

LIBRARY

The Lathrop High School Library is a major component of the school's overall educational and academic program. You are invited to make use of the many available resources (print, nonprint, electronic, and online). The library offers assistance with classroom instruction and individual research and offers various outreach and engagement for students and parents, both in and out of the library.

Library Website: lathroplibrary.com

Library Hours: 7:00 a.m. - 3:00 p.m. school days. Students are welcome to study in the library before school, during lunch, and after school without a pass. Students are to do their part to create and maintain an atmosphere conducive to learning and a welcoming study environment.

Checking Out Materials: Students must use their student number to check out materials from the library. Each student is solely responsible for all materials checked out of the library and all other school libraries in the district. Items circulate for two weeks and may be renewed once unless it is on hold for another student. Extended borrowing time is at the discretion of the library staff.

We encourage a healthy appetite for books and understand that some read more quickly than others. All students may check out up to 10 books at a time. To accommodate popular demand, students are limited to one graphic novel, magazine, or book in the series. Please be reasonable about checking out. Many students come to the library multiple times per month. We ask that they check out only what they are capable of reading between library visits. In that way, our shelves will be stocked with popular titles.

Interlibrary Loan: Books from other libraries in the district may be requested online and sent to Lathrop library for your use. These items are subject to the same checkout policies.

Fees: We do not charge for late books, but you will have to deal with Mrs. Whiting or Ms. Timm's sighs if you forget to bring a book back on time. Also, patrons with more than one overdue item may not check out additional items until the overdue item(s) are returned. Fees will be assigned for lost or damaged materials. Per district policy, students with outstanding fees are not permitted to participate in school activities until items are returned or fees are paid.

The Library is unable to accept replacement items in exchange for lost materials or refund the replacement fee should you locate the material more than three months after the item was billed. We do not issue refunds for audiovisual materials after billing.

Lost Items: Lost items are assessed each semester, at the school year's quarter mark. When library items are overdue when the quarter comes up, the library item will be marked as lost and a fee will be placed on the student's account. These fees must be paid if the item has been lost. If the library item is returned, the replacement and processing fees are waived, and no late fees are charged.

Damaged Items: Many of us have experienced a book's untimely demise when it meets up with an untrained puppy, a puddle on the way home, or a water bottle gone rogue in a backpack. In the event that a library item has been lost or damaged beyond reasonable use, we will mark the item as lost and a charge will be placed on the student's account.

Water, food, and dirt can cause mold growth in books. Extreme cold, heat, or direct sunlight may harm audio-visual library items. You are responsible for paying replacement charges for any materials that are damaged while checked out on your library account.

You are responsible for returning library materials in the same condition that they were checked out to you. The Library charges to replace missing parts or to repair or replace damaged library items.

Missing Parts: Library items that are returned with parts missing will either remain checked out to you until all the parts are returned, or a replacement fee will be charged to your account. The replacement fee will be waived if all parts are returned before billing.

The Library assumes no liability for the use of audiovisual library items, including but not limited to CDs, DVDs, and Blu-Rays, or for the equipment on which these items are played.

If an audiovisual item that you have borrowed malfunctions or has sustained damage from the previous user, please notify a library staff member so it can be repaired or replaced.

Photocopier: The photocopier machine is used within the FNSBSD policy and all copyright regulations. Library staff will not copy music or any copyrighted item in its entirety. Teachers are asked to use the copier in the workrooms as the library machine is designated for student use.

Requests: Staff recommendations for purchases of print or non-print materials are always welcome. Plan on three to six months from the time of your request to when the item is shelf ready.

Food/Drink: Food and drink are NOT allowed in the library. Drinks must be in an enclosed container.

Computers: The computers are intended for general use by students and staff. We will not allow Daily Loaner Chromebooks and/or charging cords to be checked out to students who forget theirs or have an uncharged Chromebook.

Internet: The library strictly adheres to all parts of the Acceptable Use Policy (AUP) agreement. Any student misuse of the Internet may result in loss of access privileges.

Class Use: The library welcomes teachers to bring their classes. Please reserve space in advance by emailing or calling the librarian. You may request an entire period or half of a period. Notify the library staff if you decide not to make use of your scheduled slot. Six or more students constitute a class and require a teacher in attendance. To ensure an environment conducive to all library patrons, please monitor your class at all times.

Collaboration: Library staff is ready to assist you with your class instruction needs and help facilitate the use of technology in your lessons. The librarian is eager to offer lessons on information and visual literacy, the use of online databases and primary source documents, website evaluation, and present book talks on recommended young adult fiction and non-fiction.

Excused Students: Seating space is needed for excused students or students on passes. Do not allow your class to sit in those designated areas. Notify the library staff of any study period/excused students or students on passes who are being disruptive to you or your class.

Passes: Write a complete and legible pass for each student you send to the library. Print your name and their name legibly, the class period, the time of day, and the student's reason for coming to the library. If sending more than 3 students at a time, please give the librarian or library assistant a heads up. Students are expected to sign in at the circulation desk upon arrival. If your students are disruptive or not doing their work, they will be sent back to class. The second offense will result in losing their library privileges for that particular period for the rest of the semester.

Reserves: Items may be placed on reserve at any time for use by your students. In the event you are unable to secure a library slot, consideration will be taken to enable you to take the cart of books to your classroom. However, each title will be checked out on the teacher's library card, placing the responsibility for the return of the books upon the teacher (including financial obligation).

Periodicals: The library will retain the current week of the Daily News-Miner in the library. If there are any classes that may need access to the newspaper, please contact the librarian to create a plan for students to access them. Specialized titles are indexed and in the full-text format in the

online database products. Contact the library staff for assistance in using these sites. Back issues of hard-copy periodical titles are kept for three to five years or longer.

Reading Lists: Before handing out a reading list to your students, check with the library staff for the availability of those titles in the borough library network. If Lathrop is unable to supply the titles, every effort will be made to interlibrary loan the titles or purchase them.

Equipment/Software: Students may retrieve equipment for you as long as they are given a pass with your signature stating the need. Exception; camcorders and video equipment must be checked out directly by the teacher. Checking out AV materials and equipment is accepting responsibility for their adequate supervision and safe return. Notify the librarian of any malfunctions with equipment.

Lamination: Student library aides are available to help you with your lamination needs. Allow one to two days of working time before the return of the materials to you. The library owns one laminating machine (18" wide).

DVDs: The library issues these guidelines for DVD use:

1. When checking out a DVD, be aware that others in the building may need to share the DVD with you, especially if you're teaching the same topic concurrently. It may be that someone may show the video during your prep period.
2. The library's audio-visual collection is for use by Lathrop staff. DVDs are not circulated to students.
2. Teachers taking DVDs home to preview should return them the following morning.
3. Students may not take DVDs home with them but they are welcome to view DVDs in the library after school pending teacher permission.

Fair Use Guidelines for Off-Air Taping: *The 10/45 Rule*

The standard rules for the off-air taping of programs from broadcast television are:

- Keep the copy for no more than 45 days unless permission to retain has been granted from the publisher or creator of the work.
- After 45 days, the copy is to be erased or destroyed.
- Show the film within the first 10 school days after taping.
- After the 10th day and before the 45th day, the copy may be used solely for evaluative purposes (to decide if the program should be added to the curriculum)
- Taping is not to be repeated if the program is broadcast again. This would make it a 'second use'.
- If you extract a clip from the program and insert it into a PowerPoint presentation or iMovie presentation, you are to include the copyright information with the clip.

Although Lathrop Library staff do not profess to be copyright experts, we can lead you to resources that will aid you when seeking answers to your copyright questions.

For detailed information on library services, select INFORMATION FOR STUDENTS, STAFF, AND PARENTS on the library link on the school home page.