

Percy Julian High School

Library Media Center Handbook

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Percy Julian High School Media Center

At **Percy Julian High School's Library Media Center**, you will find an inviting, comfortable and stimulating atmosphere in which faculty and students are able to effectively use learning resources. Our library media program is a vital part of the total education program of the school and encompasses the needs of faculty, staff, and students.

The media center uses **Atrium Book System** web-based program that allows extensive management of the collection, statistics, and check-in/out services to our patrons. Our resources available are hardback and paperback books, periodicals, reference items, computer software, audiovisual equipment, and DVDs. In addition to these resources, the internet and Alabama Virtual Library are available as online information services for the students and faculty.

To assure that the students will acquire the needed information; teachers must plan the unit of study in collaboration with the library media specialist that incorporates the learning and information skill of students.



The mission . . .

Percy Julian School Library Media Center's goal is for students and staff to become effective, efficient, and responsible users of ideas and information in the 21st Century. **Together We Build!**

We strive to model our school's shared core values: individual responsibility, self-control, honesty, enthusiasm, initiative, and a desire to learn and improve. Instruction, formal and informal, provides students with a process transferable across subject areas and from academics to real life. The mass of the learning is "collaborative style" with students involved in guided, inquiry-driven research using resources in all formats.

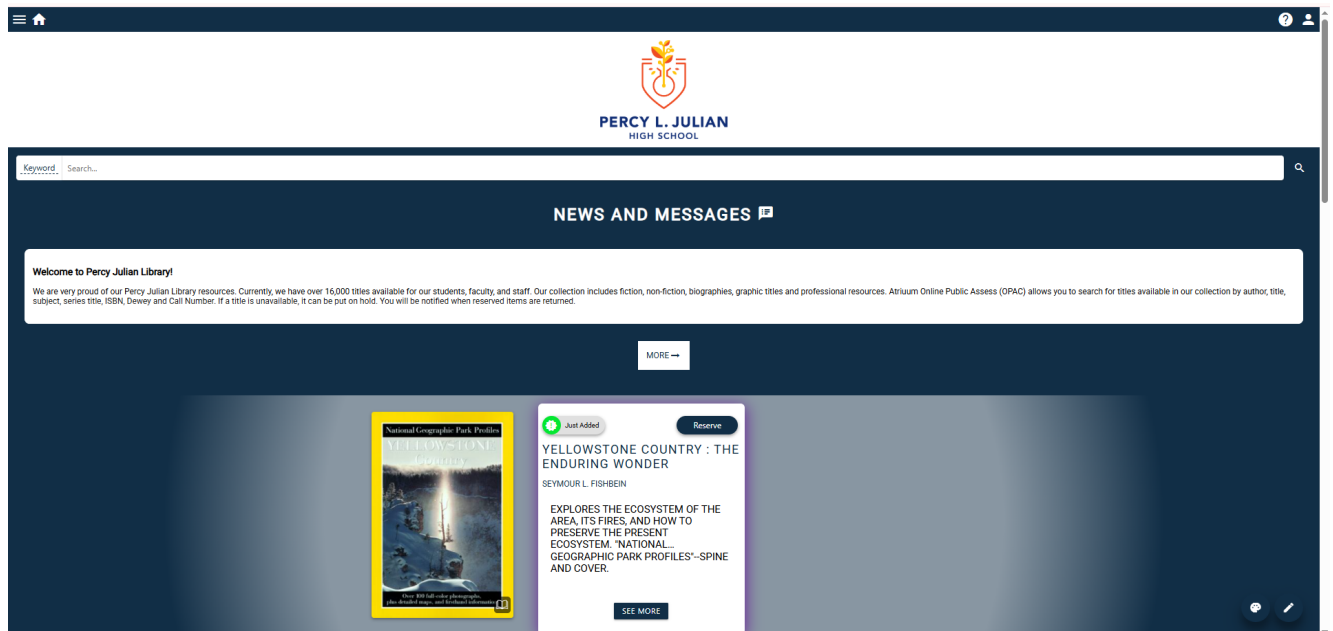
It is therefore the ongoing mission of the *Percy Julian High School Library Media program* to support the curriculum by providing access to current, adequate, and appropriate information resources for all students, teachers, and staff.



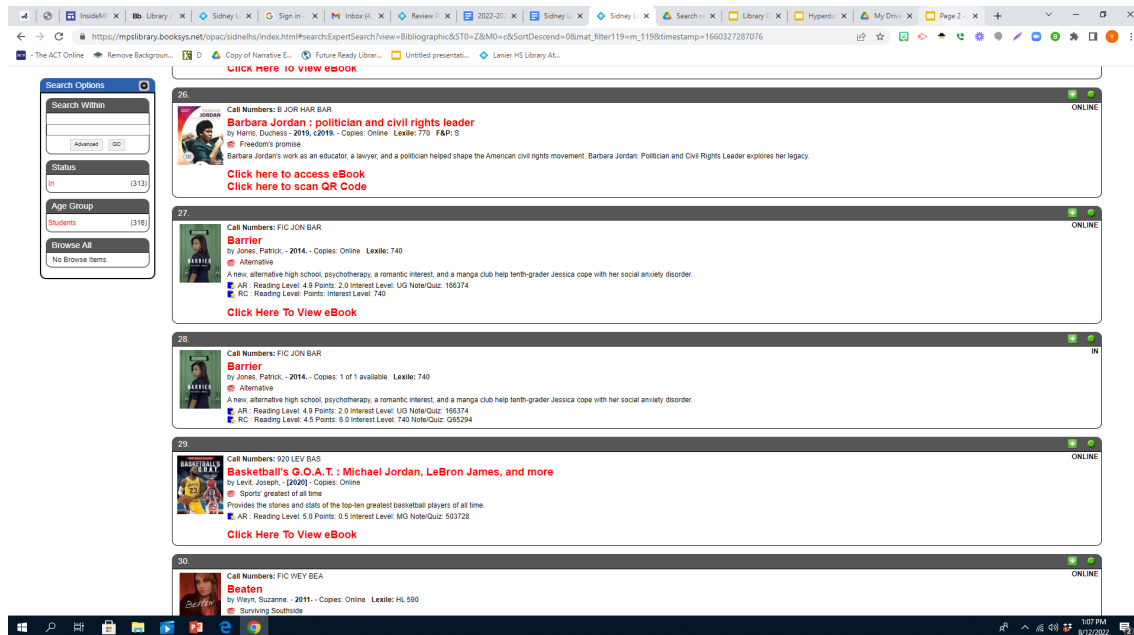
Print resources and Digital resources are available in Percy Julian's Library Media Center. To search for these resources, students, parents, and teachers may use our online catalog Atrium/OPAC.

ATRIUM Online Public Access Catalog (OPAC)

Home screen



E-Books can be found online too.

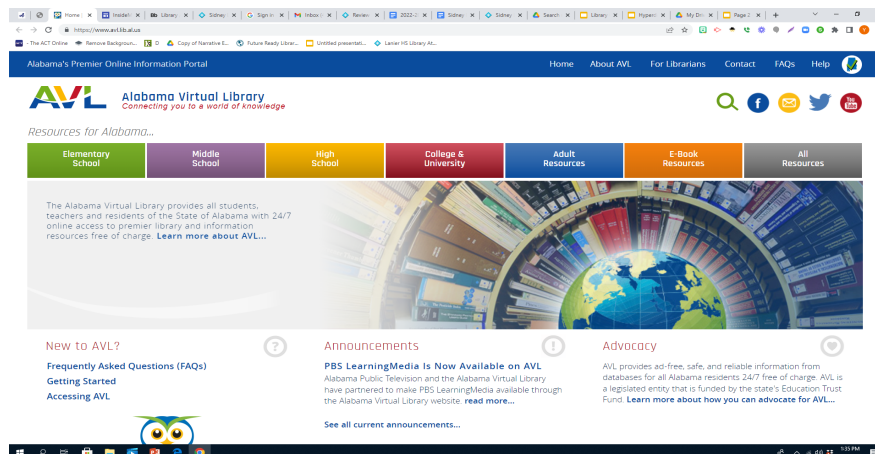


Alabama Virtual Library (AVL)

The Alabama Virtual Library provides all students, teachers, and residents of the State of Alabama with 24/7 online access to premier library and information resources free of charge.

Please click here to access the Alabama Virtual Library and its resources.

[Alabama Virtual Library \(http://avl.lib.al.us.\)](http://avl.lib.al.us.)



Collaboration Makes Sense

□ *What is Collaborative Planning?*

Collaborative planning is teachers and library media specialists work together as an instructional team to plan for instruction that integrates information literacy skills and resources with curriculum objectives.

◆ *Outcomes*

- promotes student achievement
- promotes library media centers as central to the learning environment
- promotes innovative instructional design
- strengthens critical thinking and problem-solving skills
- provides opportunities for interaction between library media specialists and teachers
- promotes sharing of resources
- promotes integration and instruction of information literacy skills with the curriculum
- enhances relevant use of all resources in all formats
- provides an opportunity for teachers to be aware of available resources



□ Learning & Instruction Preplanned by Library Media Specialist & Teachers

To assure that students will acquire the needed information literacy skills to be life-long users of information, teachers must plan units of study, in collaboration with the library media specialist, that incorporate the learning, application, and repeated practice of information skills. The involvement of the library media/information specialist as a partner in preplanning is a key element. The library

media/information specialists can assist in the identification of the information skills to be covered and resources needed and become an active teaching partner in the process.

□ Collaborative Planning for Instruction

Teachers and the library media specialist should meet to preplan units of study. We identify information skills and other objectives that will be covered during the unit as well as resources that will be needed and used. Together - we determine the responsibilities of the classroom teacher, the library media specialist, and the students. We jointly plan the activities to be carried out and determine how the unit will be evaluated.

□ Collaborative Planning for Curriculum Development

Teachers and the library media specialist should work together to determine the implementation of curriculum changes and team together to make decisions for acquiring needed resources to meet the *new demands for the library media center*. Working as a team to plan strategies, activities, and acquire resources that will facilitate implementation, our students achieve more.

Collaboration Makes Sense



"The School Library Media Specialist collaborates with classroom teachers to develop assignments that are matched to academic standards and include critical thinking skills, technology, and information literacy skills, and core social skills and cultural competencies. The SLMS guides instructional design by working with the classroom teacher to establish learning objectives and goals, and by implementing assessment strategies before, during, and after assigned units of study." American Library Association

Collaborative Planning Documents

Please submit a Collaborative Planning Form at least one week before your class is scheduled to come. Let me know if your class needs a research orientation, list of helpful websites, additional resources, etc.... If I do not receive a planning form at least 3 days prior to a scheduled visit, your library reservation will be canceled. This initial Google Form will allow me to get started planning until we converse and finalize lesson plans.

Collaborative Planning Form

[Class Visit Form](#)

[Materials Request Form](#)

Flexible Scheduling

Library media services enhanced through a flexible schedule allows for:

- *Timely instructions in information skills*
- *Access to materials and equipment when needed*
- *Checking out a book as one is finished*
- *Opportunities for students to work independently*
- *Opportunities for students to interact with other students (group work)*
- *Individualized attention from the media specialists*
- *School-owned resources are being used more fully*
- *A means to vary classroom activities*
- *Teacher instruction for various assignments*
- *Collaborative planning*
- *The development of independent thinkers*
- *Promoting student responsibility*
- *A library media center that furthers school goals*

The flexible schedule breaks open the four walls of the classroom to the challenges of the workplace, helping students to make the connection between school and real-world demands and responsibilities.

Percy Julian High School Library Media Center Privileges & Responsibilities Guidelines

Percy Julian High School's Library Media Center is a learning resources center. It is here you will find materials needed for your assignments, your personal enrichment, and your pleasure. Print and digital resources are available for use. In addition to that, students and teachers are welcome to utilize the computers as needed. However, along with the *privilege* of using our school's library media center, there are *responsibilities*.

❖ Teachers' Privileges

1. The library media center is open Monday through Friday from 7:30am to 2:40pm.
2. Desktop computers are available for use by classes, individual students, individual teachers, and group work. Additionally we have work spaces suited for those who bring their own devices.
3. Teachers may schedule additional time for research or other usage. Please reserve time and space at least two weeks in advance and inform the media specialist of the nature of the assignment. This will allow the library media specialist sufficient time to provide needed guidance before the classes arrive in the media center. The collaborative lesson will be more effective and achieve the expected outcomes if we are on one accord.
4. Books are checked out for two weeks to the students. Students have the privilege of renewal when it is necessary for completion.
5. Individual students may check out/check in books during the week. Students must have a PASS to check out books during the day from your classroom and during lunch.
6. Teachers may check out books and instructional materials for classroom usage. However, these items should be returned in a timely manner in order for other patrons to have access to them.
7. All periodicals and reference materials are available for use in the media center only.
8. Equipment purchased with library funds is cataloged and circulated through the library media center. This equipment may be distributed at the beginning of the school year and remain in the classroom (special circumstances) until the end of the school year. All other equipment and resources are circulated as requested by teachers.
9. Requests for new materials may be submitted to the library media specialist. These requests will be placed in a "Consideration File" and may be purchased as funds are available. Please do not hesitate to request any resources/tools needed in order to support the academic needs of our students.

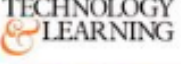
Students' Responsibilities

1. The library is the hub of the school. All students, faculty, and staff are welcome to use any resources available. Percy Julian's media center is primarily for research, study, and recreational reading. The school library is not a social center or holding place for students who have problems in the classrooms.
2. Teachers are responsible for the supervision and behavior of their classes in the media center.
3. Help me by reminding everyone to respect the media center's facility. There is to be no eating, drinking, inappropriate usage of devices, etc in the library. It is a place to work, read, and use time wisely. We are all to care for our tables, chairs, computers, printers, and all other resources. This is our collective responsibility as students and faculty members of Percy Julian.
4. Classes must come prepared to work. Students are requested to return books to the front desk after they have finished using them.
5. Students are encouraged to use the media center resources for various materials related to your subject matter and for recreational reading. Please encourage students to check out books/materials correctly, take care of the item(s) during the time of usage, and return or renew on or before the date due.
6. Remind all students that they must use the technology and other resources in a responsible manner according to the Internet Safety Policies and Computer Usage Guidelines for Montgomery Public Schools.

Copyright and Fair Use



Copyright and Fair Use Guidelines for Teachers



**TECHNOLOGY
& LEARNING**

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.fairusevidson.net.

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	- Poems 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 size increments per class per term. - Usage must be "in the interest and inspiration of a single teacher," i.e., not a derivative from the district. - Don't create anthologies. "Consumables," such as workbooks, may not be copied.
Printed Material (archival)	- 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 words 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.copyright.org.
Video (for viewing)	- Videotapes (purchased) - Videotapes (loaned) - 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 computer 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 booting 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 student.	- A maximum of 30 seconds per musical composition may be used. - Multimedia programs must have an educational purpose.
Computer Software	- Software (purchased) - Software (loaned)	- Libraries 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. - Libraries 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 appropriate 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 Web site.
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.cableinclass.org) for details.	- Schools are allowed to retain broadcast tapes for a minimum of 90 school days. (Copyrighted rights holders, such as PBS's Reading Rainbow, allow for much more.) - Cable programs are exclusively not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office, Circular 22, Sections 107, 108, and 110 of the Copyright Act of 1976 and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educators

Multimedia cable systems (and their associations) and Copyright Policy and Guidelines for Teachers' (Fair Use) Guidelines, California Department of Education, News, Representations of the Institutions and associations who helped to bring up

Many of the above guidelines relate to the Copyright dated March 11, 1976, stating "There may be instances in which copying that does not fall within the guidelines stated (above) may constitute a violation under the provisions of the law."

When in doubt about how to properly use information, check out this resource.
<https://www.theedublogger.com/copyright-fair-use-and-creative-commons/>

DAILY LIBRARY HOURS

2026-2027

FLEXIBLE/OPEN ACCESS (OA) SCHEDULE

Activities	Time
Arrival and Breakfast	7:00 - 7:30 AM
Homeroom and 1st Block	7:30-9:20 AM (Flexible/OA)
2nd Block	9:25-10:50 AM (Flexible/OA)
3rd Block *Library will be closed for 30 minutes during this block based on class schedule - will usually be at start of the block.	10:55-1:10 (Flexible/OA)
4th Block	1:15-2:45 (Flexible/OA)
After School	2:45 – 3:15 p.m.

****Duty assignments, classes, meetings, and standardized testing may require adjustments to this schedule.****