

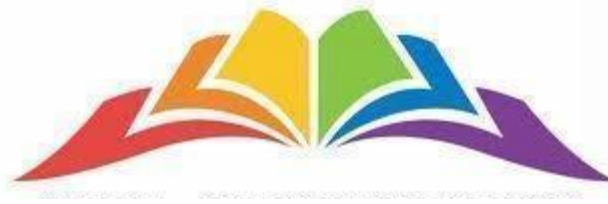
H. B. Zachry Elementary
Library Media Center
2025-2026

Handbook



H. B. Zachry Elementary
LIBRARY MEDIA CENTER

3200 Chacota Street * Laredo, Texas 78046 * PH: (956) 273-4912 * FX: (956) 273-4995
Mrs. Maritza Molina, Library Media Specialist * mmolina@laredoisd.org



faculty and staff
Zachry Elementary. It

clarify district policies, advise faculty and staff members of procedures specifically followed at our school. The Handbook does not replace the underlying written policies of the Laredo Independent School District Library Media Services Handbook, but rather provide faculty and staff with summary information as well as a guide to where official policies and more detailed information can be found.

This Handbook is for
members at H. B.
is written primarily to



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I. Library Hours of Operation

Monday/Tuesday/Thursday/Friday

7:30 a.m. - 3:30 p.m.

Wednesdays

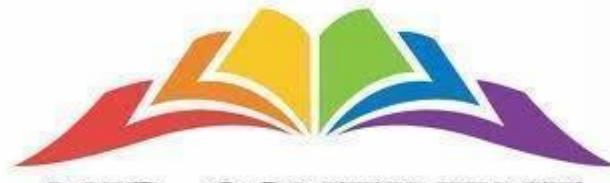
7:30 a.m. – 5:00 p.m.

Library Extended Hours

Wednesdays

3:30 p.m.-5:00 p.m.

All students must be accompanied by a parent or legal guardian and be supervised at all times. No food or drinks are allowed.



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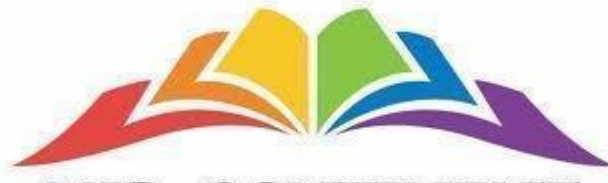
II. Patron Policies

a. Patron Rules

- Enter, work, and leave quietly.
- Keep hands, feet, and objects to yourself.
- No food, candy, gum, or drinks in the library.
- Sit in designated areas.
- Always walk in the library.
- Take good care of library materials.
- Return library materials on time. (No new check-outs will be allowed if a patron has overdue items.)
- Keep the library neat. (Push in chairs and return everything to its place.)

b. Book Care Rules

- Always handle books with clean hands.
- Never mark or write in the library books.
- Be careful turning pages so that they won't wrinkle or tear.
- Keep your library books away from food or drink.
- Keep your books clean and dry.
- Carry your book in your backpack or plastic bag.
- Keep the library books in a special place at home...away from your little brothers/sisters and/or pets.



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III. Library Classes

Students will visit the library with their teacher every other week at which time Mrs. Molina will conduct a lesson. Lessons in the library will correlate with instruction in the classroom and/or monthly holiday/topic/genre. Teachers are encouraged to use the Alexandria Researcher in their classroom to check availability of library materials needed for their own lesson plans.

IV. Library Materials

a. Student Check-Outs

- Checking out books from our school library is a privilege and a vital part of the learning experience. Books can complement classroom instruction and/or are used for the Accelerated Reader program, research, and/or personal enjoyment.

1st - 5th grade students who wish to check out books must return a signed copy of the Parent/Student agreement letter. These forms are to be kept by the student's teacher until the end of the year.

b. Parent Check-Outs

Parents are encouraged to open a library account. Parents may check-out two books at a time for a two-week period. Parents are responsible for all items checked-out under individual name.

c. Faculty Check-Outs

Faculty may check-out a class set of books = to the number of students in their class for a two-week period. Faculty is responsible for all items checked-out under individual name.

d. Staff Check-Outs

Staff may check-out four books for a two-week period. Staff is responsible for all items checked out under individual name.

e. Renewals

Items may be renewed at the end of the two-week period.

f. Overdue Books

No new check-outs will be allowed if a patron has overdue items. Students will be limited to reading e-books and/or the books available in the library during their assigned library time or during extended hours until payment or partial payment has been collected. Notices will be sent home for past due items.

g. Damaged, Lost, or Stolen Books

All patrons (students, faculty, staff, and parents) are financially responsible for lost, stolen, or damaged items checked-out under their name. Teacher's collection efforts are greatly appreciated, as you are the direct contact to the parent. Please keep documentation of all collection efforts.

h. Refunds

Refunds for payment made for lost/stolen books will be reimbursed only if the book(s) is/are found and returned in good condition during the same school year payment was made.

i. Description of library materials

Library Material	Call Number	Description
Fiction Books	F	Fictional books aren't true stories; can be based facts or real people, places, or events; usually longer in length; reading comprehension and book content appropriate for the independent reader
Reference Books	REF	has reliable and accurate information; Types of reference books includes almanac, atlas, dictionary, encyclopedia, thesaurus
Read Alongs	RAL	Read-Along Audio CD Included with story books; available for Easy Books, Fiction, Non-Fiction and Biographies
Nonfiction Books	000-999	informational books; facts on people, places, and things
Easy	E	Easy books are fictional books geared for children; usually pictures books with approximately 32 pages.
Big Books	BB	Big books content can fictional or non-fictional; large print; great for read aloud
Board Books	BDBK	Board books are meant for children ages 0-4 years; content mostly fictional
Magazines		Magazines include Mailbox, and Teacher's Helper
Newspapers		Laredo Morning Times
e-Books	EBK	Electronic books are available through our Symbaloo Library Page

- Dewey Decimal System: A System for Locating Non-Fiction Books

Classification Number	Subject Area	Brief Description	Sample Books Found under Classification Number
000-099	General Works	Bibliographies and encyclopedias	<i>E-Mail, Quotes for Kids, Aliens, Ripley's Believe or Not</i>
100-200	Philosophy Psychology	How people think What people think	<i>Near Death Experiences, Ghosts, Honesty Counts</i>
200-299	Religion Mythology	What people believe	<i>Three Kings Day, Chinese Myths</i>
300-399	Social Sciences	How people live together	<i>Children from Australia to Zimbabwe, Drugs, Holidays, Storytelling</i>
400-499	Language	How people communicate	<i>The Graphic Alphabet, If You Were An Adjective</i>
500-599	Natural Sciences	What people know about the world and the universe	<i>Solar Systems, Marine Animals</i>
600-699	Applied Sciences	How people use scientific knowledge	<i>Cars, Allergies, Cats, Dogs</i>
700-799	Arts/ Recreation	How people create and use their leisure time	<i>Sports, Music</i>
800-899	Literature	Record of man's deeds and thoughts in stories, play, and poetry	<i>Poetry</i>
900-999	History	How people record past facts and events	<i>Lewis & Clark, U. S. Presidents, Countries, and U.S. states</i>

j. Circulation of library materials

LIBRARY MATERIAL TYPE	CALL NUMBER	CHECK OUT ALLOTTED TIME
EASY	E	2 WEEKS
FICTION	F	2 WEEKS
BIOGRAPHIES	B	2 WEEKS
SPANISH	SP	2 WEEKS
DEWEY DECIMAL	000-999	2 WEEKS
READ ALONGS	RAL	2 WEEKS
REFERENCE	REF	DAILY
PROFESSIONAL	PRO	DAILY
MAGAZINES	MAG	DAILY
NEWSPAPERS	NEW	DAILY
AUDIO-VISUAL EQUIPMENT	AV	DEPENDENT UPON INSTRUCTIONAL NEED

k. Newspapers/Magazines

Newspapers and magazines are not to be taken out of the library by students, but may be checked-out by faculty and staff for instructional purposes. Magazines may be checked out for a two-week period; however, the newspaper needs to be returned on a daily basis. Older newspapers may be available for class projects.

l. Reference Material

Reference materials are to be used by the students in the library. Teachers may check-out reference material for classroom use when necessary with a time limit of one week.

m. Audio-Visual Equipment

Listening stations will be checked-out to PK-2nd grade teachers at the beginning of the year and must be returned at the end of the year.

n. Videos

Videos are available for instructional use and must be included in the lesson plan. Please fill out video requests and adhere to district policies. School administration must sign permission requests prior to checking out videos from the library. Videos must be returned on the last day of viewing video. (**See index for Video Request Form)

Special parent permission is needed to view movies rated PG/PG13 by the Motion Picture Association of America (MPAA). (*See index for Video Usage Parental Permission Form)

o. Novel Sets/Read-Along Kits

Book class sets and Read-Along kits (RAL) are available for faculty use. (Please see enclosed brochure for the book class sets and read-alongs that are available per grade level.)

V. Planning & Library Visit Log/Daily Log

Teachers will sign the Planning & Library Visit Log when they visit the library with their class. Everyone entering the library needs to sign the daily log located at the entrance.

VI. Book Selection and Grievance Committee

The Book and Grievance Committee shall be composed of one teacher representative from each grade level, the librarian, an administrator, a parent, and a student representative. This committee is formed at the beginning of each school year. In the event that any reading material located in the library is challenged, the committee will meet to review the concern and take action. In addition, committee members are asked to submit suggestions for library, media, and/or audio/visual purchases. (**See index for Book Selection and Grievance Committee and Recommendation for Library Media Center Materials)

VII. Library Book Club

Library Club members must be willing to learn about the library policies and procedures, complete tasks independently, follow directions, maintain good grades, and have good conduct. In addition to general library duties, students will help during special events and fundraising events.

VIII. Accelerated Reader Guidelines

ACCELERATED READER GUIDELINES - ELEMENTARY

Library Media Services Handbook
Laredo ISD – Revised 2020



The Accelerated Reader program is a reading incentive program used by Laredo ISD to encourage and reward reading for pleasure. It also promotes a life-long love of reading and improves reading comprehension skills.

Program Goals

- To motivate students to improve their reading ability by increasing their reading practice.
- To offer a management system to teachers that allows every student to read at their independent level.
- To provide a tool to measure whether students have comprehended what they have read.
- To increase overall test scores as students become better learners and better readers.

To ensure the success of this program, the district is requiring that all students participate and follow the guidelines listed below:

Student Guidelines

- Students will read and quiz on books at their appropriate reading level.
- Students must take quizzes independently with the exception of PK3, PK4, and Kinder. If a student PK3-Kinder is reading at a pre-primer level or above, the student may quiz independently.
- Students are encouraged to meet and/or surpass their goal.
- The book being quizzed on must remain closed while the student is testing.
- Students may not take quizzes for other students and/or share answers to quizzes.
- Students are not required to take a quiz on every book they check-out; nevertheless, they must read the book in its entirety before taking a quiz.
- Students must keep their password PRIVATE.
- AR quizzes may be taken at the student's home campus, including the computer lab, the library, and the student's respective classroom(s). In addition, quizzes may be taken at any elementary or middle school library during school hours including extended day.
- Students who choose not to follow these guidelines will face the following consequences:
 - The quiz or quizzes involved will be deleted.
 - The student will not be eligible to receive AR incentives/Awards.
 - Upon not following the guidelines for a second time and in addition to the above consequences, students will not be allowed to quiz for a period of 5 days.

Parent Guidelines

It is recommended that parents help their child(ren) reach the district's reading goals and recognize them when they reach those goals. The district provides extended library hours at all campuses which offer a great opportunity for parents to support their child(ren) with this program.

- Parents should encourage their child(ren) to read books at their appropriate reading level.
- Parents may not assist their child(ren) with quizzes. They must remember that students are to quiz independently.
 - Parents are allowed to read the AR questions and answer choices out loud to their children enrolled in PK4 through 1st grade.
- Parents will be responsible for providing the Student Record Report generated from the AR program for points previously earned by their child(ren) at schools outside of Laredo ISD. This report must be signed by the librarian from the previous school.

Administrator/Faculty Guidelines

- The Accelerated Reader program will run from the 1st day of school to the end of the 5th Six Weeks.
- The administrators, teachers, and librarians will encourage and promote the Accelerated Reader program.
- The administrators, teachers and librarians will set high expectations for all students.
- Teachers may recommend PK3-Kinder students to be enrolled in the AR program.
- Students are not required to take a quiz on every book they check-out; nevertheless, they must read the book in its entirety before taking a quiz.
- Teacher and Librarian will ensure that students are taking a quiz at students' appropriate reading level.
- Teachers will allow the students to quiz at their Zone of Proximal Development (ZPD) determined by the STAR Reading Test.
- Books must remain closed while the student is taking the quiz (unless otherwise stated in a student's IEP).
- Teachers will provide English Learner (EL) students (in U.S. schools, 1-3 years) the opportunity to read and quiz on books below grade level in their first language for a maximum of two six weeks.
- Teachers will provide EL students the opportunity to read books in English at or slightly above their level of English proficiency in Reading (TELPAS Beginning, Intermediate, Advanced and Advanced High).
- Librarian will provide documentation (report indicating students' points and average) to the campus administrators and teachers during weekly planning to monitor participation.
- Teachers will include AR points, goal, and average in students' report card every six weeks.

- Each campus is required to have a minimum of 75% of students enrolled in the AR program meet their AR goal as specified in the chart below.

Goals and Incentives

- During the 2nd week of the 1st Six Weeks, a district wide Accelerated Reader kick-off will be held at each campus.
- Students will be expected to earn a minimum amount of points at the minimum percentage passing as indicated below by the end of the year.
- Incentives for students will be awarded at their respective campuses.

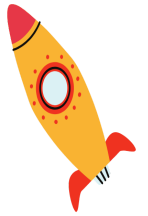
The chart below shows the goals per grade level for each student.

Laredo ISD Accelerated Reader Goals

Grade	End of Year Minimum Points Per Student	Minimum Percentage Passing Per Student	Minimum Percentage Passing Per GT Student
PK3 - K (whole class)	56	77%	85%
1 st Grade	56	77%	85%
2 nd Grade	66	77%	85%
3 rd Grade	81	77%	85%
4 th Grade	91	77%	85%
5 th Grade	101	77%	85%

Meeting these goals will have a positive impact on the student's reading success.

IX. Accelerated Reader Goal Chart (see next page)



H.B. ZACHRY ELEMENTARY GOAL CHART

	K3- Kinder	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade
1st Marking Period 08/11/2025 9/20/2024	12	12	14	17	19	21
2nd Marking Period 9/22/2025 10/31/2025	23 +11 Points	23 +11 points	27 +13 points	33 +16 points	37 +18 points	41 +20 points
3rd Marking Period 11/3/2025 12/19/2025	34 +11 Points	34 +11 Points	40 +13 points	49 +16 points	55 +18 points	61 +20 points
4th Marking Period 1/12/2026 2/19/2026	45 +11 Points	45 +11 Points	53 +13 points	65 +16 points	73 +18 points	81 +20 points
5th Marking Period 2/23/2026 4/11/2025	56 +11 points	56 +11 points	66 +13 points	81 +16 points	91 +18 points	101 +20 points
Total for Year	56 Points	56 Points	66 Points	81 Points	91 Points	101 Points





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X. The Accelerated Reader Program is an important focus and initiative at Zachry Elementary.

The following are incentives that the students will be rewarded with during the year when they meet the different goals and challenges with an 85% average for students in the Regular Education Program and 90% average for students in the Gifted and Talented Program.

The students will receive a treat/prize at the different A.R. Point Clubs.

At the end of each Accelerated Reader Marking Period, the class with the most A.R. points will receive the “Traveling Trophy”. Students whose class received the “Traveling Trophy” two or more times, and have met the A.R. goal and average by the end of the year will be receiving a treat.

In December, the Top 2 students from K – 5th grade are invited to a special event.

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Accelerated Reader
End-Of-Year Awards Ceremony

All students who met the district A.R. goal with a minimum avg. of 77% for regular students and an 85% avg. for GT students will receive a **medal** during awards ceremony.

**** (A.R. goal achiever)**

The student with the most A.R. points in your class with a minimum avg. of 77% for regular students and an 85% avg. for GT students will receive a **trophy** for **top of class**. **** (A.R. top of class)**

The student with the most A.R. points in the grade level with a minimum avg. of 77% for regular students and an 85% avg. for GT students will receive a **trophy** and **tablet** for **top of grade level**. **** (A.R. top of grade level)**

In addition, the student with the most A.R. points in the school with a minimum of avg. 77% avg. for regular students and an 85% avg. for GT students will receive a **trophy** for **top of school**. **** (A.R. top of school)**

Please make sure to include all the students who will be receiving the different recognitions in your “class list” you will be submitting to Mrs. Mora for the Awards Ceremony using the **** descriptions above**.

Please call me at extension 4912 if you have any questions. Thank you for your support and cooperation.

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XI. Library Web Page

- Online Databases

o See next page for Username and Passwords

Laredo ISD has afforded the opportunity for teachers and students to access a wealth of information through Region One Online Databases, which include the following: BrainPop, BrainPop Jr., BrainPop ELL, BrainPop Español, BrainPop Francais, Brain Hive, Britannica Image Quest, Britannica School, Britannica Learning Zone, Britannica Escolar, Britannica Moderna, The Mailbox Magazine, EBSCO Host, Learn 360, ProQuest SIRS Discoverer, and TeachingBooks.net.

In addition, we will be able to access TumbleBook Library, and TumbleBook Cloud Junior using the Username and Password provided by the Laredo Public Library.

H. B. Zachry Elementary
<http://zachryes.elisd.org>
 Passwords for Databases found under
 -“About Our Campus” tab
 -“Library” link
 -Symbaloo



Resource Name	Username	Password
*MackinVIA (ebooks)	zebras	zebras
BrainPOP*	hbzachry	zebras
BrainPOP Jr*	hbzachry	zebras
BrainPOP ELL*	hbzachry	zebras
BrainPOP Español*	hbzachry	zebras
BrainPOP Francais*	hbzachry	zebras
Brain Hive (ebooks)*	brainhive	Brainhive
Britannica Image Quest*	zachry	zebras
Britannica School*	zachry	zebras
Britannica Learning Zone*	zachry	zebras
Britannica Escolar*	zachry	zebras
Britannica Moderna*	zachry	zebras
The Mailbox Magazine*	zachry	Zebras
TexQuest - EBSCO Host*	zachry	learn20!
TexQuest: Learn 360* (Formally known as Power Videos)	zachry	Zebras
ProQuest SIRS Discoverer*	zachry	Zebras
TeachingBooks.net*	zachry	Zebras
TumbleBook Library	laredopl	libra
TumbleBook Cloud Junior	laredopl2	login
eSebco	Student ID #	121
(ebooks)	/Library Card #	23198002450927
Follett Shelf (ebooks)	zachry	zebras
Capstone Library (ebooks)	zachry	zebras
mycapstonelibrary.com option: log in with capstone interactive		
Abdo Digital (ebooks)	zachry	zebras
getepic.com (ebooks)	create own account	

***Resources that are accessed through MackinVia**

Public and Charter School Districts 2019-2020 Virtual Library Cooperative

Visit: www.mackinvia.com or use the app	
Site: Zachry Elementary (Laredo ISD)	
User ID: zebras	Password: zebras

MackinVIA: an eResource Management System that contains all the digital resources students, staff, and families can utilize in their schools. MackinVIA also houses our shared eBooks and instructional resources.

Virtual Library Instructional Resources:

Resource Type	Resource Title	Description
Video	BrainPOP, BrainPOP Jr., BrainPOP Español, BrainPOP ELL, BrainPOP Français	Over 2,359 Short Animated Movies for Students in Grades K-12
Video	Learn360 PLUS (Grades 8-12 ONLY)	High school and AP level content to enrich your base Learn360 subscription
Database	EBSCO History Reference Center	Comprehensive Full-Text History Reference Database
eBooks	Brain Hive	Subscription eBook Collection (500 Titles Collection Per Campus Level)
Images	Britannica ImageQuest	Millions of Rights-Cleared Images
College & Career Reference Center	Gale TERC w/Career Module	College and Career Testing and Education Reference Center
Online Resources	The Mailbox Magazine (Grades PK-6 ONLY)	Ready to Use Materials
Reviews	Booklist Online	Critical Reviews of Books and Audiovisual Materials for All Ages
	TexQuest Partners (* listed below)	
Database	* Britannica School * Britannica Learning Zone	Multi-level Encyclopedia & Resources
Database	* Britannica Escolar * Britannica Moderna	Spanish Multi-Level Encyclopedia & Resources
eBooks	* EBSCO eBooks	More than 230,000 EBSCO eBooks™ to support teaching and learning in grades K-12
College & Career Reference Center	* EBSCO Express Learning	Resources for test preparation, college and career preparation, skills development and more
Database	* Gale Cengage Learning	Selected Resources for All Levels
Video	* Learn360	Over 12,000 videos from 50+ publishers and other multi-media resources for students in grades K-12
Database	* ProQuest SIRS Discoverer	Articles and Websites for grades K-8
Database	* TeachingBooks	Resources about Books and Authors



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Fabiola Fuentes, Program Assistant

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956-984-6055
956-984-6072



XII. Index

☐ **Laredo Independent School District Department of Library and Media Services**

Handbook <http://www.laredoisd.org/departments/library/libraryhandbook.pdf>

☐ **Administrative Regulation**

☐ **Video Request Form**

☐ **Video Usage Parental Permission Form**

☐ **Book Selection and Grievance Committee**

☐ **Library Materials Recommendation Form**

Instructional Materials Selection and Adoption
Use of classroom videos

(REGULATION)

OBJECTIVE: The objective of this section is to establish policies and procedures to be followed in the use of videos in the classroom.

BACKGROUND: EFA (Local) Instructional Materials Selection and Adoption

The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although trained professional staff are afforded the freedom to select instructional resources for their use in accordance with this policy and the state-mandated curriculum, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Classroom videos can provide relevance for learning, however the use of videos in the classroom also pose risk for misuse. Expectations regarding the use of classroom video can be found on the media-library services website.

POLICY: In order to view a video in any instructional setting, a video request form must be completed in full, including the approval signature of the campus principal and the librarian.

- I. RESPONSIBILITIES**
1. The video request form must be completed and approved two weeks prior to the use of video materials. This applies to the use of video materials in all district sponsored/approved activities, instructional or extracurricular.
 2. No home videos including rentals from store or public library may be viewed in school.
 3. All videos to be viewed must be property of the school district/campus.
 4. Videos viewed in classroom or library must be part of instruction and documented in lesson plans.
 5. All videos, or excerpts, must not exceed 20 minutes.
 6. District owned rated “G” movies/videos may be shown in pre-school through 12th grade. Movies/videos rated “PG” (Parental Guidance), “PG” 13 (A trademark used for a movie rating indicating that admission will be granted to persons of all ages but that parental guidance is suggested in the case of children under the age of 13) require signed parental permission for each student in elementary, middle and high schools.

7. The video request form must include the TEK(s) reinforced by the viewing, the pre-scripted level two or three question, and a follow-up writing activity. An alternate activity must also be provided for students whose parents do not wish their child to view this material.

II. APPROVAL

1. The teacher must access the video request form online. After completion they must submit it for approval to the librarian no later than 20 days prior to the proposed viewing. 2. The librarian will check the video inventory to clear the selected film and proceed with providing the principal with the request. 3. The principal will approve or deny the use of the film. 4. The principal will provide a response to the teacher and librarian.

Date Approved

Linda Theret, Executive Director Curriculum and Instruction

Date Approved

Dr. A. Marcus Nelson, Superintendent of Schools



Library Media Services Video Request Form

This form **must** be completed and approved **two weeks prior** to the use of video materials. It applies to the use of video materials in all district sponsored/approved activities, instructional or extra-curricular.

Campus: _____

Date Submitted: _____

Grade: _____

Room #: _____

Teacher's Name _____

Subject _____

Name of Video _____

Date(s) to be shown _____

Video Use in the Classroom

- No home videos including rentals from store or public library may be viewed in school.
- All videos to be viewed must be property of the school district/campus.
- Videos including **streamed movies** viewed in **classroom** or library must be part of instruction and documented in lesson plans.
- **All videos, or excerpts, must not exceed 20 minutes.**

SECTION 110 OF THE COPYRIGHT ACT FOR CLASSROOMS

“Section 110 of the Act exempts certain performances and displays of copyrighted works if specific conditions are met. The most common exemption is for performances and displays of a nondramatic literary or musical work in the regular course of instruction in a nonprofit educational institution. Even within a school or college, further requirements must be met. The performance must take place in broadly defined classroom; libraries meet the definition if instruction routinely takes place in the library, and it does in most schools and universities. Teachers and students must be present in the same place, and the performance must be a part of the instruction. In other words, it must not be a performance purely for entertainment purposes. Another important requirement is that the copy that is performed must be a lawfully obtained copy. In fact, the exemption is lost if the librarian knew or should have known, that the copy was not lawfully obtained. When these requirements are met, students and teacher may sing a copyrighted song, read a copyrighted poem or perform a copyrighted play. Additionally, they may view the performance of a copyrighted motion picture or audiovisual work. Although, many people believed that nonprofit libraries were nonprofit educational institutions, amendments since 1984 make it clear that they are not. Libraries in nonprofit educational institutions are covered by the exemption if the above mentioned conditions are met. Public libraries are not.”



NOTE: Rated “G” movies/videos may be shown in pre-school through 12th grade. **Movies/videos rated “PG” (Parental Guidance), “PG” 13** (A trademark used for a movie rating indicating that admission will be granted to persons of all ages but that parental guidance is suggested in the case of children under the age of 13) **require signed parental permission for each student in elementary, middle and high schools.**

Lesson Objective(s):

TEKS Addressed:

Pre-scripted Level 2 or 3 Question:

Writing Activity to follow viewing:

Does this video contain any controversial subject matter? ____ Yes ____ No If so, explain: ____

What provision for meaningful alternate activity will be provided for students whose parents do not wish their child to view this material: _____

Teacher’s Signature

Date: _____

Administrator’s Signature

Date: _____

Librarian’s Signature

Date: _____



Video Usage Parental Permission Form

Date: _____

Teacher: _____

School: _____

Grade: _____

Dear Parent:

Students in my class have been studying: _____

To support this instructional learning, on _____, my class will

Viewing Date(s)

be viewing a 20 minute segment of the video (described below) rated Parental Guidance (PG/PG-13) by Motion Picture Association of America (MPAA). If you agree to grant permission for your child to view this video, please sign below and return this form by _____.

Date

Your child is not required to view this video. An Alternate assignment related to the unit being taught will be provided if you do not grant permission for your child to view this video.

Please sign in the appropriate box below.

DESCRIPTION OF VIDEO

Title: _____

Rating by Motion Picture Association of America (MPAA): _____

Curriculum Connection: _____

Follow-up Activity: _____

PERMISSION TO VIEW VIDEO

I give permission for my son/daughter to view the video described above.

Signature: _____ Date: _____

Parent or Guardian

Student's Name: _____

Your student will receive a related instructional activity if your option is not to allow the viewing of this video.



Video Usage Parental Permission Form

REQUEST FOR ALTERNATIVE ASSIGNMENT TO VIDEO USAGE

I do not give permission for my son/daughter to view the above video. I understand that my child will complete an equally weighted alternative assignment.

Signature _____ Date: _____
Parent or Guardian

Student's Name _____

SCHOOL USE

Submitted by: _____ Teacher's Signature: _____
Teacher's Name (Print)

APPROVED BY:

Librarian: _____ Date: _____

Administrator: _____

Date: _____



H. B. ZACHRY ELEMENTARY

Mrs. L. Mora, Principal

Mrs.S.Santos, Vice Principal

Mrs. Maritza Molina, Librarian

**BOOK SELECTION AND GRIEVANCE COMMITTEE
2025-2026**

As per the district's Library Media Center – Policies and Guidelines, each campus shall have a Book Selection and Grievance Committee that cooperates with the LMC staff in selecting and reviewing materials and equipment.

The Book Selection and Grievance Committee shall be composed of one teacher representative from each grade level, the librarian, an administrator, a parent, and one student representative. The members for 2025-2026 are:

PK3/PK4 –N. Vicharelli
K –K.Granados
1st Grade – M.L.Suarez
2nd Grade –M.Palacios
3rd Grade – L.Garcia
4th Grade – M.Espinoza
5th Grade –C.Palacios
Principal – Lilia Mora
Librarian –Maritza Molina
Parent – Ariday Hernandez-Ollivier
Student – Maiah Ollivier



3200 Chacota Street* Laredo, Texas 78046* PH: (956) 273-4912 * FX: (956) 273-4995
Mrs. Maritza Molina, Library Media Specialist * mmolina@laredoisd.org

RECOMMENDATIONS FOR
LIBRARY MEDIA CENTER MATERIALS
H. B. Zachry Elementary

Name: _____ Date: _____

Grade: _____

I would like materials on these subjects in the library media center:

I would like the following books and/or eBooks in our library:

The library needs more information on the following subjects:

I would like to have the following audio/visual equipment in the library media center:



H. B. Zachry Elementary
LIBRARY MEDIA CENTER

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Mrs. Maritza Molina, Library Media Specialist * mmolina@laredoisd.org

Book Fair Dates

Nov. 3-Nov 7 2025