

Northridge High School

Media Knight Library

Operational Guidelines

Revised August 2018

Table of Contents:

- P. 1: Mission, Hours, Library Conduct
 - P. 2: Circulation, Makerspace Kits, Overdue & Lost/Damaged Materials
 - P. 3: Library Reservations, Tutorial, Library Instruction
 - P. 4: Services Offered, Advisory Board, Reconsideration, Copyright, Donations
 - P. 5: Book Recommendations, Collection Development, Inventory/Weeding, Social Media, Clubs
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Mission

The mission of the Media Knight Library is to provide informational and technological resources, teach media-digital literacy, research skills and to promote a love of reading. We also provide a safe environment for class instruction, studying and socializing as well as providing academic and recreational activities.

Hours:

Monday -Thursday 7:15a – 3:00p and Friday 7:15a - 2:45 p
(Hours are subject to change without notice.)

- Open during late start, lunch, tutorial (limited to computer lab only).
- Hours are subject to change without notice.
- A valid **teacher pass** is required during class time and a **library tutorial pass** is required during tutorial.
- Students on *Home Release* should not be on campus and will not be allowed to just “hang-out” in the library unless given special permission by an administrator or school counselor.

Library Patron Conduct and Expectations

The Media Knight Library is for everyone! Therefore, we all contribute to its success!

Please respect the library and its materials.

- Theft or damage of materials will be referred to the school administration and a replacement cost will be added to your student account.
- It is not a “silent” place but a “quiet” place, use appropriate voice levels.
- Respect other patrons and their right to study in a quiet and safe environment.
- No food or beverages are allowed. Please push in your chair when you leave.
- Inappropriate or offensive language will not be tolerated. You will be asked to leave.
- Students have signed the Technology Acceptable Use Agreement. Any unethical or other violations including physically damaging or altering computer equipment or software will result in revoking your computer rights and referral to the school’s administration. All computers are monitored using district approved monitoring software.

Circulation

All members of the school community may search the online library catalogs on the school library or district webpage or through the mobile apps.

Destiny Catalog- NHS Books and eBooks

*Student login: student username & PIN#

*Faculty login: Encore username & password.

OverDrive- eBooks and Audio Books.

*Student login: student email and PIN#.

*Faculty login: Encore user name & password

A Student ID number is required for checkouts at the circulation desk.

- 5 print books may be checked out for 21 days
- Reference materials are for in-library use.
- Books may be renewed one time if there are no holds.
- **Holds** may be placed via the online Destiny Library Catalog and will expire in 3 school days.
- You will be notified of your available holds via your student e-mail account.
- Patrons may checkout materials only for themselves.

Makerspace Kits & Materials

A **Student ID Card**, **Driver's License** or **Cell Phone** is required to be kept at the circulation desk in order to check out Makerspace kits or materials.

Overdue Materials

- A late fine of 25¢/day will accrue up to a maximum fine of \$5.00 (20 days overdue).
- Students may not check-out books if they have a library fine or lost book fine. An exception will be made for books required for English or other classes to be read as part of a class set.
- Overdue notices will be emailed to the student, parent/guardian (weekly), and English Teacher if they are taking an English class.
- Payment may be made through myDSD or in the main office.
- Extended due dates can be arranged for extenuating circumstances. Please let Mrs. Campbell know in a timely manner.

Lost & Damaged Materials

- Books are marked lost when fines reach \$5.00.
- Any damage that results in not being able to use a book or item (including Makerspace kits or library equipment) will be assessed a replacement cost.
- A replacement price + processing fee will be added to the student's myDSD account.
- Payment may be made through myDSD or in the main office.
- If your lost book is returned within 90 days, and you have paid your lost fine, you will be refunded. You will still be responsible for the \$5.00 late fine.
- After 90 days, no refunds will be given.

Main Library, Computer Lab and Library Conference Room Reservations

All reservations are made through the teacher librarian who will record the reservation on the school wide library calendar or via a library request form found on the library webpage. Teachers have first preference for their classes during the school day. Other school or district organizations, committees, clubs or groups may make reservations when needed.

- Gaming in any form on lab computer will result the student being sent to a school administrator.
- Please no food or beverages in the library. Exceptions are made for activities in the library conference room.
- You are responsible for cleanup and leaving reserved library area as you found it.

Library During Tutorial

Students are required to attend a class on their schedule for tutorial (10:20 am-10:50 am M, W, F). You must obtain a written **Library Tutorial Pass** from any of your teachers prior to tutorial to be in the library and you must have a valid reason (homework, taking a test, printing etc.).

Library Instruction

The librarian is a licensed secondary educator and therefore:

- Instructs selected classes in the library or is assigned classes, and Teacher Assistants (TA's) or University Library Media Interns for the school year.
- Hosts reserved library spaces for other classes.
- Hosts community or district guests for trainings or activities.
- Assists other teachers in their classrooms.
- Technology training on Canvas basics, Microsoft 365 & OneDrive, various educational technology tools and curriculum integration of these tools.
- Co-teaching in the library or in classrooms:
 - Library Orientation.
 - Utah's Online Library.
 - Digital Citizenship
 - Research (print and digital).
 - Curate reading or digital resources for content areas.
 - Breakout EDU kits.
 - Book talks (Genre, subject, fiction and non-fiction).
 - Lessons on:
 - Copyright
 - Citations
 - Censorship/Banned Books
 - Information Literacy
 - Genres, Dewey Classification

Other services offered:

- Scheduling of the Library, Library Computer Lab, Library Conference Room and Green Screen Room by calling the main library number at 801-402-8588 or filling out a library request form on the library webpage.
- Collaboration for special guest speakers (U make-up)
- Student rental/check-out of TI-83 Math Calculators and 10 Chromebooks.
- Acquisition of recommended reading/digital materials necessary for your content area (based on longevity of use, budget availability and items remain a part of the library collection).
- Advising of the Roundtable Readers and Multicultural Clubs
- Test Proctoring
- Media Cart delivered to classrooms
- Printing: 5 free pages per assignment

Library Advisory Board

A school level Library Advisory Board is in place in the event of a challenge to materials. The library advisory board will consist of an administrator, teacher, student (s), librarian, community council and PTA member and a certified staff member.

Reconsideration of Materials

All challenges to materials will be first addressed at the school level and if needed at the District Level per the [Davis District Reconsideration Policies](#).

Copyright

The use of all information will be in accordance with copyright law and fall within acceptable educational fair use guidelines. Academic integrity requires that proper credit be given to authors and creators of original works. This includes teacher websites, instructional materials, student assignments and the use of online images.

Copyright Free Resources:

[UEN Open Educational Resources](#)

[Creative Commons](#)

[Pixabay](#)

Donations

Donated materials are appreciated and accepted if they contribute to the overall purpose of the library program.

- Materials will be considered according to School District Acquisition policy.
- Monetary Donations can be made through the office.

Book Recommendations

Requests for purchase of recommended fiction and non-fiction materials are welcome from patrons and may be made by filling out a request form under the Catalog tab of the Library website. Request will be considered according to budget constraints and our acquisition policy.

Collection Development

The selection of library materials will be accomplished with the primary goal of supporting curriculum and a secondary goal of encouraging independent reading. Priority will be given to subject teachers assign as part of collaborative instruction.

The following considerations will be considered:

- Does the item support the curriculum?
- Does the item fulfill teacher & student needs?
- Does the item support technology goals? Is it available in digital form?
- Is the item relevant and current?
- Does the item encourage reading for pleasure and fit with student interest?

Inventory and Weeding

Periodic evaluation of materials will be conducted in order maintain an up-to-date and well-balanced collection.

- The professional staff alone is responsible for routine addition or removal of individual items.
- Inventory will take place once a year or as necessary. If an item is missing for more than a school year it is deleted and/or replaced.
- Weeded materials will be handled according to School District Policy.

Social Media and Communications

The library has a public Facebook Page and a Public Instagram Page. All photos that include likenesses of students do not identify the student by name in accordance with Davis District Policies. Students are asked to give verbal consent to be photographed or asked if they have not signed a school photography waiver. All photographs are taken promote the best interest of the library, its patrons and programming in fostering a positive online library presence that promotes reading and literacy.

Clubs and Activities

The library is a place where academic and non-curricular clubs may meet. Please see the **Reserve the Library** section in this document. The teacher librarian facilitates the following clubs in accordance with the [Davis District Club guidelines](#).

Roundtable Readers Book Club
[NHS Multicultural Club](#)