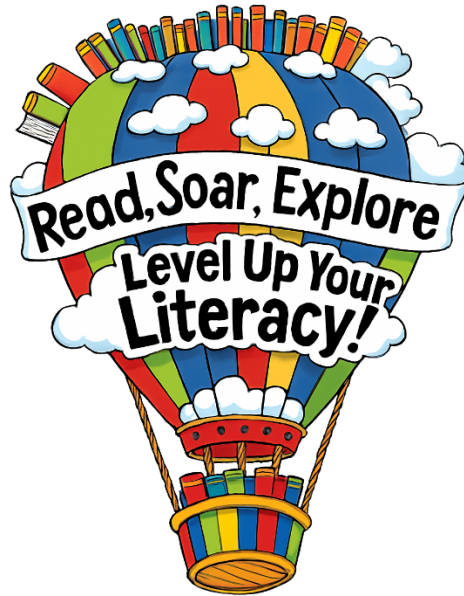




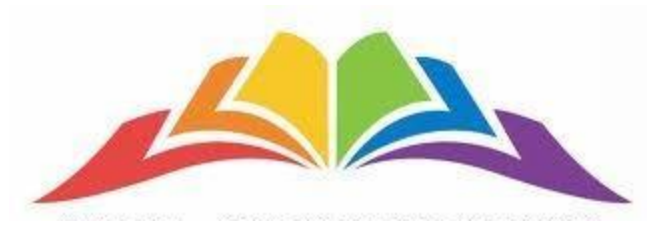
Christopher M. Macdonell Elementary
LIBRARY MEDIA CENTER

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Mrs. Sandra R. Gonzalez, Librarian * srgonzalez@laredoisd.org



Handbook 2025-2026





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Ms. Michelle Gonzalez

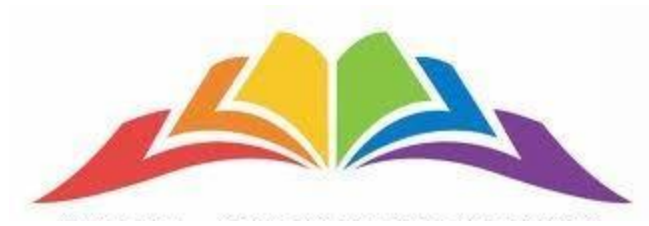
Principal

Mrs. Vanessa Palumbo

Assistant Principal

Mrs. Sandra R. Gonzalez

Librarian



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This Handbook is for faculty and staff members at Christopher M. Macdonell Elementary. It is written primarily to clarify district policies and 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.



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I. Library Hours

Monday - Friday

7:30 a.m. – 4:00 p.m.

Extended Day: Every Wednesday

3:30 p.m. – 5:00 p.m.

Librarian Meetings – 1st Thursday of every month

Wednesdays – Closed for PLC Meetings

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II. Patron Policies

a. Patrons (students, parents, and all LISD employees):

1. Enjoy your library visit by entering, working, and leaving quietly.
2. Show respect by keeping hands, feet, and objects to yourself.
3. Help keep the library and books clean.
4. Sit in designated areas.
5. Be safe by always walking in the library.
6. Take good care of library materials.
7. To ensure the availability of library books and materials, please return them on time.
8. Every patron is responsible for library materials checked-out under his/her name.

c. Classes

All classes will be dropped off at the Library during their P.E. Time. Pre-Kinder and Kinder Aides, as well as Special Education Aides, must remain with students at all times.



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III. Library Materials

a. General

- All patrons (students, faculty, staff, and/or parents) who check out books and/or materials and happen to lose or damage them are financially responsible.
- Patrons who lose or damage a library book will be limited to 1 checkout until the account is cleared. Partial payments are accepted until the account is paid in full.
- Recommendations for library materials can be turned in to library staff.

. Audio-Visual Services

* The librarian will assist school patrons with the set-up and operation of equipment whenever possible.

* A minimum of one day notice will be required for requests for equipment set-up.

* Emergency situations will be handled as necessary.

* The librarian will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise.

b. Description of library materials

Library Material	Call Number	Description
Fiction Books	F	Fictional books are not true stories; can be based on 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 include almanacs, atlases, dictionaries, encyclopedias, thesauri
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; most Dewey Decimal Books are non-fictional books
Easy	E	Easy books are fictional books geared for children; usually pictures books have approximately 32 pages.
Big Books	BB	Big books can be fictional or non-fictional; large print; great for read aloud
Board Books	BDBK	Board books are meant for children ages 0-4 years; content is mostly fictional

- 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>Math, Seasons, 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 a person's deeds and thoughts in stories, plays, and poetry	<i>Poetry, classics</i>
900-999	History	How people record past facts and events	<i>Lewis & Clark, U. S. Presidents, Countries, and U.S. states</i>

c. Circulation



LIBRARY MATERIAL TYPE	CALL NUMBER	CHECK OUT ALLOTTED TIME
EASY	E	1 WEEK
FICTION	F	1 WEEK
BIOGRAPHIES	B	1 WEEK
SPANISH	SP	1 WEEK
DEWEY DECIMAL	000-999	1 WEEK
REFERENCE	REF	DAILY
PROFESSIONAL	PRO	DAILY
MAGAZINES	MAG	DAILY
NEWSPAPERS	NEW	DAILY
AUDIO-VISUAL EQUIPMENT	AV	DEPENDENT UPON INSTRUCTIONAL NEED

* Library Materials may be renewed. See Librarian for details.

d. Newspapers/Magazines

Newspapers and magazines are available for faculty and student use. These materials are not to be removed from the library without permission nor are they to be torn-up, cut-up, or written on. Materials must be returned upon completion of use. Older magazines and newspapers for student use may be available. Please see librarian for more information

e. Audio-Visual Equipment

Audio-visual equipment such as document cameras, projectors, laptops, Ipads, Mimios, cassette/cd players, etc... are assigned to the classroom inventory at teacher's request and based on availability.

Equipment will be provided to Faculty, Administrative Staff, and Staff. By signing, faculty and staff agree to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide appropriate safe storage when it is not in use.

Every effort will be made to provide patrons with equipment in good condition. Equipment in need of repair will need a work order. Please advise the librarian of any piece of equipment in need of repair.

An annual Audio-Visual Inventory will be done by the librarian. Inventory of classroom equipment will require a signature for end of year clearance.

Library Calendar of Events

2025-2026

- ❖ A.R dates: August 11, 2025 – April 10, 2026
- ❖ A. R. STAR BOY (2nd – 5th) August 18th – 22nd
- ❖ A. R. STAR MOY (1st – 5th) January 12th – 23rd
- ❖ A. R. STAR EOY (1st – 5th) April 13th – 17th
- ❖ A. R. Kick-off Week: August 18 – 22, 2025
- ❖ Reading Fair Project Due: January 16, 2026
- ❖ Read for the Record: October 13, 2025
- ❖ Scholastic Book Fair: September 8-12, 2025
- ❖ Read with a Loved One: November 5, 2025
- ❖ Movies with Santa: December 3, 2025
- ❖ Family Reading Night: March 5, 2026
- ❖ Read Across America Week: March 2 – 6, 2026
- ❖ Last Day of Library Class: May 8, 2026



Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at

www.techlearning.com. More detailed information about fair use guidelines and copyright resources is available at www.halldavidson.net.

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	- Poem less than 250 words; 250-word excerpt of poem greater than 250 words - Articles, stories, or essays less than 2,500 words - Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) - One chart, picture, diagram, or cartoon per book or per periodical issue - Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book	- Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes - Students may incorporate text into multimedia projects	- Copies may be made only from legally acquired originals. - Only one copy allowed per student - Teachers may make copies in nine instances per class per term. - Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. - Don't create anthologies. "Consumables," such as workbooks, may not be copied
Printed Material (archives)	- An entire work - Portions of a work - A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer	A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen"	- Copies must contain copyright information - Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	- Photograph - Illustration - Collections of photographs - Collections of illustrations	- Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used - From a collection, not more than 15 images or 10 percent (whichever is less) may be used	Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for viewing)	- Videotapes (purchased) - Videotapes (rented) - DVDs - Laserdiscs	- Teachers may use these materials in the classroom. - Copies may be made for archival purposes or to replace lost, damaged, or stolen copies	- The material must be legitimately acquired. - Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction" - Use should be instructional, not for entertainment or reward. - Copying OK only if replacements are unavailable at a fair price or in a viable format.
Video (for integration into multimedia or video projects)	- Videotapes - DVDs - Laserdiscs - Multimedia encyclopedias - QuickTime Movies - Video clips from the Internet	Students "may use portions of lawfully acquired copyright works in their academic 'multimedia' defined as 10 percent or three minutes (whichever is less) of 'motion media' "	- The material must be legitimately acquired: a legal copy (not bootleg) or home recording - Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for integration into multimedia or video projects)	- Records - Cassette tapes - CDs - Audio clips on the Web	Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.	- A maximum of 30 seconds per musical composition may be used. - Multimedia program must have an educational purpose
Computer Software	- Software (purchased) - Software (licensed)	- Library may lend software to patrons. - Software may be installed on multiple machines, and distributed to users via a network. - Software may be installed at home and at school - Librarians may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format.	- Only one machine at a time may use the program. - The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. - Take aggressive action to monitor that copying is not taking place (unless for archival purposes)
Internet	- Internet connections - World Wide Web	- Images may be downloaded for student projects and teacher lessons - Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above)	- Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. - Any resources you download must have been legitimately acquired by the Website
Television	- Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) - Cable (e.g., CNN, MTV, HBO) - Videotapes made of broadcast and cable TV programs	- Broadcasts or tapes made from broadcast may be used for instruction. - Cable channel programs may be used with permission. Many programs may be retained by teachers for years - see Cable in the Classroom (www.ciconline.org) for details.	- Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Unlightened rights holders, such as PBS's Reading Rainbow, allow for much more.) - Cable programs are technically not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office Circular 21, Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational

Multimedia; cable systems (and their associations), and Copyright Policy and Guidelines for California's School Districts, California Department of Education. Note: Representatives of the institutions and associations who helped to draw up

many of the above guidelines wrote a letter to Congress dated March 19, 1976 stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."