



Frederick Douglass High School Libraries Policies & Procedures

Mission:

The Frederick Douglass Library program provides space for collaboration, critical & creative thinking, and academic inquiry. Through our print collection, e-resources, FDHSMaker HQ, and staff, we support, encourage, and enhance depth of learning so that our students are prepared to excel as members of a global society.

Access:

The main Library Media Center is open from **7:55 a.m. - 3:30 p.m.** during the school day, Additional hours are available by request.

All students are asked to sign in via ePass kiosk upon arrival to the library.

During the school day, students should have a pass from their teacher to use a library space.

Douglass students are expected to showcase pride and respect for all library spaces. As student-leaders they ensure that spaces are kept clean, materials are used in a responsible fashion, and resources are cared for so that all students and staff may benefit from them.

Academy Media Hubs:

Access to and use of resources in each Academy Media Hub (aka Commons Area) is specific to plans & policies agreed upon by the Library Media Specialist(s) and the Academy Principals & Teacher Leaders. These policies will be updated as needed.

Students should not be in the Academy Media Hubs without teacher permission.

Students and staff are encouraged to use the Academy Media Hubs for tutoring, common planning, and focused group work.

Circulation:

Students and Staff may check out up to **five** books at a time, for a loan period of 14 days.

Provided that there is not a hold placed on any book, students and staff may renew the loan at

any time during the loan period. Renewals are limited to two per book, or two calendar months, whichever occurs first. At that time, the borrower is asked to return the book to the library.

Fees:

All library fees go towards maintaining the library collection, makerspaces, and resources for students and staff at FDHS.

The library does not charge fines for overdue items; however once a student has **two** overdue items their account will be frozen until they have had a discussion about the items with the Library Media Specialist(s). If an item is lost, the student has two options: purchase a comparable replacement for the lost item or have the cost of replacement added to their student account.

If a book or other resource is damaged, students will be charged for repair or replacement. Repair charges start at \$1.00 to cover the cost of supplies, as determined by the Library Media Specialist(s). If a resource is damaged beyond reasonable, usable repair then students will have two options: purchase a comparable replacement for the damaged material or have the charge of replacement added to their student account.

Students may use the 3D printers in the FHDS Maker HQ and Academy of Technology for personal use for a charge. Students will be charged \$0.50 per half ounce of printing material used. Charges will be rounded up to the nearest half ounce (i.e. a print job that takes .75 ounces of material will be charged \$1.00). Printing as part of a school assignment does not incur student charges.

Once a student reaches **\$10.00** of fees on their account or has two overdue items, they will not be allowed to checkout additional materials or print until those fees are cleared. Please see the Library Media Specialist(s) to talk about what may be done to continue access to those resources.

Food & Drink:

In order to ensure clean facilities and cut down on any potential pests, no food is allowed in the main Library Media Center, unless it is provided by the Library Media Specialist(s) or a teacher for a special event, in agreement with the Library Media Specialist(s).

Covered drinks with lids are allowed in the main Library Media Center.

No food or drink of any kind is allowed in the following spaces:

- The video production lab & control room
- The digital editing lab
- The makerspace/flex conference room

This is to ensure that equipment and resources are not damaged by accidents.

Labs & Makerspaces:

The labs and makerspace(s) contained in the main Library Media Center, along with the Academy Media Hubs are open for both individual and group use.

For group/whole class use, please reserve ahead of time by emailing the Library Media Specialist(s).

For individual use, please check to see that a group has not yet signed out the space.

Please note that our Cinematography courses have primary use of the production and room and digital editing lab during their class times. Any use of that space for any other reason must be approved by both the Library Media Specialist(s) and the Cinematography instructor(s).

All supplies in the Makerspace are intended to be for academic use. Students and teachers are asked to have a clear instructional plan and goal in mind when accessing consumables in the makerspace. Please be mindful and responsible when using them. Avoid waste whenever possible.

Additional Policies & Procedures:

For additional policies regarding collection development, materials selection, copyright, etc. please check with the Library Media Specialist(s) and the SBDM Council. These policies are determined by the Fayette County Board of Education and may be accessed [here](#).