have an overdue book.

### **Sunshine State Young Readers Award books (SSYRA) and Florida Teens Read books (FTR)**

Students may check out one (1) SSYRA or one (1) FTR book at a time. These books may not be renewed so that all students have the opportunity to read them.

### **Overdue and Lost Materials**

If a student has an overdue book, they may not check out any other library materials until the overdue item is returned.

Overdue notices will be distributed once a month. Elementary students will receive overdue notices through their classroom teacher. Overdue notices will be mailed to parents of middle school and high school students.

Students are billed for the replacement cost of lost materials.

### **Faculty Loan Policy**

Staff members may borrow unlimited materials (including VHS tapes and DVDs) for two weeks. Materials may be renewed.

Students may not check out library materials in their teacher's name without written permission from the teacher.

Teachers may request to have materials placed on reserve in the library media center for their students' use.

Traditional AV equipment such as overhead projectors, televisions, and VCRs may be checked out for either short term loan or for the entire school year.

Video cameras may be checked out to teachers on short term loan only.

### **Privacy Policy**

We respect our patrons' privacy. It is the policy of the FSUS Library Media Center that patron circulation information is kept confidential. Library staff will not provide patron information to anyone but the patrons themselves (e.g. library staff will not tell one patron the name of another patron who has checked out a particular resource). However, in the case of a parent inquiring about books that their child has checked out, library staff will honor such requests.

## **STROZIER LIBRARY PRIVILEGES**

FSUS high school students (grades 9 – 12) are offered the unique opportunity to borrow library materials from the circulating collections of the University Libraries in accordance with the

policies and procedures outlined in this document. We hope each and every high school student will take advantage of this wonderful opportunity. Applications are accepted in September and January. Please read the following University Libraries' Policies, Procedures, and Guidelines carefully, and complete the application.

### **University Library Policies**

1. FSUS students may borrow materials from the general circulating collections in the Strozier, Goldstein, Music, and Dirac (Science) Libraries.
2. Periodicals and reference materials do not circulate.
3. Books may not be recalled which are on loan to anyone else.
4. FSUS students will not have Interlibrary Loan (ILL) privileges.
5. If a single overdue or fine is unsettled, no additional materials may be checked out to that student.
6. Borrowing privileges will expire three weeks before the end of the FSUS school year (May 9, 2008).
7. Students will be required to have an FSUS Student ID to check out materials from the University Libraries.

### **University Library Procedures**

1. Students must apply for privileges at the University Libraries by completing the attached application and submitting it to the FSUS Library Media Center before 3:00 p.m. Friday, September 14, 2007. Applications received after 3:00 p.m. on Friday, September 14, 2007 will not be processed until January 2008.
2. When requesting borrowing privileges for the first time, the FSUS high school student will go to the main circulation desk on the first floor of Strozier Library and present his or her FSUS Student ID.
3. The circulation staff member will verify that the student is on the list submitted by the FSUS library media specialists. If the student's name does not appear on the list, he or she will be referred to the FSUS library media specialists. If the student's name appears on the list, the circulation department staff member will activate the student's record at that time.
4. Students will be charged overdue fines at a rate of 25 cents per day by the University. After three months students will be billed for the cost of the book in addition to the overdue fine.
5. Payment of fines must be made to the University Accounts Receivable Section in the University Center. Accounts over 120 days will incur a collection fee.

### **Guidelines for FSUS Student Use of Strozier Library**

Strozier Library is intended for use by the undergraduate and graduate students at Florida State University. FSUS high school students have been offered a privilege not given to any other high school in Leon County. This privilege may be revoked at any time for misuse of the University Libraries. The following guidelines must be followed:

1. FSUS students should be prepared to do their research before they go. Use the University's online catalog, WebLuis, and the Periodical Indexes to locate the materials you want. Students can access WebLuis through the Student Resources page of the FSUS Media Center website.
2. FSUS students will treat University library staff with respect and courtesy.

3. FSUS students will show proper respect and care for all library materials.
4. FSUS students will not use the University Libraries as a place to socialize with their friends.
5. Any FSUS student reported as not following these guidelines will have his or her circulation privileges revoked.

### **How to Apply**

If you would like to apply for circulation privileges at Strozier Library, return the signed application form to Ms. Underhill in the library media center. Forms turned in after September 14, 2007 will not be processed until January 2008 and no privileges will be granted until that time.

Incomplete application forms will not be processed. All applications must be completely and clearly filled out. If you have any questions, please contact us in the FSUS Library Media Center at (850) 245-3852.

### **INTERNET ACCESS**

Students are provided Internet access at FSUS for the purpose of furthering the educational goals, objectives, and instructional programs of the school.

Student access to the Internet for educational purpose is permitted provided a signed permission form is on file at FSUS.

### **FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS**

#### **FSUS Campus Videotape Exhibition Procedures**

It is essential that everyone be familiar with the laws governing copyright, as well as with the most common interpretations of these laws as they relate to education. Penalties for copyright infringement can be staggering. Fines can begin at \$10,000 and can go much higher. It is the policy of Florida State University School that videos may only be shown on campus if they meet ALL fair use guidelines. Teachers are responsible for any videos that are shown during their classes. The following information is meant to provide a broad overview of copyright and offer basic guidelines for video use at Florida State University School. It is not to be construed as legal advice.

#### **Copyright Law PL 94-553 Title 17, United States Code**

The U.S. Constitution (in Article 1, Section 8) grants the federal government the power to set copyright law. The current law, Copyright Act of 1976, is contained in Title 17 of the U.S. Code. The following excerpts are from sections of Title 17. They are of particular interest to educators.

#### **Section 102 – Definition of Copyright**

Copyrightable materials are defined as “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated.” Ideas or concepts cannot be copyrighted.

### **Section 106 – Rights of Copyright Owner**

1. The right to reproduce or copy the work
2. The right to prepare derivative works (e.g. adaptations, altered versions)
3. The right to sell or distribute copies of the work to the public
4. The right to perform the work publicly
5. The right to display the work publicly

This section also adds that these rights are the exclusive property of the copyright owner unless they are curtailed by the limitations and exemptions addressed in Sections 107-118 of the Copyright Law.

### **Section 107 – Fair Use Guidelines**

This section explains a significant limitation which is placed on the rights of the copyright owner—that of fair use. Fair use provisions grant conditional rights to use or reproduce certain copyrighted materials as long as the use or reproduction of those materials meet defined guidelines. Fair use balances the rights of copyright owners against the needs of educators. However, the burden of proving fair use is placed upon the educator who is using the material.

*Fair Use ONLY applies if ALL conditions ARE MET:*

1. Video shown is an essential part of the current curriculum being taught
2. Showing is part of a regular instructional activity and is limited to when instructor and pupils are in a face to face situation
3. Showing must be conducted by the instructor (includes guest lecturers) or by the pupils
4. Showing takes place in a non-profit educational institution devoted to instruction (i.e. classroom)
5. Showing is of a lawfully made videotape

### **Section 110 – Public Performance**

This section focuses on identifying the circumstances when a work may be shown or performed publicly even if it is not licensed for that purpose (e.g. video has a FOR HOME USE ONLY tag). A showing is considered a public performance at any time when there is a gathering of a substantial number of people outside of a normal family circle and its social acquaintances. This includes, but is not limited to, a classroom, library, or auditorium. For educators, ALL fair use guidelines must apply for a public performance to be considered within copyright law.

**VIDEOS SHOWN AS REWARDS OR FOR ENTERTAINMENT ARE AN INFRINGEMENT OF COPYRIGHT UNLESS THE SCHOOL HAS PURCHASED A LICENSE AUTHORIZING SUCH USE. THIS INCLUDES VIDEOS SHOWN BEFORE/AFTER SCHOOL OR FOR CHILDCARE DURING MEETINGS.**

### **Video recording of Broadcast Programming Guidelines (taping television programs)**

Everyone involved in off-air videotaping for classroom use should be aware that it is still a very controversial issue within copyright law. Although falling under the fair use guidelines, use of off-air programming must also meet these additional guidelines:

1. The program must be recorded off-air at the same time that it is being broadcast and can be retained by a non-profit educational institution for a period not to exceed 45 calendar days. At the end of the retention period, the videotape must be erased or destroyed.
2. The off-air recording may be used only **once** by an individual teacher in the course of relevant teaching activities (must meet all fair use guidelines) and repeated only once within the first 10 school days for the purpose of reinforcement of material. After the first 10 school days, the instructor may only use off-air recordings for evaluative purposes (i.e. deciding whether or not to include the broadcast in the teaching curriculum). The recording may not be used within the school for other student exhibition.
3. Off-air recordings may be made only at the request of an individual teacher and may not be regularly recorded in the anticipation of a request. **NO BROADCAST PROGRAM MAY BE RECORDED OFF-AIR MORE THAN ONCE AT THE REQUEST OF THE SAME TEACHER REGARDLESS OF THE NUMBER OF TIMES THE PROGRAM MAY BE BROADCAST.**
4. Off-air recordings do not have to be shown in their entirety, but must be recorded as broadcast (i.e. not altered from original content).
5. All recordings must include original copyright notice as recorded.

*In a nutshell:*

- The taped copy may not be shown more than twice within 10 school days of the taping. After 10 school days, the tape may not be shown to students, but can be used by the instructor for evaluative purposes.
- The taped copy may not be retained longer than 45 calendar days.
- After 45 calendar days, the tape must be erased or destroyed.

**Specific FSUS Videotape Exhibition Procedures**

- All teachers are required to be familiar with and follow all applicable copyright laws when showing videotapes in the classroom.
- Videos may be shown *ONLY* if they meet all fair use guidelines or if the school has purchased a movie licensing agreement that covers the particular video in question.
- All videos must be completely viewed and evaluated by the teacher before being used in the classroom.
- It is the responsibility of the teacher to use professional judgment when choosing videos for classroom use. *Teachers are responsible for any video that is shown in their class. Videos receiving a movie rating of greater than PG-13 may not be shown at FSUS.*

**FSUS Rating Guidelines:**

The following are rating guidelines divided by age level. These guidelines should be followed whenever a video has a movie industry rating. However, it is understood that some videos may not have a movie industry rating. In this case, the teacher should use his or her own best judgment and common sense in applying the guideline rules (*i.e. Franklin's Tooth would be equal to a G rated movie while Human Reproduction should gain prior administrative approval due to sensitive subject matter*). Nevertheless, all copyright and fair use rules still apply.

Consequently, if the teacher has **ANY** doubt as to the movie's rating, the teacher should complete an administrative approval request and obtain parental approval prior to students

viewing the video. *Please remember, these guidelines also help to limit your exposure to professional liability. Failure to follow these guidelines can expose you to personal liability and may lead to disciplinary action by administration.*

**Elementary Rating Guidelines:**

Videos receiving a PG rating or addressing sensitive topics will need to be approved by administration prior to student viewing. To obtain approval, teachers should complete and turn in the FSUS Teacher Request Form for Showing Videos (*Appendix A*). Following administrative approval, teachers will also need to obtain parental approval prior to student viewing. This should be accomplished using the Parent Permission Form for Video Viewing (*Appendix B*). Students who do not receive parental approval should be given an alternate assignment and relocated during the showing of the video. **PG-13 or higher rated movies may NOT be shown in the elementary school.**

**Middle and High School Rating Guidelines:**

Videos receiving a rating higher than PG or addressing sensitive topics (including, but not limited to: sex, religion, etc.) will need to be approved by administration using the FSUS Teacher Request Form (*Appendix A*). Following administrative approval, teachers will also need to obtain parental approval for students to view these videos. Parental approval should be obtained using the Parent Permission Form for Video Viewing (*Appendix B*).

Students who do not receive parental approval should be given an alternate assignment and relocated during the showing of the video. **Movies receiving ratings greater than PG-13 are NOT permitted to be shown in the middle or high schools.**

(Appendix A)

**FSUS LIBRARY - TEACHER REQUEST FORM FOR SHOWING VIDEOS**

*All Fair Use rules for Copyright must be followed. Only legal copies of tapes are allowed to be shown. By completing this form, teachers are asserting that the video they are showing is a legal copy and that all applicable copyright rules are being followed.*

**Today's Date:** \_\_\_\_\_ **Teacher's Name:** \_\_\_\_\_

**Title of Program to be shown:** \_\_\_\_\_

**Rating of Program to be shown:** \_\_\_\_\_ **Length of Program to be shown:** \_\_\_\_\_

**Summary of Program (detailed enough for reviewer to make accurate judgment of merit; use back if necessary):** \_\_\_\_\_

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

**Date Video will be shown:** \_\_\_\_\_ **Class Video will be shown in:** \_\_\_\_\_

**How does the material presented in the video relate to the current instructional objectives being covered in class?** \_\_\_\_\_

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

**Does the video contain any graphic images or address themes, which may be controversial or objectionable to our students and/or parents? If so, fully explain and give justification for using the video.** \_\_\_\_\_

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

**As the classroom teacher responsible for instruction and learning, I certify that I have previewed the video to be shown and find it to be developmentally appropriate for the students in this class, meeting current instructional objectives and matching the maturity level of this audience.**

**Signature of Classroom Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As principal, I hereby give my approval for the above named video to be shown in the class listed above and at the time given.**

**Teacher is required to obtain signed parent consent forms prior to showing this video in class and assign an alternate assignment for those students whose parents do not give written consent.**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Appendix B)  
**FLORIDA STATE UNIVERSITY SCHOOLS**  
**PARENT PERMISSION FORM FOR VIDEO VIEWING**

Date: \_\_\_\_\_

Dear Parent or Guardian,

As a part of my \_\_\_\_\_ class, I will be showing the video  
\_\_\_\_\_ (title) on \_\_\_\_\_ (date).

I have previewed the content of the video and found it to be developmentally appropriate for my students, meeting both current instructional strategies and matching the maturity level of the audience. I firmly believe that used in this instructional context, this video will enhance student understanding of our current topics. Due to either the graphic nature of a segment of this program, sensitive subject matter, or language usage, I am requiring that students have signed parent permission forms on file before viewing this film. Students who do not return signed permission forms will be relocated during the showing of the film and given an alternate assignment. Please sign the form below and have your student return it to me by \_\_\_\_\_ (date). Thank you for your continued involvement in your child's education. Please feel free to contact me at 245-3700 with any questions.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Teacher

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My child, \_\_\_\_\_, **HAS / DOES NOT HAVE** my permission to view the above titled video. I understand that students who do not watch the video will be given an alternate assignment and relocated during the time the video is shown.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date