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Division of Educational Services

C-FB LIBRARY MEDIA CENTER POLICIES AND PROCEDURES 2015-16	
ISSUE	INFORMATION
<i>For Policies and Procedures online: See Librarian Webpage</i>	
<b>Collection Development</b>	
<b>Award Books</b>	The coordinator budgets a set of books (2X2, Bluebonnet, Tejas) for each building that is level appropriate. It is encouraged that secondary schools purchase Lone Star and TAYSHAS books but the purchase will come out of the schools' library budget.
<b>Book Challenges</b>	A parent, teacher or another party may object to a particular book in a library. Neither the librarian nor the principal can chose to pull a book from the shelves on their own. There is a challenge procedure that must be followed. This procedure begins with the person challenging a book to fill out a challenged book form found in the Libmedia folder on the Q drive under EFA forms folder. After that form is filed then the principal and library coordinator will set up a review committee. Keep these forms printed and in a file to use as needed. <b>Library Coordinator should be notified immediately of any challenge about a book.</b>
<b>Interlibrary Loan (ILL)</b>	Loans (ILL) within the school district can be made by emailing or calling the appropriate LMS. All ILL transactions must be properly entered into Workflows via the ILL function. (see Workflows instruction binder). Librarians are encouraged to keep some sort of paper records as a reminder too. ILL materials are sent inter-school mail using the <b>BLACK Bag, Red Bag or brown envelope</b> and left next to the campus mail pickup spot. Boxes of goods may require a work order.
<b>Inventory</b>	<p>C-FBISD currently uses the SIRSI Dynix Symphony electronic library management system. Routine inventories identify our losses, collection needs and collection ratings. Each library should be inventoried every 5 years. The coordinator provides assistance with inventory and will notify you when your library is to be scheduled for inventory. See the rotating inventory schedule posted on the librarians' website.</p> <p>A collection of laptops and scanners are maintained at the TLC and available from Ganelon Georgieff for circulation. Inventory can take place during any period of time without closing the LMC. Inventory must be scheduled with Joanne Kelly, Inventory Coordinator 4390.</p>
<b>Library Management System</b>	<p>Carrollton Farmers Branch uses a server based library management system from SirsiDynix. The database management software is called "symphony" and the client software which provides the librarian's functions is called "workflows". These software components are periodically updated. Appropriate training is provided as required.</p> <p>The public catalog access program (OPAC) is called eLibrary. This is the program</p>

	used by students and teachers to look up books
<b>Lost or Damaged Materials</b>	<p><u>Students and teachers</u> are urged to be responsible for damage to or loss of materials or equipment. The LMS and administration at each site are empowered to determine the degree of responsibility and the influence of extenuating circumstances. Once a student pays for a book follow the instructions in the Workflows binder. Always give the student a receipt from a cash receipt book and have them sign the monies collected form. Be aware that it is <b>illegal</b> at this time for a report card to be withheld pending resolution of library bills or fines; however, it is possible to require a parent to come pick up a report card.</p> <p>Teachers are encouraged to return all materials check out but cannot be made to pay for materials lost. However, if a teacher is continually losing books or loses something extremely valuable the LMS will want to report that to the principal.</p>
<b>Periodicals</b>	<p>At the beginning of the school year each librarian should make sure that they are receiving the periodicals purchased. Please note any problems and fill out vendor's online problem claim. Keep the coordinator informed of any problems with delivery.</p> <p>When the budgets come out in September, the campus LMS will have funds in the 6329 account for periodicals. These funds should be sheltered (left alone) until they are needed (March or April) to purchase subscriptions for the following year. Standards are for hard copy subscriptions: Elementary = 20, Middle = 50, High = 70. In CFB we also take into account the databases and computers available for research using periodicals.</p>
<b>Review books - Cornucopia</b>	<p>The DMC works with numerous publishers to provide free review copies of selected publications. As a benefit for reviewing books and putting the reviews online, LMS's may add these materials to the building collection. If teachers participate, they may keep the books in the classroom <b>for the remainder of the academic year only</b>. Then the materials automatically revert to the <i>campus</i> LMC at the end of the academic year.</p> <p>The review form is available on the Librarian webpage through the Library portal. These books are located in Library Technical Services on the first floor of the Technology &amp; Learning Center. Joanne Kelly will periodically send out lists of new arrivals.</p>
<b>Weeding and Maintaining Collections)</b>	<p>Librarians should continue to weed their collections and bring them up to date. They should strive to have an exemplary collection based on TEA standards. Weeding should be done on a five year program using the accepted CREW method of collection development.</p>

<p><b>Gifts</b></p>	<p>Gifts are accepted for the campus LMC by recommendation of the building library media specialist to the building principal. <b>Board policy specifies that gifts be approved by the Board prior to inclusion</b> at the campus. The LMS should write a memo or email to the principal with a recommendation for disposal of the gift. The principal then sends the recommendation to Mark Hyatt, Assistant Superintendent for Support Services, notifying him of the gift; he then brings it to the Board. Once a gift has been approved by the Board a letter of acknowledgment should be sent to the donor <u>by the LMS</u>, including estimated value. The LMS can dispose of gifts <u>in any way deemed appropriate at the campus</u>. A sample letter and flowchart of actions is on the librarians' webpage.</p> <p>In any situation it may be practical to accept them and then dispose of them if they are unacceptable for the collection. Always let the donor know that they may not be accepted into the collection and what you will do with them if they are not. You can donate to the Educational Foundation or give them to teachers.</p>
	<p><b>Money</b></p>
<p><b>Activity Accounts</b></p>	<p>Activity accounts are accounts for funds collected on the campus and are not connected to budget funds. For libraries money is maintained in the activity fund from fines collected, books paid for by students or book fair funds. These accounts are maintained by the school secretary. Librarians should always give a receipt from a receipt book and record funds on a monies collected form to each student who pays for a book. Turn that form and money into secretary. Librarians should keep track of the funds in their activity account. These funds are good to use for reading promotions, posters or extra items as needed in the library. See a more detailed instruction sheet on the library web page.</p>
<p><b>Budget</b></p>	<p>Campus library funding is determined primarily based on the Standards for Texas School Library Media Centers (7/97) with special acknowledgement of student to book ratio. The library budgets are a function of on-going program evaluation based on collaboration, program mapping and evaluations from lessons planned by teachers and LMS's. Budget recommendations to the Board are created with reference to maintaining accreditation, the <u>Exemplary Level</u> of the standards, and support of special needs and programs at the building level. Library budgets are communicated in early September of each school year when the new budget takes effect.</p>
<p><b>Budget Code format (TEA)</b></p>	<p>Typical budget code example: 55-199-12-<u>6669-LM</u>-XXX-099</p> <p>(school year, general fund, instruction, account, library media, campus code, program intent)</p> <p>Principals can add funds to your program by allocating them into a "59" account. They do not have access to the LM accounts.</p>
<p><b>Budget Timeline</b></p>	<p>School budgets should be spent in a timely fashion.</p> <p style="padding-left: 40px;">January 15 – half book funds spent</p> <p style="padding-left: 40px;">Spring Break – 3/4 of book funds spent</p>

	May 30 – Balance of book funds spent or transferred
<b>Budget Transfers</b>	<p>LM Funds can be transferred within the library media family of accounts. Library media funds <b>cannot</b> be transferred to other instructional accounts (i.e., Math; the principal cannot see LM funds); if there is a question from the building administration, please contact the program coordinator. Library funds can only be used for the library program. Furniture may not be purchased out of LM funds. Activity funds can be used for furniture – consult the coordinator for options. Principals may add funds to LM or to a 59 account (59 is also a library account).</p> <p>All budget functions are conducted online. Transfers from one LM account to another can be done by the LMS on campus. Transfers are approved online by the coordinator. Call Paige for help 4393.</p>
<b>Budget Transfers continued</b>	<p>All central office library funds (LM) for the campus will be placed into the appropriate media budget: 6328 for materials, 6399 for supplies, and 6329 for periodicals. Following release of the funds September 1, the building LMS can move funds. Be sure to leave enough funds to purchase magazines in April (there are already funds there). In order to move funds, do an online budget transfer.</p> <p>Additional funds will be transferred in for district-wide services paid from the Coordinator’s budget (United Streaming, Visiting Author, online resources, Bluebonnet books, etc.) Paige will notify you when we are moving funds into your accounts. Contact Paige for help 4393.</p>
<b>Check Requests</b>	<p>Check requests are used for amounts less than \$20.00 whether for orders or reimbursement. However, for special events such as Texas Library Association check reimbursements can be larger. Get prior approval for any check requests.</p>
<b>Fines and money collected for lost books</b>	<p>Fines for overdue materials are not charged at elementary schools. At other levels fines are <u>optional</u> according to district procedure (See Policy) and submitted to the appropriate building secretary. Middle schools may charge \$.05 per day; high schools may charge \$.10 per day for items that are overdue. Use Monies Collected Form (the school secretary will have this form) to record collections. Money is deposited in the Activity Fund and can be accessed in <b>any</b> academic year, regardless of when collected. Building LMS’s are urged to keep track of accumulated fine money (Excel), which can be used for <b>any</b> reasonable <u>and responsible</u> LMC expenditure (see Policy on Fines). <a href="http://www.cfbisd.edu/dmc/library_pol_proc_index.html">http://www.cfbisd.edu/dmc/library_pol_proc_index.html</a>. Money collected for lost books are also treated in the same manner. Use a money collected form and a receipt book.</p>
<b>Reimbursement</b>	<p>If there is a need to outlay personal funds to expedite a purchase in support of the program (i.e. donuts for teachers, pizza for student aides), please note that <u>no LMS may be reimbursed for more than \$75.00 from petty cash</u>. These reimbursements can be from either the activity fund or from a budget account. Please check with your individual schools to see how this is handled. However, it is always preferable to use an approved local vendor and to get an open PO to take to the store. A check request can also be done for larger amounts or for traveling</p>
<b>Title I Funds for library books</b>	<p>Contact Coordinator if the library is to be the recipient of Title I funds. There are a variety of methods to spend these funds. There are very specific steps for creation of purchase orders associated with Title I funds.</p>

	<b>Purchasing and Processing</b>
<b>Purchase orders – General Information</b>	Purchase orders or PO's are prepared for amounts over \$20, for orders or for reimbursement. All library purchase orders are processed online through the TEAMS system. Approved vendors must be your first choice in seeking the information. If you find a vendor that is not on the list and the items you need are not available through one of our vendors contact Cindy Nietubicz for other options. <b>Paige will be submitting all purchase orders for the library media program.</b>
<b>Purchase orders – Book Orders</b>	<p>Book purchase orders for 10 or less items should be done listing all items individually on the purchase order.</p> <p>Most book orders will be done as project purchase orders because they are for a large number of items. Project PO orders are done so that each item does not have to be listed separately on the PO. A “do not exceed” amount should be listed on any open PO and the PO should refer to the list of items requested “see attached list”. DO NOT submit order online to vendor until purchase order is approved and Joanne contacts you. After the PO is approved the list of items should be submitted through the online vendor catalog or the librarian must fax it to the vendor with the PO number on each page of the list. Library Technical Services will need a copy of the list. For example: Follett will let you share a list with Joanne Kelly at kellyjo in Titlewave. Send her an electronic copy or hardcopy for other vendor list. See the vendor webpages for format and instructions.</p> <p>Open purchase orders can be done for vendors that you will visit and pick up the books directly. Then your receipt is your list of books and the receipt and books needs to go to Joanne. (Example: Barnes and Noble)</p>
<b>Purchase orders – Supplies</b>	<p>These purchase orders may be an open PO or they can require a list of items needed.</p> <p>If you want to go to a local vendor and pick out items then you may do an open PO (Example: Walmart or Constructive Playthings).</p> <p>If you are ordering from a library vendor (Example: Demco or Library Store) then the items must be listed separately. Be sure and include color or any special instructions.</p>
<b>Purchase orders – Other Reading Materials</b>	This PO is for our magazines subscriptions. It is always done in April or May of the current school year. It is through our established magazine vendor and will have an online submission component. Be sure and save funds there to accommodate this purchase.
<b>Purchase order – Approval process</b>	All LM transfers and purchase orders are approved in the following order: Paige Polk; Cindy Nietubicz; Tracy Smith; business office and purchasing department. The coordinator approves purchase orders online daily; it is not necessary to email requesting the coordinator approve any transaction unless there is a problem. Also, be aware that the approval process does add a day or so to the process of getting out a purchase order or transfer so plan accordingly
<b>Processing Materials</b>	New materials are cataloged at Library Technical Services (LTS) and should be sent there directly by the vendors from a purchase order.

	<p>Items received on the campus (book fair books or donations) will also be processed by LTS. Professional items or Texas materials will be fully cataloged. When items are sent from the school label the box so that LTS will know from which library these items are coming. Contact LTS if you have questions.</p> <p>Magazines may also be bar coded for circulation</p>
<b>Preview Purchases</b>	District policy <b>does not</b> allow for preview or on-approval purchases. This would be an offer where items are shipped and the librarian later selects some and pays, or returns some or all. This includes no-obligation offers. It is a liability issue.
<b>Resource Selection</b>	<p>LMS's are empowered by Board policy to make selection decisions based on professional reviews <u>or</u> professional evaluation of material (Board Policy EFA Local). Librarians should use professional resources in the selection process. To assist in this process, librarians may use <a href="http://www.amazon.com">www.amazon.com</a>, <a href="http://www.barnesandnoble.com">www.barnesandnoble.com</a>, or Titlewave by Follett.</p> <p>Our mission is to create quality collections that address curriculum needs as well as pleasure reading by students. Librarians are expected to make selections based on their professional judgment using the tools listed above.</p>
<b>Vendors</b>	CFDISD has a vendor list of those vendors who have submitted a bid to do business with the district. These are our preferred vendors. See the list by going to the CFB website/departments/purchasing. These are the vendors that we are required to use unless the desired vendor is a sole source vendor (example World Book) or a member of the Texas Buyboard contract. Contact Paige Polk if there is a question at 4393.
<b>Barcodes</b>	<p>Every item in the library collection and all equipment should be barcoded (hardware and software) for purposes of inventory and circulation. Bar codes are provided to the campus librarian at no cost for these purposes. Contact LTS at 4389 or 4390 for barcodes. All building equipment should receive a bar code and be inventoried periodically, with the exception of computers and their peripherals. All equipment ordered through Technology or originating in Technology will come with barcodes (either on the device or, for large items, in a pouch attached to the carton). Inexpensive equipment (less than \$50) will be considered supplies and will not be barcoded. However, many times librarians are still required to keep up with these pieces of equipment contact Library Technical Services to have these items cataloged</p>

	<b>Equipment</b>
<b>Audio-visual Equipment</b>	<p>Technology teams function at the elementary, middle and high school levels to develop the model of what should be in every classroom, procure that equipment, deliver it, and provide site-level training and support. <u>Requests beyond those standards should be addressed by the principal.</u> Equipment quotes can be obtained from Kellie Herndon. Audio visual equipment purchases come from the bond, the building principal's discretionary budget, or other funds, such as grants and PTA (<u>but not LM funds</u>). If you see equipment needs for your campus approach your principal to work through the school's needs. If there are needs for library equipment contact the coordinator. <b>Each school library media center should have its own multimedia presentation cart as well as one or two for loan.</b></p> <p>Each campus has a variety of AV equipment to be checked out by the staff – cameras, video cameras, jamboxes, etc. Librarians are in charge of monitoring and keeping track of equipment.</p>
<b>Computers</b>	<p>PC workstations are provided for Library Media Specialists and upgraded periodically. Every campus should also have at least one circulation computer. Campuses have a standard number of OPAC computers based on level (elementary-8; middle school-20; high school-40). Campuses also have laptop carts that can be used to supplement computers if necessary. <b>The computers in the library belong to the library program and can not be removed by school administration for other building needs. Notify coordinator if anyone takes computers from library.</b> Any problems with the computers should be submitted to technology through an SOS.</p>
<b>Equipment Loans</b>	<p>Equipment is available for short-term loan (2-3 weeks) from the TLC. This equipment is limited to portable loudspeakers (TOA). Longer periods are possible depending on demand for equipment. Ganelon Georgieff is responsible for the check out of these items. <b>Year-long</b> loans would constitute a transfer of equipment to that teacher or building and is not an option. Please contact Cindy Nietubicz or your Technology Team Leader to discuss <b>long-term</b> building needs, since this may signal a unique campus need. The large screen is available from the AMAT at RL Turner (contact RLT librarians).</p>
<b>Equipment – Discarding</b>	<p>When you determine that equipment needs to be removed from service, please fill out an "EQUIPMENT TRANSFER FORM" (NCR) available in your school office. This is signed by the LMS and the principal. The equipment will be checked out to "Discard" in Workflows (see SIRSI binder for instructions). All barcodes need to be removed or marked out. They should then be boxed with the label: "To the warehouse – Discard." The form should be sent to Scott Roderick in the Administration Building. Scott Roderick takes care of the work order to have the items removed. Once the paperwork is processed a facilities truck will pick up the equipment and remove it.</p>

<b>Internet</b>	The C-FBISD filters all Internet connections on the district's WAN. The Children's Internet Protection Act (12/00) now requires filtering of all district campus computers in order to maintain federal funding. By signing the Student Code of Conduct form in the <u>C-FBISD Student Handbook</u> , parents and students automatically are signing an A.U.P. In the last few years that the district has used this unified sign-off, exceptions have been extremely rare (10-15 across the district). However, check with your office to see if there are any students whose parents have restricted their use on the internet.
<b>Video Conferencing</b>	Our district has the equipment to accommodate video conferencing from any school in our district. It can be used from school to school or from a school to a site out of district. The potential is enormous for conferencing within district and outside the network. Richard Sands (3597), Video Production Team Leader at the TLC, is the contact person. Mr. Sands is working on a new generation of video-conferencing hardware that will allow computer-to-computer conferencing.
<b>Telephone</b>	Each Library Media Center has a phone near the circulation computer primarily to assist in the responsibility of maintaining the building database and the SIRSI library management system. In district all the phone numbers have the 968 exchange and only the last four numbers need to be used. Problems experienced with the telephone should be processed through the SOS System available on the portal, <u><a href="http://www.cfbportal.org">www.cfbportal.org</a></u> .
<b>Repair of Computers</b>	When the LMS determines there is a PC problem with an LMC computer, a work order is prepared in the SOS system on the CFB Portal. In order to process a service call, you will need to know the node number (school initials + 3 or more numbers found on a large white sticker found on the CPU, ex. TLC032 or TLCLAP021), the serial number and the problem. The technology department is responsible for these repairs. If you do not get a favorable resolution then please contact Cindy Nietubicz.
<b>Repair of equipment (not computer)</b>	<p>At the campus, the librarian determines the repair needs for equipment which is not computer-related and not cart-related. Such equipment would include microphones, VCR's, cassette players, jam boxes. The LMS should do an SOS for this equipment and a technician will come and look at the equipment. They will either process the repair or will let the school know that it can not be repaired. At that point the school can replace it if they feel it is a necessary piece of equipment. These come out of school funds and not LM funds.</p> <p>Many principals will depend on their librarian to let them know of equipment replacement needed or new equipment that needs to be added to the campus. For example: upgrading of cameras or replacing of the PA system that does not work.</p>
<b>Replacement</b>	For program equipment needs (i.e., scanners, printers), please contact Cindy Nietubicz at 4398.



<b>Digital Resources</b>	
<b>Online Resources</b>	<p>A district committee (librarians, curriculum staff and ITS) helps the coordinator to determine the choice of online services for the coming year. A campus may subscribe to <b><u>additional</u></b> services using LM funds only if their current ratio of media resources is at the exemplary level (Principal funds or Student Activity funds are other options). Budget is provided to the campus to make progress toward the Exemplary level and does not normally include electronic services, which are provided centrally. Please contact coordinator for approval and review before going forward with online purchases. One reason is that individual subscriptions can be difficult to manage and require students have individual logins which is discouraged.</p> <p>To view the current online resources – go to <a href="http://www.cfbisd.edu">www.cfbisd.edu</a> ; student resources; library resources and then to the appropriate level.</p>
<b>Mackin Via</b>	
<b>Webpage</b>	<p>Each LMS is required to develop or maintain a campus library web page. Assistance and training is offered by class and individually on webpage design. The campus library web page must include a link to district online services. If the library logon is used, Internet Explorer will boot up to the district resource page, which has links to each campus. <b>If you choose to include district resource links on your page, you <u>must</u> maintain the correct and current URL. We discourage that practice and urge you to include only information unique to your campus.</b> Printed bookmarks with remote (anywhere outside the district’s wide-area network) login information are provided to each campus. If additional bookmarks are needed, please contact the coordinator. There is a different bookmark for each school level.</p>
<b>Collaboration</b>	
<b>Collaboration</b>	<p>While librarians often cooperate with classroom teachers, C-FB adheres to the higher standard of collaboration which is a meeting of teaching colleagues, where both parties bring learning objectives, resources and plans to create student learning experiences A basic expectation is that the LMS will document at least two formal collaboration meetings (but no less than one) for each week of school. The online version is on the librarian webpage under collaboration. Each LMS should meet periodically with each grade level or team to plan together how best to use the human, print, and electronic resources that the program offers.</p>
<b>Big Six</b>	<p>Library Media Specialists will continue to assist classroom teachers to implement a problem solving approach to information needs. The Big 6 is included in the district curriculum framework. This framework applies problem solving strategies and Bloom’s taxonomy to traditional “research skills”; a major component is evaluation of product and process. Such an approach crosses grade and subject areas and is a life skill for addressing information needs. See also “Collaboration” below.</p>

<b>Community of Learners</b>	C.O.L. is the district's online curriculum tool. It contains the T.E.K.S. for all grades. Two different groups of activities are highlighted for all teachers: High Priority objectives and Exemplary Lessons. All LMS's are encouraged to become familiar with the grade appropriate COL. For the current year all
<b>Research</b>	The library program is founded on research-based best practices, especially the work of Keith Curry Lance. Program components are driven by the national standards for school libraries and information literacy as found in <u>Information Power</u> , (1998). Budgets and program evaluation are based on the Texas state standards (School Library Programs, Standards and Guidelines for Texas, 2005).
<b>Visiting Author</b>	As a district we try to provide a visiting author or storyteller at district expense bi-annually. Secondary school may obtain an author or storyteller from activity funds.
<b>Public Libraries</b>	While the resources of the district exceed 600,000 items, each LMS is encouraged to establish a working relationship with the branch public library nearest their campus (Dallas, Framers Branch, Irving, Carrollton, Coppell). Our local public librarians have been very positive about working with our schools for summer reading and other programs.
<b>Copyright</b>	
<b>Whole Section</b>	<p>Few other issues generate more confusion and questions than the requirements of copyright law. A concise overview of copyright is on our webpage: CFBISD libraries; librarians; copyright link. Copyright is a matter of professional ethics, federal law, and TEA Essential Knowledge and Skills (TEKS). Statutory damages (penalties for violation) range from NOT LESS than \$500.00 to \$20,000.00 for infringement of each work. A brief guideline is presented below. <b>A little understood aspect of Copyright Law (2000) is the prohibition from changing of format without permission of the copyright holder. This would include taking video and making a CD, or making a cassette recording from a CD or a compilation of favorite songs on one CD without prior written permission.</b></p> <ul style="list-style-type: none"> <li>• <b>CABLE:</b> Comcast cable or DirecTV comes free to buildings. Each program may have its own guidelines ranging from unrestricted to very restrictive. Extended copyright permission is often available for programs. Programs taken off air, unless otherwise specified, <b>may be kept for 45 days and then must be erased</b> after 45 days. Programs will and may only be recorded at the request of an individual, not in anticipation of possible future use. <b>All media must be documented in lesson plans.</b></li> <li>• <b>INTERNET:</b> Policies for use of electronic media were revised and delineated in Copyright for the New Millennium, revised 2000. Fair Use tests (see Print below) also apply. New guidelines in the law are clear on several accounts:       <ol style="list-style-type: none"> <li>1. <b>All information on the Internet is covered under copyright unless specifically noted otherwise.</b> Access to information or other works on the Internet does not automatically mean that material can be reproduced and used without permission or royalty payment. You have the right to listen or read.</li> <li>2. No item from the Internet may be used unless copyright is acknowledged.</li> <li>3. Copyrighted material must be credited in a separate section of a new work, except for images (which must be on the same page). These must include the</li> </ol> </li> </ul>

	<p>credit and name of the creator.</p> <ol style="list-style-type: none"> <li>4. The opening screen of a multimedia production must indicate that materials are included under Fair Use exemption and are being used in accordance with law.</li> <li>5. <b>No production that contains material copyrighted by someone else can be put back out onto the Internet (i.e., a student's production that includes material copyrighted by another, even with copyright permission).</b></li> <li>6. Motion clip: may be used <b>up to 3 minutes</b> or 10%</li> <li>7. Text: up to 1,000 words or 10%, whichever is <b>less</b>.</li> <li>8. Music: up to 10% but <b>no more than 30 seconds</b>.</li> <li>9. Illustrations: <b>no more</b> than 5 by one artist.</li> <li>10. <b>Two copies</b> of a multi-media production containing copyrighted material, can be made, one of which can be placed on reserve for backup.</li> <li>11. No copyrighted image (i.e., the ® Nike logo, Snoopy) may be <b>altered</b> in any way without copyright permission.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Music (sheet):</b> Several specific guidelines: <ol style="list-style-type: none"> <li>1. For performance an emergency replacement copy may be made of an entire work and shall be replaced immediately by purchasing of a physical copy.</li> <li>2. One copy of a work can be made for a class if the copy represents no more than 10% of the work.</li> <li>3. A copy of a work performed by students may be made and kept by the teacher or school.</li> <li>4. A school may make a single copy of a recorded work with the original used as an archive copy.</li> </ol> </li> <li>• <b>PRINT:</b> Teachers may make one copy of a chapter, an article, a short story, or a short poem. They may make a copy for each student in the class as long as the copy contains copyright notice and meets the test. <b>They may never make a second set of copies of the same work without written copyright permission.</b> <ol style="list-style-type: none"> <li>1. <b>BREVITY TEST:</b> Short stories of 2,500 words may be copied in entirety; poems of 250 words may be copied; longer works and picture books are restricted to 10%. Only two pages from a picture book may be copied.</li> <li>2. <b>SPONTANEIATY TEST:</b> Decision to use such works must occur so soon before the class that is not feasible to obtain written permission from the copyright holder.</li> <li>3. <b>CUMULATIVE EFFECT TEST:</b> Income of the copyright holder is not effected by such copying. Copies may be made only one time and used in only one class; copying for use in more than one <b>term</b> is prohibited. <b>Teacher may not make their own anthologies or make copies to substitute for buying the book, especially workbooks.</b> No more than three selections can be taken from one</li> </ol> </li> </ul>
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work.

- **TELEVISION (Cable/Broadcast):** Taped recordings can be made at the specific request of a teacher, must include the copyright message recorded on the broadcast program, and may be **kept for only 45 days from the date of taping**. Students can view such a recording only twice during the first 10 (ten) days. Teachers may make their own recordings and use them for instruction; however, **the 45-day rule applies** here as well. They should contact the producers to acquire other use rights. Any media coming into the school from an external source must have prior approval of the principal (District Policy). **All media must be documented in lesson plans (see document, "Use of Media")**.
- **VIDEOTAPES/DVD:** A teacher may use video to support **current** instruction only. A video about Columbus cannot be used in April, unless the topic of study is "Columbus." Likewise, any videotape owned by the district can only be used in the classroom to support current instruction. Any video that is appropriate may be used in current instruction; feature-length and personal video must have prior approval of the principal. Videotapes rented from a video store do not carry the legal rights to be used in public performance, which is any application NOT related to current instruction (rewards, rainy day schedule, PTA meetings, pre-school programs, etc.). **No district equipment may be used to show videotapes (either from the school or from outside) for PTA meetings, class rewards, baby-sitting. By allowing school equipment to be used in this manner it makes the school and district responsible for the copyright violation. No district videotape may be used for rewards.**
  1. Any video not obtained through the district (libraries or District Media Center) must have prior approval of the building principal.
  2. All non-print media must be documented in Lesson Plans.
  3. **Video for the purpose of reward or entertainment is not permitted in a public school (this is a "public performance")**. Public performance license for showing a video in a school can be obtained from the distributor. Campus Librarians or the Coordinator will be glad to assist. Certain companies are **relentless** in the pursuit of copyright violation. A multitude of options is available through the District Media Center. A teacher who goes out and buys a private copy of a commercial tape (i.e., Old Yeller) does not purchase public showing rights; they are purchasing private home showing rights. Some companies that sell videotapes also provide public performance rights; SVE is one of these.
- **DIGITAL VIDEO/CONT** - All campuses have access to streaming video from Digital Curriculum, Power videos and Power Media Plus.

Although originating outside the district (Dallas County Schools, and Discovery Learning) are purchased resources of the district and its content is correlated to objectives and is approved for use in instruction.

1. Teachers may copy files to their C: drive or burn them to CD.
2. Rights to these personal copies last as long as the district maintains

	<p>membership.</p> <p>3. Community of Learners has multiple direct links to many of these resources.</p> <p><b>Any materials (print or AV) used must be a part of direct instruction and appear as part of the lesson plans.</b></p> <p>See Carol Simpson's book, <u>Copyright for Schools</u>, in your building professional section for further information.</p> <p>For specific questions regarding copyright, please contact Cindy Nietubicz via email at <a href="mailto:nietubiczc@cfbisd.edu">nietubiczc@cfbisd.edu</a> or phone 4398. <b>Copyright –</b></p>
<b>Copyright – Librarian's role</b>	<p>Librarians are the site copyright expert and it is their job to inform the staff and principal of the copyright laws. However, you are <u>not</u> the copyright police for your building. If you are aware of a possible violation you should refer it to your building principal. It is their job to enforce the copyright law. You can remind teachers of the law as they come into the library if you feel they are getting materials to use that are not connected with direct instruction.</p>
<b>Librarian as a Professional</b>	
<b>Appraisal System</b>	<p>The first job of a Library Media Specialist (LMS) is to teach (TEA). The annual performance appraisal for district LMS's is the Professional Development Appraisal and Supervision (PDAS) for Library Media Specialists form. This form is based on the Library Standards approved by TEA. Library Support staff (Library Technical Services and Database Manager/Helpdesk) are supervised by the Coordinator of Learning Media and are evaluated at the end of the year using the district evaluation form. See Librarian Webpage for a detailed look at the appraisal document.</p>
<b>Conferences</b>	<p>Each year the Coordinator budgets for a minimum of 3 LMS's (rotating basis) to attend the Texas Library Association Convention at district expense. Applicants must be TLA members. Substitutes are provided. Additional funding <b>may</b> be available for others to attend; but substitutes are not always available through the Learning Media budget. Librarians should always clear their attendance at TLA with their principals. Contact the Coordinator for consideration of other staff development opportunities. Visit the Texas Library Association website..</p>
<b>TLA</b>	<p>Professional employees of the district are encouraged to belong to a professional association. For school librarians in Texas, that organization is the Texas Library Association, which has its home office in Austin. Each year during the spring there is a state-wide conference for librarians in each of the four divisions (public, school, academic, special) as well as a regional library conference in the fall. We are in TLA District 5. Dues to TLA are on a graduated scale related to salary. <u>School funds</u> cannot be used for professional dues.</p>
<b>District Media Department</b>	
<b>Hours</b>	<p>The District Media Center (DMC) collection includes equipment (see services at DMC), flags, professional periodicals, review books, kits, etc.</p> <p>The professional collection is housed in room 200 and other materials are located in Library Technical Services at the TLC. The TLC is located at 2427 Carrick Street in Farmers Branch. Visitors should park in the lot west of the TLC building.</p>

	<p>Hours of operation are 7:30 a.m. to 3:30 p.m., (except for summer, when all district offices close on Friday). Contact Joanne Kelly (4390) for information on checking out from these collections. Please leave a message if there is no one in attendance.</p> <p>An extensive collection of Ellison die-cut letters are housed at Carrollton Elementary School, across from the Administration building and can be used by anyone in the district. Please call the school office first.</p>
<b>Resources from TLC</b>	<p>Book review program  Classroom Novel Sets (also go to drive O:LIBMED or <a href="http://www.cfbisd.edu/dmc">www.cfbisd.edu/dmc</a>)  <b>Ellison Die-Cut Collection is now housed at Carrollton Elementary</b>  Flags of Historic U.S. (circulating)  Flags of the Nations (circulating)  Storytime kits  Multimedia Kits  Professional Books Collection  Professional/Technical Periodical Collection</p> <p>Large Projection Screen available for loan from AMAT Academy; contact RLT librarians  Wireless Microphone Systems</p> <p>Poster Making</p> <p>.</p>
<b>Staff Development</b>	<p>Staff development opportunities are provided in-district to fulfill the minimum in-service requirements for librarians. Opportunities are also available through the Region X Education Service Center, Texas Library Association and other agencies. A pool of funds to support out-of-district opportunities is available centrally; call the Coordinator about these, as they will be considered case-by-case. The PDAS standard at <u>district staff development days alone</u> will not provide adequate documentation for "Proficient."</p>
<b>Services at the Campus</b>	<p>Assistance in Planning Lessons  Assistance with Integrating Media into Lessons  Training in the Use of Building Hardware  Assistance with Digital Videos from Digital Curriculum, Power Videos or Power Media Plus  Collaboration and planning with grade levels or departments on a regular basis  Collection Development based on curriculum need, user input, program evaluation  Interlibrary Loan within District  Team Teaching to Support Classroom Instruction  Theme or Topic Bibliographies or Mediographies  Help with Resolving Intellectual Freedom and Challenge Issues  Help with Resolving Copyright Issues</p>
<b>ID Cards</b>	<p>Materials to produce elementary ID cards (plastic pouches and paper cards), which are compliant with the SIRSI library management system, are provided by the DMC (call Alameda or Joanne). High school and middle school ID cards and supplies are the budgeting responsibility of the campus principal. Each secondary school has an ID camera and printer. Supplies and maintenance for picture ID's are the responsibility of for materials lost. However, if a teacher is continually losing books or loses Something extremely valuable the LMS will want to report that to the principal.</p>