The mission of the Marietta High School Library Media Center is to make all its resources easily accessible and useful to students and faculty; to add new collections and technology to the basic resources in order to enhance the quality of education; to highlight the importance of literacy and lifelong learning; and to instill a love of reading.

Access the Library Media Center Catalog...

- http://destiny (on district campus computers) OR
- www.mariettaisd.org (located under the “Resource” tab; for computers outside the school district)

Library materials are circulated using the automation program, Destiny Follett Library Manager. You can search all three campus libraries for materials.

All teachers are required to adhere to the Federal Copyright Law as it pertains to educational institutions. The following are all the rights (and wrongs!) of whether you should (or should not!) copy:

- The main rule applying to education is that, in most cases, teachers may not use more than 10% of a work without permission.
- You may make multiple copies of a poem if it is shorter than 250 words.
- No copying of consumables (e.g. workbooks) may be done.
- Fair Use means one time only.
- Workbook pages may not be made into transparencies without permission.
- Teachers may make a single copy of a chapter, article, or story, but not multiple copies.
- Audiovisual materials can only be used as part of an instructional program.
- A student may tape a recording for a class presentation, but a teacher may not.

The Library Media Center may be used for special programs or events. The request should be submitted to Mrs. Mayes and Mrs. Sykora. The sponsor of the activity is responsible for setting up and restoring the media center to its original physical state.

Copyrighted Material

We have created this handbook to explain resources available to you, as well as the policies and procedures all students are expected to follow in the LMC. The Library Media is designed to support the educational goals of the school system and serve all students and staff. It is an essential part of the instructional process and is integrated into all areas of the curriculum. All library materials are selected to support the curriculum in the different subject areas and also to meet interests in pleasure reading. We hope this guide will help you become better acquainted with the LMC and answer the questions most often asked. If you cannot find an answer within the handbook please feel welcome to ask! The LMC is the heart of our school and we hope you visit often.

Mrs. Robin Mayes, Library Media Specialist
Mrs. Tina Sykora, Library Assistant
Visiting the Library

All students need to have a Library Media Center card. Each student has been assigned a unique barcode number in order to check out books. Students will be given a new card at the beginning of the school year or if a new student moves into the district at no cost. If a student loses their library card they will not be able to check out any books until they purchase a new library card for $2.00. Please encourage students to keep their library cards in a safe place.

Check Out Policies

Students may check out two books for a two-week loan period with the option to renew the materials once for an additional two weeks. Reference materials are to be used by students in the Library Media Center. Teachers may borrow reference materials for use in the classroom when necessary.

Please encourage students to not borrow materials from other students. They are responsible for all materials checked out on their patron card.

Teachers may check out an unlimited number of books or materials.

Overdue, Damaged, and Lost Materials

Students who keep materials longer than the allotted two weeks must renew their book(s). No fines are charged, but students with overdue materials are not permitted to check out additional materials until the overdue items have been returned.

Library materials are expected to be returned in the condition they are checked out. Students should point out damaged library materials to Mrs. Sykora or Mrs. Mayes as soon as they notice them. Damaged materials must be replaced or paid for before additional materials can be checked out.

If media materials are lost, students will be responsible for paying for the replacement cost of the book.

Overdue lists will be printed out and distributed to students at the end of each month. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned.

Computer Use

Please reserve time for the Library Media Center Computers by coming into the Media Center or emailing Mrs. Sykora with the dates and periods you would like. Please remind your students they may not bring food or beverages into the Library Media Center. The price of toner is expensive. Please remind students they should make certain they have made corrections to their work before clicking to print. They should click to print one time only. If a student’s work does not print out, please let the media staff know.

Students are responsible for reading the Marietta Public Schools Acceptable Use Policy for Internet and computers. The library does not allow students to play computer games during class time or unsupervised chatting. Be aware that all computer activity can be monitored and viewed. Library computers may be used for the following purposes: online research, finding library materials using Destiny, word processing and creating presentations, and other uses as defined by the classroom teacher.

Student Conduct

Student patrons of the library media center must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

Rules

- Use a quiet voice so as not to disturb other patrons. Assignment-related conversation is expected, but the volume should be controlled to avoid disturbing others.
- Take care of all library media center materials.
- Keep hands, feet, and objects to self.
- Leave food and drink outside the library media center.
- Listen and follow directions from all library media center staff.
- Respect others and use materials responsibly.
- Check all materials out at the desk before leaving the LMC.
- Do not check books out and then give them to other students.
- Most of your time should be spent working or reading.

Consequences

Use of the Library Media Center is a privilege which can and will be withheld for improper conduct and/or not following the above rules. Verbal warnings will be given, but if a student continues to misbehave library privileges will be taken away. Mrs. Sykora or Mrs. Mayes will inform students who lose their privileges the exact date they may return. Students may also be required to write about how they will change their behavior upon the reinstatement of their library privileges. The length of time that an individual student can be excluded from the Library Media Center will be determined by the number of previous offenses and/or the nature of the current offense.

Teachers, please accompany your students during their regular scheduled library time. With you and Mrs. Sykora working together to enforce the above library rules, students will have a more rewarding library experience.

All library correspondence will be conducted via email!

Re-scheduling a Library Visit

If your class missed the scheduled library visit please email Mrs. Sykora to reschedule another time as soon as possible. If Mrs. Sykora is absent from the library during your regular scheduled library time she will contact you to reschedule your visit. Mrs. Sykora’s email is: tsykora@mariettaisd.org

Reserving Materials

If you are bringing your class to the library to do research on a topic, please inform Mrs. Sykora 3-5 days prior so she can pull materials and assist you in gathering materials. If you need certain materials for your classroom please follow the same protocol.