

Hightower Trail Middle School Media Center Policies and Procedures Handbook



Amy Pease



Table of Contents

Policies

I. Purpose Statement	
a. Cobb County School District and Hightower Trail Middle School Demographics	6
b. Cobb County Media Program Philosophy	7
c. Cobb County Media Program Mission Statement	7
d. Hightower Trail Middle School Mission Statement	8
II. Public Relations Policy	9
III. Selection Policy	
a. Statement of Philosophy	10
b. Objectives	10
c. Responsibility for Selection	11
IV. Reconsideration of Materials Policy	12
V. Media Services Policies	
a. Operation	13
b. Circulation	13
c. Overdue Books	15
d. Damaged and Lost Books	15
e. Videos	16
f. Inventory	16
g. Weeding	17
h. Mending and Repairing	17
VI. Copyright Policy	19
VII. Leadership and Professional Growth	20
VIII. Interlibrary Loan	21
IX. Donated Materials Policy	22

X. Paraprofessionals, Volunteers and Student Duties	
a. Scheduling.....	23

Procedures

I. Collection Management	
a. Consideration File.....	25
b. Ordering Procedures	26
c. Selection of Book, Non-book Media and Equipment Criteria.....	26
d. Receiving Procedures.....	30
e. Periodicals/Serials/Newspaper Control	31
f. Repair and Mending.....	32
II. Technical Services	
a. Damaged and Lost Book Procedures	34
b. Cataloging Procedures – Qwik Start Guide	35
III. Collaboration Resources	
a. Reconsideration of Materials Procedures	67
IV. Public Relations	69
V. Copyright	71
VI. Paraprofessionals, Volunteers and Student Duties	72
VII. Media Center Layout	73

Appendices (Page 74)

- A. District Technology Property Checkout Agreement
- B. Overdue Materials and Unpaid Fines Notice
- C. Sample Elementary, Middle School, and High School Parent Permission Form for Video Viewing
- D. Permission to Use a Third Party Work Copyright Permission Request
- E. Professional Associations
- F. Direction Sheet for Cobb County School Library Media Center Paraprofessionals, Volunteers, and Student Workers
- G. Cobb County Board of Education Policy – IJK

- H. Cobb County Board of Education Form IJK-1 Guidelines for Selection
- I. Cobb County Board of Education Form IJK-3 Instructional Materials Appeal Form
- J. Cobb County Board of Education Form IJK-4 Parent/Guardian Permission Form for Supplementary Materials
- K. Ordering Procedures Lists
 - 1. Recommended Selection Tools
 - 2. Approved Vendors
- L. Cobb County School District Form IJNDB-2 Permission to Use a Third Party Work Copyright Permission Request

References (Page 106)



POLICIES



Purpose Statement

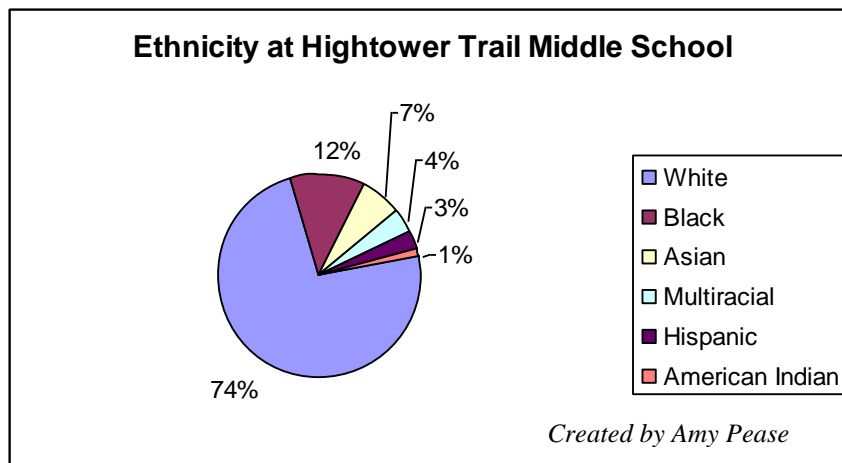
Demographics

Built in 1993, Hightower Trail Middle School is located in east Cobb County. Hightower Trail is one of 25 middle schools in the county along with 16 high schools, 68 elementary schools, and five alternative and special education schools. Cobb County is the second largest school district in the state with an expected enrollment to exceed 107,000 students during the 2008-2009 school year.



Cobb County Public Schools, n.d.

Hightower Trail currently employs 3 administrators, 78 teachers and currently has an enrollment of 985 students in grades sixth, seventh and eighth. Of the students at Hightower Trail, 74% are White, 12% are Black, 7% are Asian, 4% are Multiracial, 3% are Hispanic and less than 1% is American Indian. There are currently 513 female and 472 male students that make up the 985 enrollment. Due to The No Child Left Behind Act of 2001 (NCLB), Hightower Trail’s enrollment consists of a 7% Choice population. (Ethnic & Gender Summary, 2008) Due to the fact that Hightower Trail became an Advanced Placement Certified School (APCS) affiliate in 2006, almost half of the teachers employed have their gifted certification. The teachers’ main emphasis is on the School Improvement Plan (SIP) goal of increasing student achievement in all curriculum areas with an emphasis on moving students from “meets” to “exceeds” on the Georgia Criterion-Referenced Competency Test (CRCT).



The Hightower Trail Middle School media center upholds the policies and procedures created by the Cobb County School District.

Cobb County Media Program Mission Statement

The mission of the Cobb County Media Program is to provide leadership, collaboration, and technology in developing and implementing a program that supports the school curriculum, focusing on student achievement and lifelong learning. (Media Center Program Planning sheet, n.d.)

Cobb County Media Program Philosophy and Goals

Cobb County adopts the vision/philosophy of the American Association of School Librarians (AASL) which describes a student-centered library media program that is based on three central ideas: collaboration, leadership, and technology. The belief is that students can become independent, ethical, lifelong learners who achieve personal satisfaction and who contribute responsibly and productively to the learning community and to society as a whole. (Media Center Program Planning sheet, n.d.)

According to *Library Media Program Goals and Standards* (Cobb County District Library Media Education, 2008),

[t]he goals of the school library media programs in the Cobb County School District are:

- To help students acquire the information literacy skills that will empower their intellectual, academic, and personal growth.
- To provide access to information resources and materials that support the curriculum, serve as resources for differentiated instruction, and satisfy the intellectual and aesthetic interests of students.
- To employ library media instructional practices that have a proven impact on student achievement.
- To support fellow teachers through collaborative planning, co-teaching, and co-assessment.
- To create open, inviting environments where students and staff feel comfortable seeking out information related to their academic needs or personal interests.
- To provide the resources and personal assistance needed for students and teachers to locate, evaluate, and apply information to solve problems.

Hightower Trail Media Center Mission Statement

The mission of the Hightower Trail media center is to encourage staff and students to become effective users of ideas and information. This is done by:

- Providing a variety of resources and technology
- Collaborating with teachers to devise lesson plans which support the SIP and Georgia Performance Standards (GPS)
- Designing an environment that is accessible to all learners
- Maintaining the media center's print, electronic and multi-media collection
- Assisting students in finding appropriate materials



Public Relations

According to *Public Information and Communication* (2007), "[t]he Cobb County School District shall maintain a working relationship with newspapers, radio and television stations and other news media." Moreover, "[t]he Board of Education and the District, through the Communications Office, will endeavor to keep the public informed of the achievements and challenges of the District and to interpret the school program to the citizens of this community" (*Public Information and Communication*, 2007).

Additionally, "[t]he Cobb County School District strives to maintain a positive, purposeful, and active relationship with the families of its students, and with the wider community in which it operates" (*Cobb County School District Community Relations*, 2009).



Selection Criteria Policy

Statement of Philosophy

Hightower Trail Middle School will follow Cobb County School District Policy IJK which states that:

Each school in the Cobb County School District shall have a library media center adequately staffed and containing the quality, quantity and variety of print and non-print materials and equipment to support the school's curricular offerings and to challenge individual students at their development level. (2008)

Based on the American Library Association's *Library Bill of Rights*, the Hightower Trail Middle School media center will also "cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas" (1996). It is the philosophy of the media center collection to provide materials that meet both the curricular needs and personal needs of the students. (Bishop, 2007, p. 42)

Objectives

It is the focus of the Hightower Trail media center to maintain a collection that provides materials that enhance the curriculum through a variety of formats, including both print and non-print, to support the students' learning needs. (Bishop, 2007) In order to achieve the SIP goal of increasing student achievement in all curriculum areas with an emphasis on moving students from "meets" to "exceeds" on the Georgia Criterion-Referenced Competency Test (CRCT), it is imperative that the media center "make available to faculty and students a collection of materials that will support, supplement, and enrich the curriculum" (Bishop, 2007, p. 42).

Responsibility for Selection

According to Cobb County School District Policy IJK:

Selection of library media materials by a process of competent evaluation is the responsibility of qualified personnel at the District and school level. The school and District Library Media Committees may serve in an advisory capacity for the selection of library media materials. (2008)

The Hightower Trail Middle School media specialist will use articles from reviewing journals, the union catalog which allows the media specialist to view collections from other schools, and input from teachers and students to select print and non-print materials. The input from the media committee will be requested when purchasing equipment for or to be circulated through the media center.



Reconsideration of Materials Policy

The Hightower Trail media center supports the principles of intellectual freedom supported by the First Amendment of the Constitution of the United States and the American Library Association's statements on the Library Bill of Rights. (Workbook for Selection Policy Writing, 1995)

Hightower Trail Middle School will follow the Reconsideration of Materials section of Cobb County School District Policy IJK which states that:

Objections may be raised to instructional materials used in the District's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure and observed the criteria for selecting such material. To have standing to either initiate a complaint or intervene through the appeal process, a person must be a citizen of Cobb County excluding the city of Marietta. When an individual raises a question concerning the content of any material, the person and the question should be treated with respect for the rights of the questioning individual and the rights of others who may view the material differently. (2008)



Media Services Policies

The Cobb County School District (CCSD) Library Media Education Department mandated that all school library media programs should be designed to “To provide access to materials that support a wide range of student needs, abilities and interests” (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program, 1d). Further, the CCSD stipulates that materials and equipment should be organized so that

- a. All school owned print and non-print instructional materials and equipment except basic textbooks, items purchased with categorical funds and items useful only in one specific instructional content area shall be organized and made available through the library media center.
- b. Materials shall be organized based on nationally recognized systems and designs for school media centers.
- c. Equipment shall be organized so as to provide accurate circulation, maintenance and inventory records (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program, 4a-c).

Operation

The Hightower Trail media center is open from 8:00 to 4:30 everyday. The media paraprofessional is available in the media center from 8:00 – 4:00 everyday; the media specialist from 8:30 – 4:30. Students must have a pass from a teacher to visit the media center at any time during the day, including before and after school. During the school day up to four students may visit the media center on one pass from one class.

The media center operates on a flexible schedule with a sign-up book available to teachers on the circulation desk. Up to two classes can be accommodated per class period with only one class able to use the computers for research. Upon signing up to use the media center with their classes, teachers must meet with the media specialist to discuss the lesson. This will ensure the media specialist is able to provide the most appropriate resources for the students.

Circulation

Circulation policies serve to provide all users with accessibility to the media center collection. The policies for circulation are as follows:

- Students are allowed to check out two books for two weeks.
- Students may only check out archived magazines and books only.

- Equipment, videos and manipulatives, including games, are available to teachers, staff and administration only.
- Reference materials and current issues of magazines and other periodicals must remain in the media center.
- Students in good standing at the SLMS may be allowed to place a reserve on books.
- A book with a reserve on it may not be renewed.
- Students may reserve one book at a time and only once.
- Teachers may keep an unlimited number of instructional materials for the school year with a time limit of one semester (with the exception of equipment). All materials are due back at the end of the circulation period for the current school year. The media specialist reserves the right to inquire about resources if another staff member has requested those materials.

Teachers, staff, and administration (employees of the CCSD) will be allowed to check out equipment under the provisions of the Board Administrative Rule called “Inventories: Property Control” (*Board Administrative Rule: Inventories: Property Control*, 2008). The guidelines are as follows:

D. TECHNOLOGY EQUIPMENT CHECK OUT:

1. While the primary purpose of technology equipment is for use on site during the instructional/work day, there are times when it is necessary for staff . . . to check out equipment to be used for educational purposes beyond the work day and outside of the work environment.
2. When staff . . . wish[es] to check out technology equipment, the Technology Equipment Checkout Agreement . . . must be completed and kept on file at the school or central office department.
3. Responsibility for Cost of Repair or Replacement:
 - a. The person checking out equipment, . . . is asked to provide the District with his/her homeowners/ renters insurance policy number.
 - b. If the employee . . . does not supply the District with this information, he/she assumes personal liability for the cost of repair of the item if it is damaged or the replacement cost of the item if it is not returned.
 - c. If an employee separates from the District, and the District equipment has not been collected by the supervisor, as required on the appropriate checklist, and the replacement cost of the items is not received from the employee, the District shall seek to reclaim the property from the employee or the replacement cost which may include deducting it from the employee’s last paycheck. If the District is unable to reclaim the loss, the employee’s school/department will assume liability for any unrecovered portion of the cost of replacement (*Board Administrative Rule: Inventories: Property Control*, 2008, Technology Equipment Checkout, 1-3). (See Appendix A)

Overdue Policy

The media specialist will send out overdue notices (See Appendix B) every two to three weeks.

The Official Code of Georgia Rule 24-9-46 (2008) concerns the confidentiality of library records:

(a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except:

- (1) To members of the library staff in the ordinary course of business;
- (2) Upon written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward; or
- (3) Upon appropriate court order or subpoena.

(b) Any disclosure authorized by subsection (a) of this Code section or any unauthorized disclosure of materials made confidential by that subsection (a) shall not in any way destroy the confidential nature of that material, except for the purpose for which an authorized disclosure is made. A person disclosing material as authorized by subsection (a) of this Code section shall not be liable therefore.

At the beginning of the school year, prior to the media center opening for circulation services, the media specialist will send home with every student a letter informing parents of the OCGA law regarding confidentiality of library records. Given the young ages of elementary students, the media specialist will request in this notice permission from parents for overdue notices to be read by teachers to help students deal with the responsibility of media center materials. Parents will be required to sign and return this student release form granting or denying permission for teachers to view overdue book titles at the elementary level only (See Appendix C).

At the middle school level, there will be no fines charged for overdue books.

Students with overdue books will not be allowed to check out any other materials until the overdue items have been returned.

Damaged and Lost Books

The Official Code of Georgia Section 20-2-1013 (2008) states provisions for the care of library books and media materials:

All textbooks, library books, and media materials purchased by local units of administration with state Quality Basic Education Program funds or any other means of acquisition shall remain the property of the local unit purchasing or acquiring them. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its textbooks, library books, and media materials as a condition to

receiving all or part of the state contributed Quality Basic Education Program funds allotted to the local unit. Such policies may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost:

(1) Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or

(2) Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

Students will be required to pay for lost or damaged media center items. Repairs to damaged books will be performed by the media paraprofessional. If a book is damaged beyond repair, the student will be charged the original purchase price of the book as listed in Destiny. If no price is listed, a \$15.00 fee will be assessed for the book. The student must pay for the lost or damaged item by the end of the school year or the distribution of the student's report card will be delayed. Based on a policy implemented by the Hightower Trail Media/Technology Committee in 2005, faculty will not be charged for lost or damaged items. The media specialist will refer to Board Administrative Rule ECAD, District Property Replacement/Restitution as needed.

Video Policy

All videos shown by teachers at Hightower Trail must relate to the SIP and/or the GPS for each teacher's curriculum. Any videos that do not meet these criteria must be approved by the principal. Teachers choosing to show videos not owned by Hightower Trail must fill out the appropriate form before viewing. Students must have a signed permission form on file before viewing any PG videos. Instructional videos and other videos will be available only to faculty and staff for checkout. Most of the videos available in the inventory are rated-G for children; a few rated-PG are available, but no rated-PG13 or rated R materials will be housed in the middle school library media center. Only these videos may be shown on school property.

In order to show rated-PG, unrated, or documentary videos to students, it is strongly recommended the teacher send home a permission form to parents to view such videos (See Appendix D). Please allow ample time for parents to return permission slips before the scheduled viewing of the material. Teachers should be prepared to field questions from parents regarding the content of the video(s) and should provide contact information in the letter for such inquiries.

Inventory Policy

CCSD policy mandated that "[t]he District shall provide a system for school personnel to account for library media materials:" furthermore, "[s]chool personnel shall use the system in a manner that accurately records the disposition of library media materials..." (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program, 5). Cobb County utilizes the Destiny Automation System that should be used to track only library media materials (*Board Administrative Rule: Media Programs and*

Supplementary Materials Selection, 2008, Library Media Program, 5a). Further, the CCSD requires:

- b. An inventory of all library media materials and equipment shall be taken at least once every two years.
- d. School personnel shall follow all acquisition and accounting procedures and instructions provided by the District (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program, 5b, 5d).

At all school levels, the inventory of the media center materials will take place once a year, rather than once every two years, primarily to help identify those materials that need mending and weeding.

All materials will be due back to the media center two weeks prior to the end of the school year.

The media center staff will allow time for overdue notices to be sent home and those items to be returned. When all such items have been collected, the media center staff and trusted parent volunteers will conduct inventory using the barcode scanners, a laptop, and a rolling cart. The media center will remain open, but no checkouts will be allowed for the remainder of the school year.

The purpose of weeding materials from the media center inventory is justified by the CCSD: “Worn, outdated, expended and unused instructional materials shall be discarded or withdrawn. Equipment shall be removed from inventory when no longer functional or needed” (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program, 5c). Weeding is, of course, also necessary to make room for new acquisitions.

Weeding

The media center inventory will undergo an annual process to discard unused or worn out materials. Materials that are likely to be discarded include:

- materials that are outdated or no longer relevant to the curriculum
- materials that may contain inaccurate information
- materials that are old and worn
- multiple copies of materials that are crowding shelves

The media specialist will follow Cobb County School District guidelines to surplus and dispose of unwanted materials. The media center will keep a record of the items that were withdrawn.

Mending and Repairing

Items in the media center will be repaired as many times as possible before disposing of the materials. Every effort should be made to repair an item if it is expensive or difficult to replace, or in high demand. If an item takes more than 30 minutes to repair, then the book should be discarded. In most cases it is not cost effective to have the damaged item sent to an outside source for repair; therefore many items that are beyond simple repair will be discarded. In the

Hightower Trail media center the media paraprofessional is responsible for repairing any damaged materials. If the media specialist is available to help teachers and students in the media center, the media paraprofessional may complete the repairs during the school day. Due to the importance of effective repairs, parent volunteers will not be required to perform any of these maintenance tasks.

Books that should not be repaired contain the following: (*Clay County Library Media Policies and Procedures Manual, 2006*)

- very fine print
- poor, brittle, or yellowed pages
- outdated content
- missing pages



Copyright

Cobb County School District and all of its employees and students are subject to provisions of U.S. Copyright Law: Title 17 U.S. Code, P.L. 95-533 (*Copyright Law of the United States*, 2008). According to Cobb County School District Board Administrative Rule: Intellectual Property (2006), “The Cobb County School District recognizes that the District and its employees and students strive to adhere to copyright, patent and other intellectual property laws of the United States and related court decisions.” The aforementioned rule also states that “neither the Cobb County Board of Education nor the District shall assume responsibility for actions of District employees or students in violation of the above mentioned laws” (*Board Administrative Rule: Intellectual Property*, 2006, Library Media Program).

In accordance with the Georgia Department of Education’s Media Programs Code IFBD (1998) and the Cobb County School District job description, media specialists are required to “provide information and comply with copyright laws” (*Media Specialist Job Description*, 2007). In order to satisfy this part of the job description, the media specialist will educate school employees and students about fair use guidelines, ensure the availability of copyright information and deal with copyright and clearance questions (*Board Administrative Rule: Media Programs and Supplementary Materials Selection*, 2008, Library Media Program). The form for copyright clearance provisions titled “Permission to Use a Third Party Work Copyright Permission Request” is included as Appendix E.

To ensure compliance with Cobb County School District Board Administrative Rule: Use of Technology Resources in Instruction (2008), which addresses copyright provisions related to technology, media specialists should ensure that students and employees will not:

- Download or upload files to the District’s technology that might cause copyright infringement; or
- Install, use, store, distribute or transmit unauthorized copyrighted or trademarked materials on District technology.



Leadership and Professional Growth

As suggested by the American Library Association (2009), all Cobb County media specialists shall assume a leadership role in the local school and community. To demonstrate these leadership qualities, the media specialist will:

- Be a curricular leader and a full participant on the school's instructional team;
- Constantly update personal skills and knowledge in order to work effectively with teachers, administrators, and other staff;
- Take a leading role in developing policies, practices, and curricula that guide students to develop the full range of information and communication skills;
- Commit to the process of collaboration and work closely with individual teachers in the critical areas of designing authentic learning tasks and assessments;
- Provide leadership and expertise in acquiring and evaluating information resources in all formats and in bringing an awareness of information issues into collaborative relationships with teachers, administrators and students;
- Work collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all activities related to it (American Library Association, 2009).

In addition, Georgia Department of Education Code IFBD (1998) requires that each school have a "media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the media program." The media specialist at each school will serve on and chair this committee.

The Cobb County School District expects its media specialists to participate in continuing education programs and professional development activities outside of school. While it is up to the media specialist to determine which programs are appropriate, the following are recommendations:

- Attendance at library and literature conferences
- Active involvement in library organizations
- Enrollment in courses or workshops

A list of local, national, and international professional organizations is attached as Appendix F.



Interlibrary Loan

In Cobb County, “[t]here is currently no district policy or procedure in place for interlibrary loan. That does not mean interlibrary loans are not allowed; it simply means that an official set of instructions for managing them has yet to be established. There has been a longstanding tradition of ‘informal’ interlibrary loan: media specialists, at their discretion, choosing to lend things out to folks at other schools” (*Destiny Frequently Asked Questions*, 2008). The author goes on to say, “[w]e hope this will continue, but each media specialist can decide what items to loan out to whom. Most media specialists will lend items generously, but only when it does not interfere with their own patrons access” (*Destiny Frequently Asked Questions*, 2008). Finally, the SLMS should understand “[t]here is no ‘system’ for handling fines or paying for lost items and no means for resolving disputes should any arise. We hope media specialists will continue to loan items, but realize that you do so at your own risk” (*Destiny Frequently Asked Questions*, 2008).



Donated Materials Policy

Books received as gifts will be accepted using the same criteria as purchasing collection items. All donated items must directly relate to the school's SIP for instructional emphasis. The Hightower Trail media center will not accept donated paperback books for use in the collection. All donated materials will become property of the Hightower Trail media center and are subject to transfer to another school or disposal during the weeding process. Letters will be provided to contributing individuals recognizing receipt of donated items. (Bishop, 2007) The media specialist will keep a record of donated materials for three years. (Cobb County School District Board Administrative Rule IJK, 2008)



Paraprofessionals, Volunteers, and Student Duties

According to *Board Administrative Rule: Media Programs and Supplementary Materials Selection* (2008), “Each school in the Cobb County School District (District) shall have a library media center adequately staffed and containing the quality, quantity and variety of print and non-print materials and equipment to support the school’s curricular offerings and to challenge individual students at their developmental level.” To ensure the success of this policy, paraprofessionals, volunteers, and student workers shall be utilized in the District’s school library media centers (SLMCs). The Direction Sheet for Paraprofessionals, Volunteers, and Student Workers (See Appendix G) is intended to serve as a helpful guide for these three groups.

Scheduling

Board Administrative Rule: Media Programs and Supplementary Materials Selection (2008) mandated that District SLMCs “shall be available for student and teacher use throughout each instructional day of the school year;” moreover, “[f]lexible scheduling should make resources available at the point and time of need.” In keeping with the District’s flexible scheduling policy, the following procedures should be followed:

- All LMCs shall be open for students each weekday (except for those days in which the school is scheduled to be closed to students, i.e., national holidays and teacher workdays) from 7:30am to 2:00pm (elementary schools), from 8:00am to 4:30pm (middle schools), or from 7:30am to 4:00pm (high schools) (hereinafter referred to as “Normal School Hours”). Normal School Hours shall be adjusted for early release days; in such event, the SLMC shall remain open for students until the school day is scheduled to end.
- Professional use of the SLMC is encouraged, and meetings should be scheduled in the same manner as class visits, preferably at least one day in advance. Professional meetings of more than ten adults will be considered a class for scheduling purposes if meeting is to be held during Normal School Hours. Faculty members and administrators are also welcome to schedule meetings outside of Normal School Hours.
- The SLMS shall be available for class instruction during Normal School Hours. Ideally (though not mandatory for SLMCs without paraprofessionals or with part-time professionals), a paraprofessional should be available to assist other students during such instruction times.



PROCEDURES



Collection Management

Consideration File

As the Georgia Performance Standards continue to be “unpacked” and implemented, the media specialist will be responsible for maintaining a consideration file of items relating to the curricula that will be purchased using the provided media budget, along with other requested items. The majority of the consideration file will be maintained in Follett Titlewave. Items not available for purchase through Titlewave will be kept in an Access database which will include detailed bibliographic and purchasing information, “including the identifying source and the person who requested the item” (Bishop, 2007, p. 49).

Teacher Recommendations

Teachers at Hightower Trail Middle School are encouraged to inform the media specialist of any items they believe would be beneficial to the teaching of their curriculum. As an integral part of the instructional process, the strength of the school library media collection is guaranteed with the involvement of teachers in the selection process. A sample form for teachers requesting materials is included as an Appendix. (Baltimore Public School District, n.d.)

Student and Parent Recommendations

Student and parent recommendations are also an integral part of the media collection selection process. Students and parents who wish to make recommendations are welcome to speak with the media specialist or fill out a form and place it in the “Wishing Well” which is located just outside the media center office. A sample of this form is included as an Appendix.

The Hightower Trail Middle School media specialist will use at least two resources when making print and non-print selections. Favorable reviews from professional review journals (ex. Booklist, Book Links, School Library Journal, etc.) and authoritative selection references should be used in the selection process. Caution should be applied when using general popular review sources. (Baltimore Public School District, n.d.)

Ordering Procedures

Prior to ordering items for the media center, the school media specialist will:

- Browse the union catalog for items located in neighboring Cobb County middle schools
- Look to purchase duplicates and replacements
 - Replace worn, damaged, or missing items basic to the collection (Cambridge Public School District, 2003-2008)

The Hightower Trail media specialist will use the following procedures when ordering items for the media center:

- Refer to the consideration file when deciding on which items to order
- Allow a jobber to state if an item already exists in the media center
- Media paraprofessional will submit online purchase order request
 - When using a jobber:
 - Purchase prebound books for those that are frequently circulated and heavily used
 - Enter a “Do Not Exceed” amount in the order
 - Ensure that correct Book Specifications are on file with jobber
 - Submit order online referencing purchase order number
 - Fax a copy of list of items ordered to Cobb County Financial Services

(Lists of websites, companies, and jobbers included as an Appendix.)

Selection of Book, Non-book Media, and Equipment Criteria

The Hightower Trail Middle School media specialist will use the criteria listed in Cobb County School District Board Administrative Rule IJK, Media Programs and Supplementary Materials Selection when purchasing items for the media center.

Criteria for selection of books

Library media books are considered for purchase on the basis of the following:

- The author or producer should be qualified as a subject specialist
- Concepts, content, and vocabulary should be appropriate for the potential user
- Facts presented should be accurate and up to date
- Information should be logically arranged
- Subject matter should hold the attention of the student
- Format of the material should be attractive and durable
- Illustrations should be pertinent and well executed
- Books should meet a real or potential need
- Evaluations from standard selection aids should be given consideration
- Topics of sensitive nature (i.e. social, political, religious) should be given a balanced treatment, with both pros and cons represented (2008)

Criteria for selection of non-book materials

The following criteria are recommended as a guide to selecting the most appropriate non-book resources for the school media center (Bishop, 2007).

Audio Recordings

- Is the sound free of distortion?
- Is it appropriate to the intended audience?
- Are tapes and discs compatible with available equipment?
- Does the recording engage the listener's attention?
- If the recording is based on a book, is the recording true to the original?
- Are the accompanying materials, such as a teacher's guide, appropriate and useful?

CD-ROMs

- How often is it updated?
- Does the subscription cost include the update?
- Is there an annual fee?
- Are on-screen tutorials provided? Are they simple and easy to understand?
- Does the CD-ROM have to be loaded on the computer in order to run?
- Is the menu system easy to use? Does it load quickly?
- What is the technical quality of the underlying program, the manual and the support personnel?
- Does the CD-ROM contain a large amount of high-quality information?
- Are there a significant number of hours of information and learning?
- Is the CD-ROM truly interactive in the sense that users can explore options?

Computer Software

All software must be submitted for testing and approval before use.

- Is the content more appropriate for presentation on a computer than on other instructional media?
- Does the user control the rate and sequences of the content presentation?
- Can the users enter, use, and exit the program with relative ease and independence?
- Are the responses or feedback to answers appropriate?
- Will the software design lead students to correct answers or remedial instruction when they need assistance?
- Are on-screen instructions clear and easy to understand?
- Are the student guides and worksheets, the teacher guide, and the technical information adequate and comprehensive?
- Does the program require the learner to be familiar with special terms or symbols?

DVD (Digital Versatile Disc)

- Is the content connected to the curriculum?
- Is the standard used to judge the content of the same quality as for other materials?
- Do users have convenient access to a player?
- Are the discs and the players compatible?

Games

- Is the packaging designed to store and quickly identify missing parts?
- Can lost pieces be easily replaced?
- Are the items durable?
- Are the directions clear?
- Are the content, reading level, time requirements, and required dexterity appropriate for the intended audience?
- Does the game require a computer? Will it run on the media center's equipment? Has it been approved by the county?
- Is the game too costly or elaborate for its intended use?

Kits

- Does the kit create a unified whole? Is there a relationship among its parts?
- Is special equipment needed to use the materials in the kit?
- Does each item in the kit meet the criteria for that format?
- Is the kit easy to use?
- Are the directions clear?
- Is adult guidance needed?
- Does the kit fulfill a unique purpose that other materials in the collection do not meet?
- Is there sufficient space in the equipment room to store the kit?

Maps and Globes

- Is the map aesthetically pleasing?
- Does the color code help the user interpret the information?
- Is the depth of detail suitable for the intended audience?
- Are symbols clearly designed?
- Is the item durable? Has plasticized or cloth-backed paper been used?
- Is the surface non-glare?
- Is a laminated surface that allows erasable writing available on large wall maps?

Models

- Are the size relationships of the part to the whole accurately portrayed?
- Are parts clearly labeled?
- Are color and composition used to stress important features?
- Will the construction withstand handling?

Newspapers

- Is the content of interest to students and teachers?
- Are subjects treated clearly in a well-organized manner?
- Are the illustrations pertinent and adequately reproduced?
- Do any users need large-print editions?
- Do the strengths of the newspaper fulfill a need within the school?
- Is the paper directed to a local, regional, national, or an international audience?
- In which formats (print, CD-ROM, or online) are newspapers you need available?

- Is the content the same in all formats?
- How frequently is the information updated?
- In the case of electronic newspapers, how easily can one retrieve back issues?
- Is certain software needed to download articles?

Online Databases

- Are the intellectual levels and reading levels appropriate for the intended users?
- Will students use the disciplines covered in the database?
- How is that database indexed?
- Can searches be conducted using title, author, or keywords?
- Can the searchers use Boolean logic, connecting search terms with *and*, *or*, and *not*?
- Are cross-references provided?
- How frequently is the database updated? Is this appropriate for curriculum needs?
- How accurate is the information?
- What services does the vendor offer (offline printing, training, and help with problems)?
- Is there a print version? Is it faster to search the online version?
- Is the screen easy to read and are directions clear?
- What criteria or standards were used in creating the database?
- Can the users access the database from home after school hours?

All Cobb County media centers subscribe to a collection of online databases called the Cobb Virtual Library.

Periodicals

- Is the content of interest to students and teachers?
- Are subjects treated clearly in a well-organized manner?
- Are the illustrations pertinent and adequately reproduced?
- Is the format appropriate for the purpose of the magazine and the intended audience?
- Do any users need large-print items?
- Is the journal indexed?
- Does the electronic version have the same coverage as the print version?
- How easy is it to access back issues?
- How is the electronic version updated?
- Does the electronic version provide links to other electronic sources?
- How easy is it to download articles?

Realia

- Does the item serve an instructional purpose?
- Is the item durable?
- Is there a display area where several students can observe specimens at the same time?
- Are the items safe to handle?

Videos

- Is the content of the video appropriate for the intended audience? Does it relate to the standards?
- Is it possible to preview the video before purchase?
- Is the original case protective?
- Is the video available in DVD format?

Web Sites

- Is the following information provided: name of sponsoring organization or individual, their qualifications, the full mailing address, the e-mail address, the date the page was created, the date the information was updated, and copyright information?
- Is the content and vocabulary appropriate for the intended audience?
- Is the purpose clearly stated?
- Does the Web site fulfill its purpose?
- How long does it take to access the Web site?
- Is it easy to navigate through the various pages of the Web site?
- Are the links updated so that one does not get an error message indicating that the link no longer exists?
- Does the design add to the appeal for the intended audience?
- Is there a link back to the home page on each page?
- Is a table of contents or outline provided for longer documents?
- Has the site been reviewed? If so, what did the reviewer say?
- If the website offers a fee-based service, is it a justified and reasonable price?

Criteria for selection of equipment

Equipment for purchase shall be considered on the basis of the following:

- Quality
- Durability
- Ease of use
- Ease of maintenance and serviceability
- Functionality
- Safety
- Cost (Cobb County School District Board Administrative Rule IJK, 2008)

Receiving Procedures

As shipments are unpacked, special care must be taken to ensure each item is checked against the packing slip or invoice. Check for common problems with items such as wrong editions, items added to or deleted from the list, wrong number of copies, and damaged or incomplete items. Also check for manufacturing defects such as bad binding or upside down text. Books that are defective are to be set aside to be returned later. Once the order has been checked, the invoice should be sent to the bookkeeper to be paid.

If the books are bar-coded by Follett, check a few items to ensure that it has been done correctly. Make sure that the title and other information displayed in Destiny is correct.

Books should now be stamped using the Hightower Trail Media Center stamp in the following locations:

- All three edges of the book
- Inside cover on the top left side
- Title page
- Top of page 19
- Inside back cover on right side

The book's bar code should also be written on the title page and on page 19. A date due slip should be affixed to inside cover on the left side.

For both preprocessed and non-processed books, affix a red dot on the top of the spine of the book if an AR quiz on the title is owned. If the book is a biography, affix a Biography sticker above the spine label. Cover stickers with label protectors. (P. Sheridan, personal communication, October 22, 2008)

Periodicals/Serials/Newspaper Control

Magazines

- When magazine arrives, remove all inserts.
- Write "HTMS" on cover using black permanent marker.
- Place small white sticker in upper left corner with month and year of issue written on it.
- Record that magazine has arrived on corresponding index card at circulation desk.
- Display on designated shelf in periodicals area.
- Move old issue to properly marked box in the back of the equipment room.
- Retain back issues for five years.

Newspapers

- Current newspapers are for media center use only and are not bar coded.
- Display current issue on top of magazine shelf.
- Issues other than the current issue are placed in the recycle bin for use by students and/or teachers as needed. (P. Sheridan, personal communication, October 22, 2008)

Repair and Mending

Recommended Supplies

For book repairs made in the Hightower Trail media center, the following supplies should be available:

- Clear packing tape
- Transparent tape
- White glue/Glue stick
- Scissors
- Black permanent marker pen
- Clear book tape
- Book glue
- Art-Gum eraser
- Goo Gone

Cleaning Marked Pages:

- To remove pencil marks for the book pages, use the art-gum eraser and rub from the inside margin of the page outward.
- To remove sticky surfaces from the cover, apply a small amount of Goo Gone to a paper towel and rub cover until the sticky surface is removed.

Repairing a Torn Page

Center tape over the tear and apply. Fold tape over edge of page and smooth down.

Repairing Loose Pages

Trim approximately 1/8" off the page edges. Straighten any rolled or folded corners. Apply a narrow strip of book glue on back edge of page. Line up page with the outer edge of the book and force spine edge into book. (Brodart, n.d.)

Audiovisual Materials

It is not usually feasible for the media specialist to spend time trying to repair audiovisual materials. It is usually cost prohibitive to send damaged items out for repair. Most damaged items should be discarded and replaced if they are a highly circulated item. (P. Sheridan, personal communication, October 22, 2008)

Instructional Equipment

It is the media specialist's responsibility to perform minimal maintenance on instructional equipment. Most repairs will be completed in-house by submitting a work order to techhelp@cobbk12.org. The media paraprofessional should be copied on these emails.

Due to limited storage capacity, items such as LCD projectors, overhead projectors and digital presenters should remain in classrooms covered and away from windows during the summer break.

Irreparable equipment will be surplus following Cobb County Property Control guidelines.



Technical Services

Damaged and Lost Book Procedures

Georgia Code - Education - Title 20, Section 20-2-1013 (b) states that all textbooks, library books, and media materials purchased by local units of administration with state Quality Basic Education Program funds or any other means of acquisition shall remain the property of the local unit purchasing or acquiring them. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its textbooks, library books, and media materials as a condition to receiving all or part of the state contributed Quality Basic Education Program funds allotted to the local unit. Such policies may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost:

- (1) Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
- (2) Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

No local unit of administration shall require any pupil or parent to purchase any textbook, library book, or media material except in cases where the pupil damages, loses, or defaces such item either through willful intent or neglect.

At Hightower Trail Middle School the following procedures will be followed when a student damages or loses a book or other media material:

- The student will receive written notification to come to the media center and meet with the media specialist to discuss the damaged or lost item.
- The media specialist will provide the student with the cost of the damaged or lost item and a payment envelope.
- The bookkeeper will let the media specialist know when the student has paid for the damaged or lost item.
- The damaged or lost book or media item will be deleted from the Destiny system.
- The student must submit payment before being allowed to check out any other items from the media center.
- Once the student has paid for the damaged or lost item, he/she will be able to resume normal media center checkout.

If a student is not able to pay for an item, the media specialist will refer to Cobb County School District Board Administrative Rule ECAD District Property Replacement/Restitution which states that the student debt will be forgiven upon the written request of the parent/guardian.



Cataloging Resources – Qwik Start Guide

Table of Contents

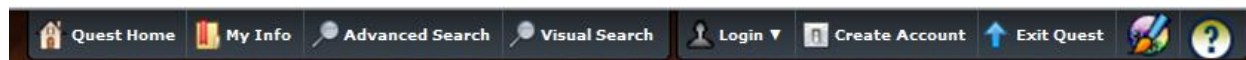
	Page
Introduction to Guide	3
1. Opening Destiny	3
2. Logging into Destiny	3
Section One: In the Beginning (Set Up)	4
1. Setting Up Patron Types	4
2. Adding/Updating Patron Records	4
3. Assigning Passwords/Patron Numbers	4
Section Two: Online Public Access Catalog (OPAC)	5
1. Opening OPAC	5
2. Types of Searches	5
3. OPAC Results List	5
4. OPAC Item Record	6
5. Sorting Hit Lists	7
6. Printing Hit Lists	7
7. Reserving Materials Online	7
Section Three: Cataloging	8
1. Opening the Cataloging Module	8
2. Setting up Material Types	8
3. Deleting Materials (Individually or Batch)	9
4. Adding Materials (Manual or Import)	10
5. Correcting MARC Records	11
6. Authority File for Subjects	12
Section Four: Circulation & Interlibrary Loans (ILL)	14
1. Opening Circ, Using PWs	14

2. Checking Out	14
3. Checking In	14
4. Setting Up for Student/Parent/Volunteer Check In/Out	15
5. Modifying Due Dates	15
6. Entering Fines, Reserves, & Messages for Patrons	16
7. Looking up Materials/Patrons	17
8. Running Overdue Notices	18
9. Printing Bills, Fines, Receipts (Samples)	19
10. Using Temporary Barcodes	19
11. Looking up Circ Logs	20
12. Doing ILL with Automation System	21
Section Five: Reports and Utilities	22
1. Backing Up the System	22
2. Running Circ Reports (Samples)	22
3. Inventory	22
4. Shelflist	24
5. Collection Age Report (Sample)	26
6. Bar Codes/Spine Labels	26
7. Custom Indexes (Sample)	27
8. Unused Barcode Report	29
9. Rebuilding the System from Backup	30
Section Six: Troubleshooting	31
1. Search Tips	31
2. What “Processing Needed” Means	31
3. Where to Turn for Help	32

Introduction to Guide:

The current version being used is **Destiny 9.9**. (***Note: Some sections of this guide are based on Destiny 9.5 and are indicated as such.**)

1. Opening Destiny: To begin using Destiny, use your web browser to open the Destiny Icon on your desktop. *Note: If Destiny Quest opens by Default, click “Exit Destiny Quest” before logging in.



2. Logging into and out of Destiny: On the opening page, click the Login button in the upper right. Type in your username and password then click login. You will see the home page for Destiny and tabs for all the areas. To logout, click the Logout button at the top right.

Section One: In the to do when school



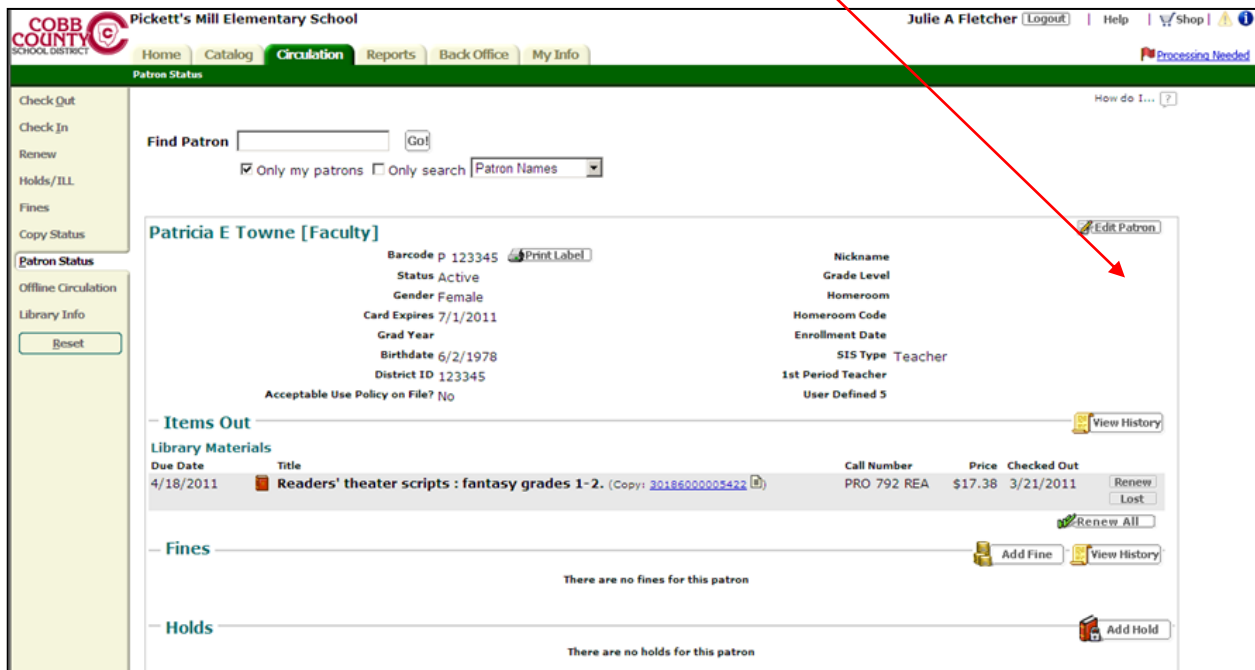
Beginning (or what starts)

1. Setting up patron types

- Patron types are to allow specific borrowing rights to a specific group. There are 3 types: Media staff, Student (default), and Faculty. If adding non-CCSD patrons a media specialist can add an “other” for a patron type. This can only be done for manually entered patrons.
- Access levels are as follows: library administrator, library parapro, circulation desk, faculty, student, and guest.

2. Adding or updating patrons

- Go to “New Patron” and “Edit Patron” to create and edit patron records.
- Each patron has site specific and patron specific information that needs to be entered.
- Enter all the information you have for the patron on the General tab. At minimum, last name and barcode.
- Enter the patron’s home address information on the address tab.
- Upload a picture of the patron on the picture tab.
- Click Save. If the same barcode is used somewhere in the system you will get an error message.



3. Assigning passwords and patron numbers

- Go to “New Patron” and “Edit Patron” to create and edit passwords or patron numbers.
- Use student number for the patron number and password.

Section Two: Online Patron Access Catalog (Finding What You Want)

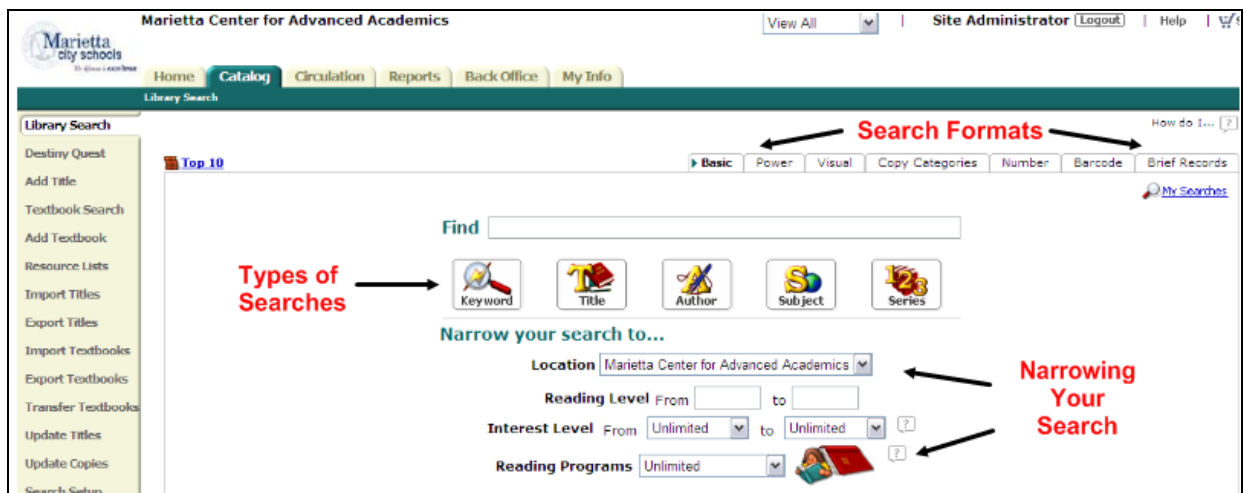
(*Note: This section is based on Destiny 9.5.)

1. How to open the OPAC

- Select the “Catalog” tab at the top.
- There are several formats available for searches, including Basic, Visual, and Barcode. You will use the Basic search format most often.

2. Types of searches and how to perform them

- You can search by Keyword, Title, Author, Subject, or Series by clicking on one of the boxes after entering your search terms in the “Find” box. If you simply hit the “Enter” key after entering your search terms, Destiny will perform a Keyword search by Default.
- You can narrow or broaden your search by selecting Location (schools, etc.), Reading Level, Interest Level, and/or Reading Programs (Accelerated Reader, etc.) *Note: Narrowing your search by Reading Level will provide a results list tailored to a specific reader, ensuring that any book they select from the list will be in their reading level.



3. Reading an OPAC results list

- On the “Browse Search” screen, click on “Search All Words” to see a results list.
- The results lists includes the titles, along with call numbers, year of publication, reading level, interest level, Accelerated Reader level and points, and number of copies and their availability. The Title Peek feature provides an image of the item (book cover, etc.) *See screen capture on next page.
- A material format icon indicates whether the item is a book, audio book, etc.




- You can click on a title or the “Details” box next to it to see the item record for more information.

The screenshot shows a library search results page. At the top, there are navigation tabs: Home, Catalog, Circulation, Reports, Back Office, and My Info. Below the tabs, the page title is "Library Search > Search Results". On the left side, there is a vertical menu with options like "Destiny Quest", "Add Title", "Textbook Search", etc. The main content area shows the search results for "The black circle" and "Into the gauntlet".

Searched for (39 clues) in Marietta Center for Advanced Academics

Selected List: My Personal List

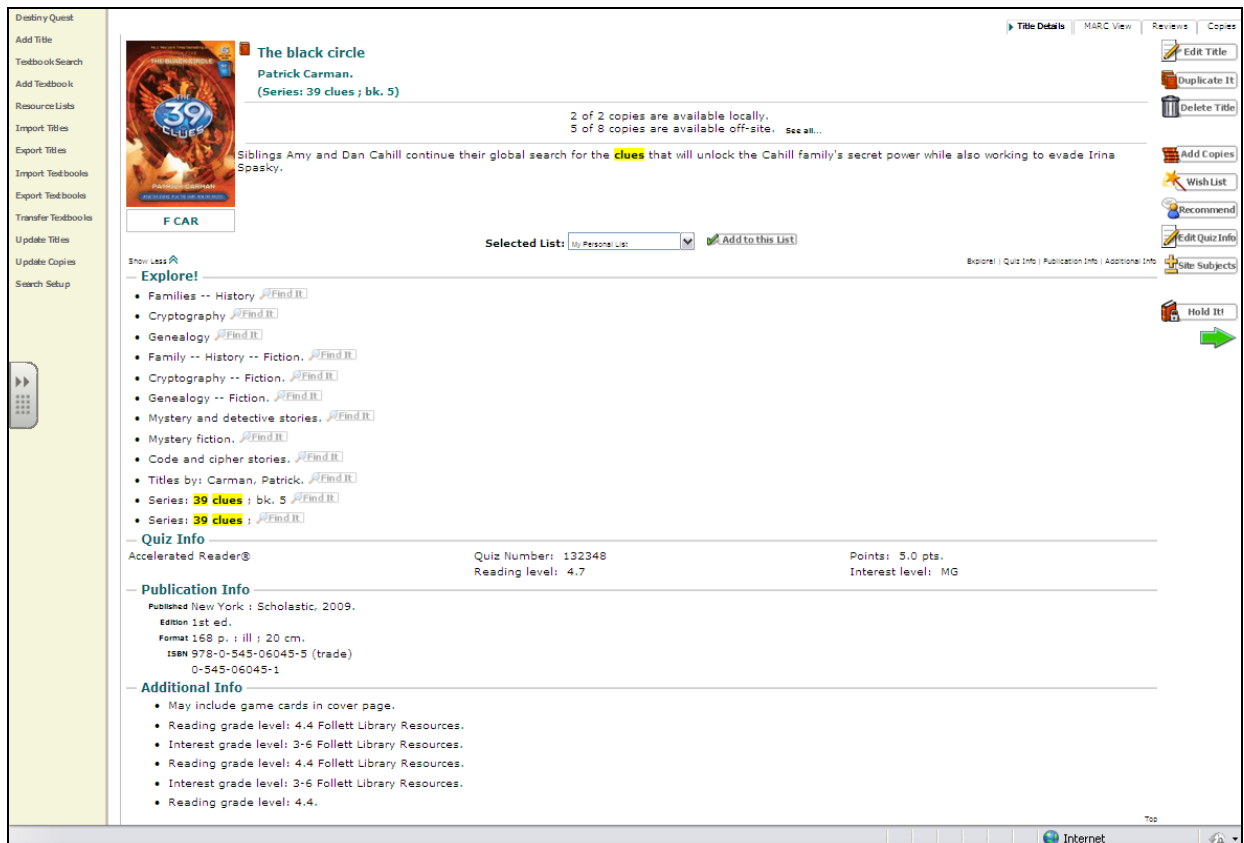
Titles 1 - 14 out of 14

Title	Call Number	Author	Availability
 The black circle	F CAR	Carman, Patrick.	2 of 2 available
 The black circle	F CAR	Carman, Patrick.	1 of 1 available
 Into the gauntlet	F HAD	Haddix, Margaret Peterson.	2 of 2 available

Each entry includes a "Details" link and an "Add to this List" button. The details for each entry include the publication year, reading level, interest level, and accelerated reader level.

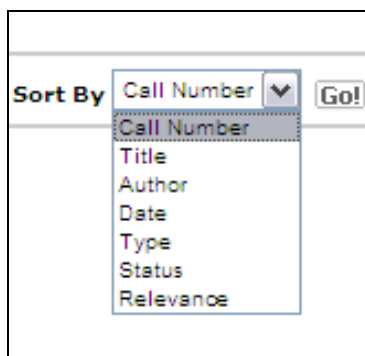
4. Reading an OPAC item record

- The item record includes a “Title Peek” cover image, author, series information, copy status/availability, subject headings under “Explore!”, Quiz information, Publication information, and Additional information. Search terms used are highlighted. ***See screen capture below.**



5. Sorting “hit” lists (library slang for results list when you search for something)

- The “hit” list can be sorted by Call Number, Title, Author, Date, Type, Status, or Relevance. Select from the dropdown menu, then click on “Go!”.



6. Printing “hit” lists

- The OPAC results list shown on page 6 of this guide (Section Two, Number 3) is an example of an unsorted list. **See screen capture below** for an example of a list sorted by Date. *Note: If you hit “Go!” once, the list shows the most recent publication date on top; if you hit “Go!” again, it shows the oldest date on top.
- To print a list, click on the “Printable” box and a new window will open with a printable list.

Click here to Print

Search All Titles Browse Subjects **Printable...** Add Page

Searched for (39 clues) in Marietta Center for Advanced Academics

[Refine your search] Selected List: My Personal List

Titles 1 - 14 out of 14 Sort By: Date Go!

	Into the gauntlet Details F HAD Haddix, Margaret Peterson. Published 2010 Reading Level: 4.7 Interest Level: 3-6 Accelerated Reader® Level: 4.6 / 9.0 pts.	2 of 2 available Add to this List
	Storm warning Details F PAR Park, Linda Sue. Published 2010 Reading Level: 4.7 Interest Level: 3-6 Accelerated Reader® Level: 4.6 / 6.0 pts.	0 of 1 available Add to this List
	The viper's nest Details F LER Lerangis, Peter. Published 2010 Reading Level: 4.5 Interest Level: 3-6 Accelerated Reader® Level: 4.1 / 6.0 pts.	2 of 2 available Add to this List
	Beyond the grave Details F WAT Watson, Jude. Published 2009 Reading Level: 4.0 Interest Level: 3-6	0 of 2 available Add to this List
	The black circle Details F CAR Carman, Patrick. Published 2009 Reading Level: 4.4 Interest Level: 3-6 Accelerated Reader® Level: 4.7 / 5.0 pts.	2 of 2 available Add to this List

Sorted by Date

7. Reserving materials “online”

- Reserving materials is done through the Circulation module. See page 16 of this guide (Section 4, Number 6: “Reserves”) for instructions.

Section Three: Cataloging (Maintaining the Collection Database)

1. Opening the Cataloging Module

- From the Destiny Home page click on the Catalog tab to see the screen below.

Hightower Trail Middle School Amy K Pease (Logout) Help Shop Processing Needed

Home **Catalog** Circulation Reports Back Office My Info

Library Search How do I... ?

Library Search Top 10 Basic Power Visual Copy Categories Number Barcode Brief Records My Searches

Find Reset All

Narrow your search to: [Show Less](#)

Location:

Material Type:

Award Winner:


Reading Level: From to

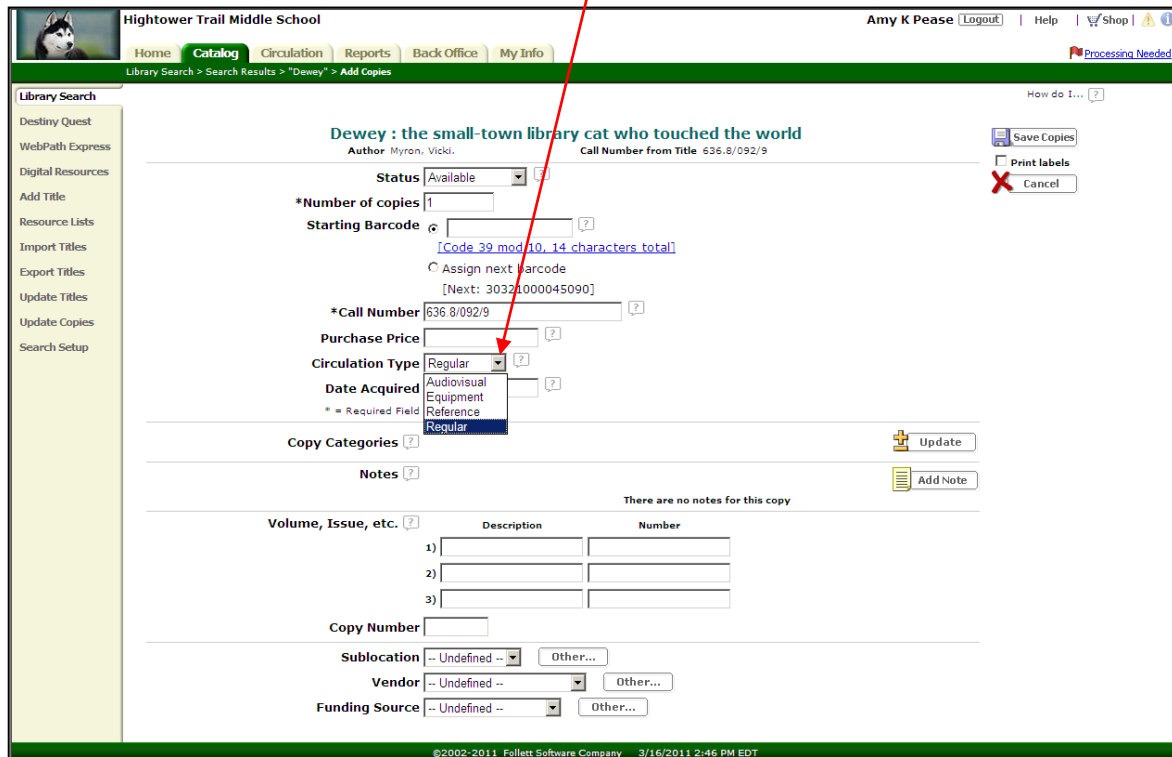
Interest Level: From to

Reading Programs:

©2002-2011 Follett Software Company 3/16/2011 1:16 PM EDT

2. Setting Up Material Types and Designators

- In the screen above, search for the desired title.
- Click on  **Add Copies** on the right side of the screen.
- Click on the drop down menu next to Circulation Type to select Audiovisual, Equipment, Reference, or Regular.



Hightower Trail Middle School
Amy K Pease [Logout] | Help | Shop | [Info]

Home Catalog Circulation Reports Back Office My Info

Library Search > Search Results > "Dewey" > Add Copies

Dewey : the small-town library cat who touched the world
Author: Myron, Vicki. Call Number from Title: 636.8/092/9

Status: Available

*Number of copies: 1

Starting Barcode: [Code 39 mod 10, 14 characters total]

*Call Number: 636.8/092/9

Purchase Price: [?]

Circulation Type: Regular (dropdown menu open showing options: Audiovisual, Equipment, Reference, Regular)

Date Acquired: [?]

Copy Categories: [?]

Notes: There are no notes for this copy

Volume, Issue, etc.	Description	Number
1)		
2)		
3)		

Copy Number: [?]

Sublocation: -- Undefined -- [Other...]

Vendor: -- Undefined -- [Other...]

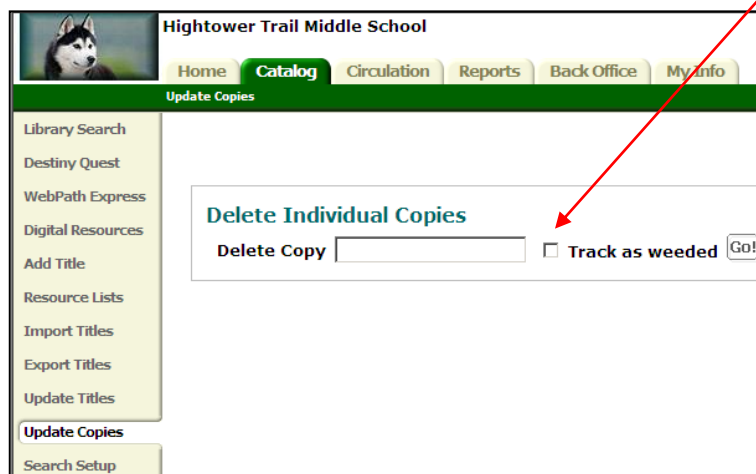
Funding Source: -- Undefined -- [Other...]

Buttons: Save Copies, Print labels, Cancel, Update, Add Note

©2002-2011 Follett Software Company 3/16/2011 2:46 PM EDT

3. Deleting Materials

- Deleting Discarded Materials Individually
 - Under the Catalog tab, click on Update Copies from the left menu.
 - Scan the barcode of the material being deleted.
 - To ensure this copy is added to the weeding log, check the Track as weeded box and click Go.



Hightower Trail Middle School

Home Catalog Circulation Reports Back Office My Info

Update Copies

Library Search

Destiny Quest

WebPath Express

Digital Resources

Add Title

Resource Lists

Import Titles

Export Titles

Update Titles


Update Copies

Search Setup

Delete Individual Copies



Delete Copy [?]



Track as weeded [Go!]

- Batch Deleting Lost or Discarded Materials
 - Click on the Back Office tab.
 - Click on Inventory in the left column.
 - Click on  View "Lost".
 - To delete an individual item, click on delete.

T 5706	612.2 KIT	Kittredge, Mary, 1949-	The respiratory system	1/28/2011	[Found] [Delete]
T 22433	615 WER	Werther, Scott P.	Ecstasy and your heart : the incredibly disgusting story	10/30/2009	[Found] [Delete]
T 24995	623.7 GRE	Green, Michael, 1952-	Tactical fighters : the F-15 Eagles	5/21/2009	[Found] [Delete]
T 19208	629.25 COU	Coughlan, John.	Green cars : earth-friendly electric vehicles	2/7/2011	[Found] [Delete]
T 5627	636.1 JUR	Jurmain, Suzanne.	Once upon a horse : a history of horses--and how they shaped our history	3/3/2011	[Found] [Delete]
30321000015911	636.752 GRO	Grogan, John, 1957-	Marley & me : life and love with the world's worst dog	5/18/2010	[Found] [Delete]
T 8310	641.5 VEG	photographs by Robert L. and Diane Wolfe.	Vegetarian cooking around the world	2/5/2010	[Found] [Delete]
T 2378	641.59593 Har	Harrison, Supenn.	Cooking the Thai way	2/5/2010	[Found] [Delete]
T 8315	720.3 VIS		The visual dictionary of buildings.	5/18/2010	[Found] [Delete]
T 19353	725 DOH	Doherty, Craig A.	The Sears Tower	5/21/2009	[Found] [Delete]

Copies 1 - 25 out of 281 1 2 3 4 7 12 [Next >>] [Show All]

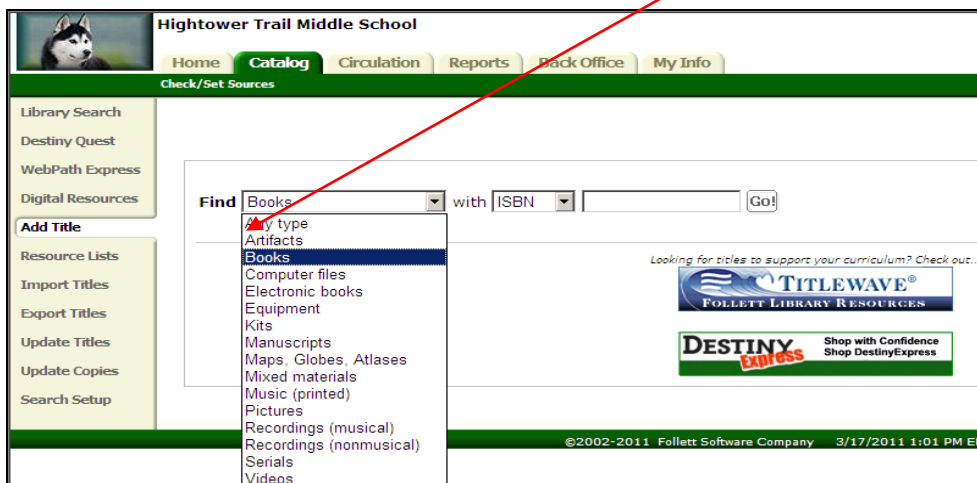
Reset all library materials marked "lost" on   Reset "Lost"

Delete all copies marked "lost" on or before   Delete All

- To delete a batch of lost materials, enter the on or before date for those items to be deleted and click Delete All.

4. Adding Materials

- Manually Creating a MARC Record
 - Click on the Catalog tab then click Add Title.



Hightower Trail Middle School

Home Catalog Circulation Reports Back Office My Info

Check/Set Sources

Library Search
Destiny Quest
WebPath Express
Digital Resources

Add Title
Resource Lists
Import Titles
Export Titles
Update Titles
Update Copies
Search Setup

Find **Books** with ISBN

Any type
Artifacts
Books
Computer files
Electronic books
Equipment
Kits
Manuscripts
Maps, Globes, Atlases
Mixed materials
Music (printed)
Pictures
Recordings (musical)
Recordings (nonmusical)
Serials
Videos

Looking for titles to support your curriculum? Check out...

TITLEWAVE®
FOLLETT LIBRARY RESOURCES

DESTINY Express Shop with Confidence Shop DestinyExpress

©2002-2011 Follett Software Company 3/17/2011 1:01 PM ED

- Select from the Find drop down menu the type of item to be catalogued.
- Scan or manually enter the ISBN from the item.
- If the title has not been catalogued, the following screen will appear:

Library Search
Destiny Quest
WebPath Express
Digital Resources

Add Title

Resource Lists
Import Titles
Export Titles
Update Titles
Update Copies
Search Setup

Unable to locate any records matching your search criteria.

How do I... ?

Brief Title Series/Notes Subjects Resources Added Entries

Use MARC Editor

Title Information

Leading Article

* Title ?

Subtitle ?

Authors ?

Edition ?

Standard Numbers

LCCN ISBN 0934988420 ISSN

Material Type Book (monograph) ?

Subtype No Subtype Assigned

Author

Find Heading

Name ?

Dates ?

Publication Information

Place ?

Publisher ?

Date ?

Physical Description

Extent ?

?

- Enter all required information in each of the 5 tabs (Brief Title, Series/ Notes, Subjects, Resources, Added Entries) by clicking in the fields.
- Importing Records from a Vendor
 - Click on the Catalog tab and Import Titles from the menu on the left.
 - Enter information in the following fields as determined by the local school district.

- When Importing the File, Destiny recommends that the downloaded files be saved to the user's desktop until all items are in the catalog, checked for accuracy, processed, and are ready to be shelved.

5. Correcting Existing MARC Records

- Click on the Catalog tab and find the item that needs to be corrected.
- When the Title Details appear, click on MARC view, then Duplicate It.

- On the Duplicate Title screen, click on **Use Easy Editor**. The following screen will appear.


The screenshot shows a library catalog record form with a warning banner at the top: "Title has unsaved changes." and buttons for "Save Title" and "Cancel". The form is divided into several sections: "Title Information", "Standard Numbers", "Material Type", "Author", "Publication Information", and "Physical Description". The "Subjects" tab is highlighted with a red arrow. The "Title Information" section includes fields for * Title, Subtitle, Authors, and Edition. The "Standard Numbers" section includes LCCN, ISBN (0446407410), and ISSN. The "Material Type" section includes Book (monograph) and No Subtype Assigned. The "Author" section includes Name (Myron, Vicki.) and Dates. The "Publication Information" section includes Place (New York), Publisher (Grand Central Pub), and Date (2008). The "Physical Description" section includes Extent (viii, 277 p.).

- Click on the tabs at the top to edit content in the fields.
- Click Save Title.

6. Using an Authority File for Subject Headings

- Working from the Subjects tab, select Topical, Personal, Geographic, or Local from the list.

The screenshot shows a library catalog record form with a warning banner at the top: "Title has unsaved changes." and buttons for "Save Title" and "Cancel". The form is divided into several sections: "Title Information", "Standard Numbers", "Material Type", "Author", "Publication Information", and "Physical Description". The "Subjects" tab is highlighted with a red arrow. The "Subjects" section includes a dropdown menu with options: Topical Heading, Personal Heading, Geographic Heading, Local Heading, and General. The "FindHeading" button is highlighted with a red arrow. The "Subjects" section also includes a list of subjects: Dewey (Cat), Cats, and Public libraries -- Spencer (Iowa).

- Enter a name or term in the field and click .
- Make sure that Authority Headings is selected and click Go to begin the search.

Find in

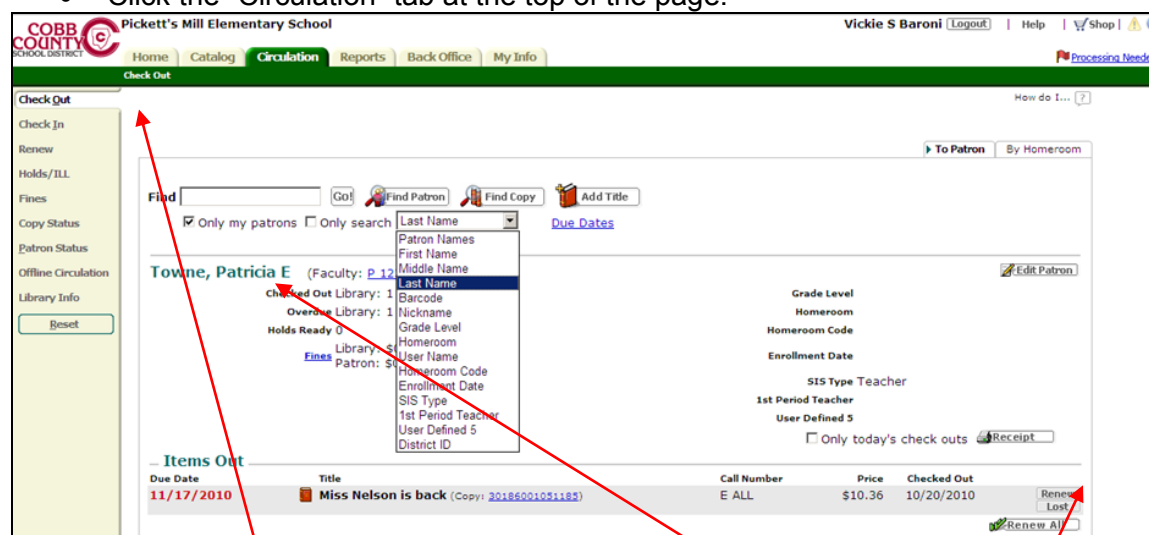
← Authorized subject headings closest to "c"

- To copy the desired heading to the title record, click next to the heading in the list.
- Click when finished.

Section Four: Circulating Materials & Interlibrary Loans

1. Opening the Circulation Module

- Open Destiny from your desktop.
- Type in username and password.
- Click the “Circulation” tab at the top of the page.



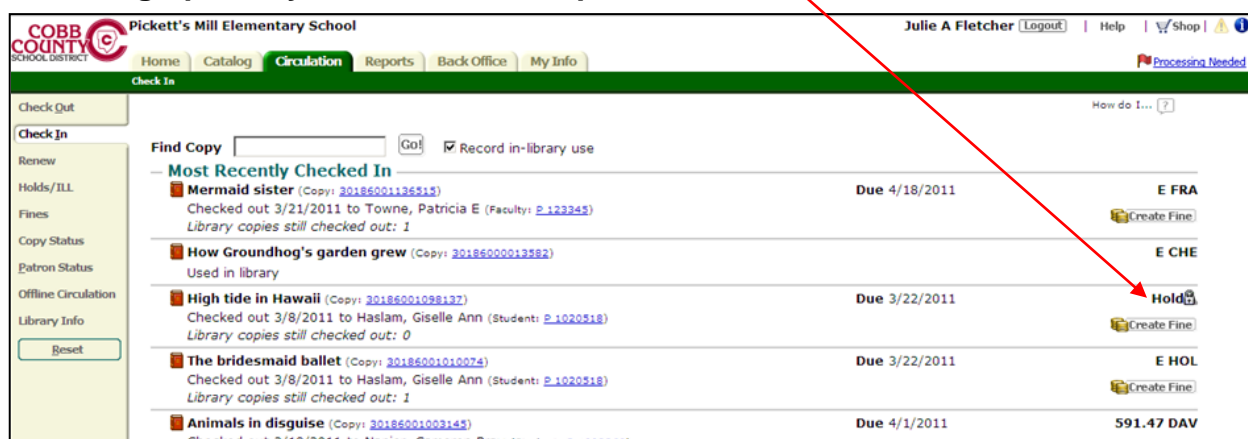
2. Checking out Materials

- Click the “Circulation” tab at the top of the page.
- Click the “Check Out” tab on the left of the page.
- Scan the patron’s barcode and patron will come up in blue.
- Scan the barcode on the book and look for holds, over dues, or other notifications.
- If the patron wants to renew a book:
 - Scan the patron’s barcode.
 - Look for the item listed below the patron’s information.
 - Click the “renew” button to the right of the book.


3. Checking in Materials

- Click on the “Circulation” tab at the top of the page.
- Click on the “Check In” tab on the left of the page.
- Scan the barcode on the book and look for holds, over dues, and other notifications.

4. Setting up the system so students/parents/volunteers can do limited check in



and out (without having access to other parts of the system). (*Destiny 9.5)

- Click on the “Back Office” tab at the top of the page.
- Select “Access Levels” from the left of the page to see a list of user types.
- Click on  to add a new user type. (*Note: this screen includes more; you have to scroll down to see all.)
- Name the Access Level user type. (Ex: “Library Volunteer”)
- Click boxes to allow access to only check in, check out, catalog search, etc.

- Click “Save” when finished.
- You can choose to set this as the default Access Level or simply use this user login for volunteers.

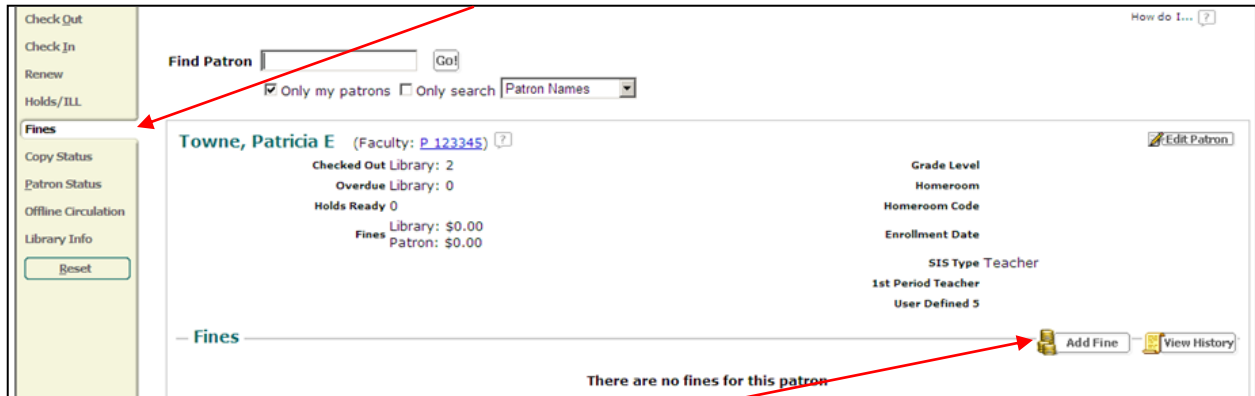
5. Modifying due dates for special cases (say an extended loan for projects)

- Click on the “Circulation” tab at the top of the page.
- Click on the “Check Out” tab on the left of the page.
- After checking out an item, click the “Change”. Select the date on the calendar and select the preferred options.

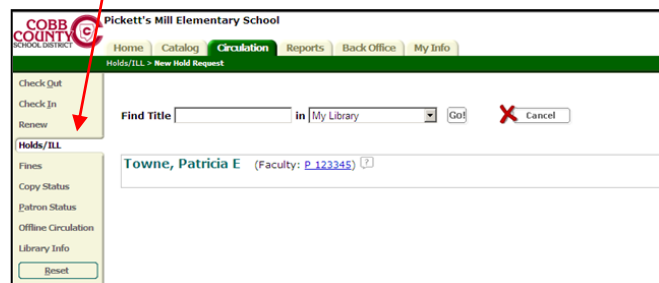
6. Entering fines, reserves & messages

- Fines

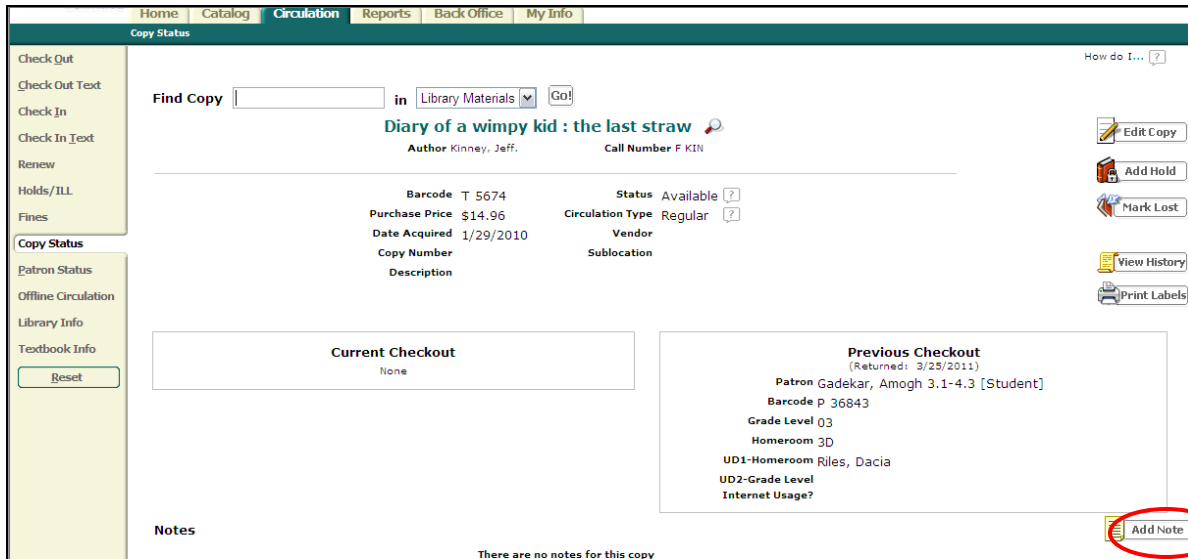
- Click on the “Circulation” tab at the top of the page.
- Click on the “Fines” tab on the left of the page.



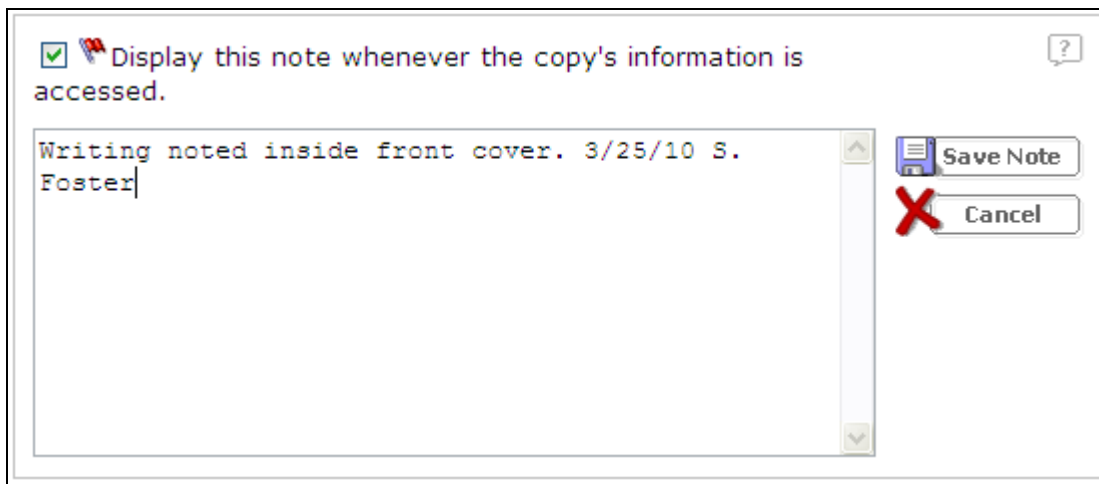
- Edit fines from this page.
- Reserves
 - Click on “Circulation” tab at the top.
 - Click on “Holds/ILL” on the left.
 - Scan the patron’s barcode.



- Type in item that they want and click “Hold.”
- Messages (***Destiny 9.5**)
 - Messages, or Notes, can be created and set to “pop up” whenever a record is accessed
 - On the “Copy Status” screen in the Circulation tab, scan a bar code or type in the title of a book to access a record of the desired copy.
 - Click on “Add Note” in lower right-hand corner. ***See screen capture on next page.**



- In the box that comes up, type your note and check the box so that the note will appear when the item copy's record is accessed. (In the example shown, the note indicates that writing was noted in the book. This shows that the current patron is not responsible.)



- Click "Save Note."
- Notes can also be entered into patron records by going into the "Patron Status" screen and typing in a patron name to see the record. Scroll down the page to see the "Add Note" feature and proceed as above. (This can be done to indicate that notification has been sent home for overdue or damaged item responsibility or to indicate temporary extra checkout privileges for Reading Bowl, etc.)

7. Looking up materials & patrons (*Destiny 9.5)

- Materials
 - In the Circulation tab, select "Copy Status" from the menu on the left.

- Enter the item title in the “Find Copy” box and click “Go!”. If more than one record matches the search terms, you will be given a list to choose from. ***See screen capture below.**

Barcode	Title	Author	Copy Status	Call #
T 13854	Diary of a wimpy kid	Kinney, Jeff.	Lost	F KIN
T 13996	Diary of a wimpy kid	Kinney, Jeff.	Available	F KIN
T 5676	Diary of a wimpy kid : dog days	Kinney, Jeff.	Due: 3/29/2011	F KIN
T 5677	Diary of a wimpy kid : dog days	Kinney, Jeff.	Due: 4/6/2011	F KIN
T 13853	Diary of a wimpy kid : Rodrick rules	Kinney, Jeff.	On Hold	F KIN
T 13997	Diary of a wimpy kid : Rodrick rules	Kinney, Jeff.	Lost	F KIN
T 5674	Diary of a wimpy kid : the last straw	Kinney, Jeff.	Available	F KIN
T 5675	Diary of a wimpy kid : the last straw	Kinney, Jeff.	Lost	F KIN

- Click on a barcode to access the item record for circulation information. ***Sample:**

Diary of a wimpy kid : the last straw

Author Kinney, Jeff. Call Number F KIN

Barcode T 5674	Status Available
Purchase Price \$14.96	Circulation Type Regular
Date Acquired 1/29/2010	Vendor
Copy Number	Sublocation
Description	

Current Checkout

None

Previous Checkout
(Returned: 3/25/2011)

Patron Gadekar, Amogh 3.1-4.3 [Student]

Barcode P 36843

Grade Level 03

Homeroom 3D

UD1-Homeroom Riles, Dacia

UD2-Grade Level

Internet Usage?

Notes

There are no notes for this copy

Circulation Statistics

Current Month	1	Current Year	19	Previous Year	7	Total	26
---------------	---	--------------	----	---------------	---	-------	----

Edit Copy
 Add Hold
 Mark Lost
 View History
 Print Labels
 Add Note

- Patrons
 - In the Circulation tab, select “Patron Status” from the menu on the left.
 - Enter the patron name in the “Find Patron” box and click “Go!”. If more than one record matches the search terms, you will be given a list to choose from.
 - Click on the name to access the patron record for circulation information.

8. Running overdue notices


- Click on the “Reports” tab at the top of the page.
- On the first page, Format the overdue options.
- Add items wanted printed in the report.
- Choose “notices” and click “Continue”
- On second page, limit the patron types that you are printing notices for.
- Click “Continue”
- On the third page, sort the notices by patron, grade level, homeroom, etc.

- Customize the salutation and include any other information for each notice.
- Click “Run Report.”

9. Printing bills, fines, receipts.

- Click on the “Reports” tab at the top of the page.
- On the first page, format the type of bill, fine, or receipt that you would like and click “Continue.”
- Limit the patron types or specific patrons you are printing for.
- Customize the report and information to be printed.
- Click “Run Report.”

10. Using temporary barcodes (for periodicals, etc.) (*Destiny 9.5)

- On the “Check Out” screen in the Circulation tab, once you have selected the patron, click on .
- On the following screen, enter the required information. Leave box checked.

- Click “Save.”

- A red **T** will show up under the patron's check out record to indicate temporary checkout.
- Leaving the box checked will ensure that the barcode and title are deleted when the item is returned. The barcode can then be reused.

11. Looking up circulation logs

- Library Snapshot for Whole School
 - Click the “circulation” tab at the top of the page.
 - Click “Library Info” on the left of the page.
 - Click the little “Statistics” tab at the top right of the page.
 - You will see:

The screenshot displays the 'Library Snapshot' page with the following data:

Category	Item	Value
Circulations	Checked Out	1,355
	Overdue	433
	Lost	62
Holds	Ready	19
	Pending	63
	Expired	14
Unpaid Fines	Library	8
	Amount due	\$95.33
	Other	0
	Amount due	\$0.00
Materials	Titles	16,921
	Copies	18,533
	Titles without copies	0
Patrons	Total	815
	Active	815
	Restricted	0
	Inactive	0

Below the statistics, there are several interactive elements:

- View today's checkouts
- View current statistics
- View statistics for the last
- View statistics from to

- You can view and change “Statistic Snapshots...” to view different types of statistics.
- Patrons
 - Click on “Circulation” at the top of the page.
 - Click on “Patron Status” on the left of the page.
 - Select Patron and view circulation log.
- Library Information Top Statistics
 - Click “Circulation” tab at the top of the page.
 - Click “Library Info” tab on the left of the page.
 - Choose a small tab on the top right of the page.
 - Due Dates
 - Statistics
 - Top Patrons
 - Top Homeroom/Grades
 - Top/Bottom Titles
 - Each of these has filter options at the bottom to narrow the search or expand a search.

12. Doing Interlibrary Loans

- Find the patron who wants to reserve a book.
- Click the “Holds/ILL” button on the left.

- Find Title in _____. Change it from “My Library” to all in system or specific ones.
- Then click “Go” to place a hold on the book.

- In “Requests” list, click “Unapproved” next to the request.
- On the Hold/ILL Approval page that opens, click “approve.”
 - The lending library can “decline it”, “pull copy”, “pick copy”, or “ship it.”

Section Five: Reports and Utilities

1. How to Backup the System

Since Destiny is a web-based program it is backed up every night by Cobb County's Technology Services and not at the local schools.

2. How to Run Circulation Reports (Statistics)

- Click on the Reports tab.
- Under the Reports tab there are three modules of reports: Library, Patron or Report Builder (contains pre-designed reports either locally or from the district).
- The report shown below is an example of the Library Statistics Report located in the Library module.

Library Snapshot
 Printable

Circulations

- Checked Out: 1,125
 - Overdue: 616
- Lost: 281

Holds

- Ready: 10
- Pending: 22
- Expired: 5

Unpaid Fines

- Library: 0
 - Amount due: \$0.00
- Other: 0
 - Amount due: \$0.00

Materials

- Titles: 15,608
- Copies: 20,079
- Titles without copies: 1

Patrons

- Total: 1,121
 - Active: 1,121
 - Restricted: 0
 - Inactive: 0

Statistics Snapshots...

View today's checkouts

View current statistics


View statistics for the last

View statistics from to

3. How to Conduct Inventory

- Click on the Back Office tab then on Inventory.
- Remove any old/past inventory listed under Completed Inventories.


					In Progress	▶ Completed
Name	Completed ▼	Started by	Accounted for	Unaccounted for		
Biography	5/18/2010	- None -	1,703	11 (Marked "Lost")		<input type="button" value="X Remove"/>
Fiction	5/18/2010	- None -	7,291	67 (Marked "Lost")		<input type="button" value="X Remove"/>
Nonfiction #1	5/18/2010	- None -	358	0		<input type="button" value="X Remove"/>
Nonfiction 2	5/18/2010	- None -	1,038	6 (Marked "Lost")		<input type="button" value="X Remove"/>
Nonfiction #3	5/18/2010	- None -	5,383	13 (Marked "Lost")		<input type="button" value="X Remove"/>
Professional	5/18/2010	- None -	525	19 (Marked "Lost")		<input type="button" value="X Remove"/>
SC April 2010	5/18/2010	- None -	198	2 (Marked "Lost")		<input type="button" value="X Remove"/>
Full April 2010	5/24/2010	- None -	19,717	24 (Marked "Lost")		<input type="button" value="X Remove"/>


- Back on the main Inventory page, click on  to begin a new inventory.
- Name the file in the Inventory Name field. (Recommended name: Full Inventory – March 2011)
- Leave the Call Numbers from field blank to include all media center items.



Specify the copies to be inventoried...

Inventory Name


Call Numbers from to
To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Circulation Types All Circulation Types  Update

All copies meeting the above criteria will be set to "unaccounted for"...
 Except for copies that have been seen on or after 

 OK  Cancel

- Begin scanning items one at a time.
- A “good” beep will sound if the scan is successful. A “bad” beep will sound if item scanned unsuccessfully. An error message will show the problem with the item.

 **Please note...**

- **This item appears to be shelved incorrectly.**

- Problem items need to be marked and set aside for the media specialist to review at the end of inventory.
- Continue scanning until all items have been scanned into inventory.
- During the inventory process, click on the View Details link periodically to see a list of Unaccounted for items. Re-check the shelves for these items. Items located can be marked Found directly into inventory.
- A table showing progress of the inventory can be viewed by clicking on the View In-Progress & Completed Inventories link.
- On the In-Progress inventory screen, the View link provides reports which are available to print. These reports will show up in the Job Manager and will assist with locating unaccounted items.
- Continue this process of locating unaccounted for items until the % Complete is as high as possible.
- To finalize the inventory process, click on Finalize. A box will appear asking about marking all remaining “Unaccounted for” items as “Lost.” When completing a Full Inventory, answer YES to mark all unaccounted for copies “lost”.
- After finalizing the inventory and marking all unaccounted for copies as lost, a Completed Inventory Report is posted in the Job Manager. This report will provide complete information of the collection inventory status. Print this report.

4. Printing a Shelf List

- Click on the Reports tab then click on Library in the left column.

Hightower Trail Middle School

Home Catalog Circulation **Reports** Back Office My Info

Library Reports

My Favorites

Library

Patron

Report Builder

Report Manager

Catalog -- Titles & Copies

[Barcode Lists](#) - Identify used and unused copy barcodes. [More](#)

[Bibliography](#) - Create reading lists for curriculum or promotion. [More](#)

[Call Number Reports](#) - Identify copies that may be incorrectly cataloged. [More](#)

[Reported Abuses](#) - View reported abuses submitted by your patrons. [More](#)

[Shelf List](#) - List copies in the order they should be shelved. [More](#)

[Title & Copy List](#) - List your collection with optional copy detail. [More](#)

[Weeding Log](#) - List copies that were weeded, deleted, or transferred. [More](#)

[Wish Lists](#) - View the wishes submitted by your patrons. [More](#)

- Click on Shelf List.
- Enter the desired information into the appropriate fields.

Generate a shelf list showing...

Include Call Numbers All ranges and prefixes in the collection

From To

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Count Circulations to

Include circulations from in-library use

Show Price

Publication Year

Output as

- Below is a sample Shelf List of items in the 900 section.

Shelf List

Hightower Trail Middle School

Call numbers from '900' to '999.999' -- All circulations

Call Number	Author	Title	Barcode	Price Status	Circs
900 KNI	Knight, Margy Burns.	Talking walls	T 10020	\$17.95 Available	2
904 WUL	Wulffson, Don L.	More incredible true adventures : illustrated with	T 5589	\$12.95 Available	1
904.5 NAT	prepared by the Special	Nature on the rampage : our violent earth	T 17314	\$24.95 Available	1
904.7 AND	Anderson, Dale, 1953-	Battles that changed the modern world	T 15695	\$12.95 Available	1
904.7 POL	Pollard, Michael, 1931-	100 greatest disasters	T 1433	\$21.50 Available	8
909 BUR	Burstein, Chaya M.	The Jewish kids catalog	T 8359	\$14.95 Available	0
909 EVE	[editor, Michael Worth Davison ;	Everyday life through the ages	T 6243	\$29.50 Available	0
909 EVE	[editor, Michael Worth Davison ;	Everyday life through the ages	T 9166	\$30.00 Available	1
909 HIL	Hills, Ken.	World history	T 4668	\$15.95 Available	2
909 HIL	Hills, Ken.	World history	T 4669	\$15.95 Available	0
909 HOO	Hoobler, Dorothy.	Vanished!	T 6719	\$14.79 Available	0
909 HOW	Howarth, Sarah.	The Middle Ages	T 9474	\$14.99 Available	5
909 LOS	by the editors of Time-Life	Lost treasure	T 7639	\$23.27 Available	0
909 MAR	Martell, Hazel.	The age of discovery	T 6099	\$17.95 Available	1
909 MAR	Martell, Hazel.	The age of discovery	T 6328	\$17.95 Available	3
909 MOK	Moktefi, Mokhtar.	The Arabs in the Golden Age	T 6822	\$13.35 Available	1
909 NAT	by the editors of Time-Life	The Natural world	T 7544	\$28.60 Available	1
909 RIS	by the editors of Time-Life	The Rise of cities	T 7548	\$28.60 Available	2
909 STE	Stewart, Gail B. (Gail Barbara),	Catastrophe in southern Asia : the Tsunami of 2004	30321000001283	\$22.95 Available	4
909 VAN	Van Loon, Hendrik Willem,	The story of mankind	30321000021950	\$17.56 Available	5
909 VEN	Ventura, Piero.	1492 : the year of the New World	T 4055	\$19.95 Available	1
909 WAD	Wade, Wyn Craig.	The Titanic, end of a dream	T 17822	\$13.95 Available	1
909 WOR	by Jean Fritz ... [et al.] ; with	The World in 1492	T 2996	\$19.95 Available	0
909 WOR	by Jean Fritz ... [et al.] ; with	The World in 1492	T 6972	\$16.89 Available	1
909 YOU	Ilana Shamir, general editor,	The young reader's encyclopedia of Jewish history	T 6083	\$17.95 Available	0
909.07 BIE	Biel, Timothy L.	The crusades	T 10042	\$16.95 Available	4
909.07 CAS	Caselli, Giovanni, 1939-	The Middle Ages	T 9473	\$16.95 Available	1
909.07 FUR	by the editors of Time-Life	Fury of the Northmen : time frame, AD 800-1000	T 7539	\$28.60 Available	3
909.07 GRE	Gregory, Tony, 1948-	The Dark Ages	T 6380	\$17.95 Available	4

5. Running a Collection Age Report

- Click on the Reports tab, then on the Library link in the left column.

- Scroll down and select the Collection Statistics – Summary report.
- After running the report, click on the Age tab.
- Below is a sample Collection Age Report of materials in the media center.

Library Reports > Collection Statistics - Summary

How do I... ?

Age

Printable

Range	Age		Circulations		Collection
	Copies w/ Dates	Average Age	This Year	Total	Copy Count
000 - 099	108 [100.00%]	1997 [14 yrs.]	92 [00.55%]	599 [00.75%]	108 [00.54%]
100 - 199	102 [100.00%]	1996 [15 yrs.]	45 [00.27%]	262 [00.33%]	102 [00.51%]
200 - 299	122 [100.00%]	1992 [19 yrs.]	61 [00.37%]	596 [00.75%]	122 [00.61%]
300 - 399	1,020 [99.80%]	1994 [17 yrs.]	574 [03.45%]	2,572 [03.23%]	1,022 [05.09%]
400 - 499	57 [100.00%]	1987 [24 yrs.]	5 [00.03%]	41 [00.05%]	57 [00.28%]
500 - 599	1,095 [100.00%]	1991 [20 yrs.]	319 [01.92%]	1,744 [02.19%]	1,095 [05.45%]
600 - 699	947 [100.00%]	1993 [18 yrs.]	532 [03.20%]	2,651 [03.33%]	947 [04.72%]
700 - 799	827 [100.00%]	1995 [16 yrs.]	704 [04.23%]	3,298 [04.14%]	827 [04.12%]
800 - 899	317 [100.00%]	1990 [21 yrs.]	92 [00.55%]	421 [00.53%]	317 [01.58%]
900 - 999	2,144 [99.91%]	1994 [17 yrs.]	990 [05.95%]	4,519 [05.67%]	2,146 [10.69%]
AV	80 [37.21%]	1995 [16 yrs.]	122 [00.73%]	1,072 [01.35%]	215 [01.07%]
B	1,671 [100.00%]	1995 [16 yrs.]	1,260 [07.58%]	6,480 [08.14%]	1,671 [08.32%]
CAS	51 [96.23%]	1991 [20 yrs.]	2 [00.01%]	15 [00.02%]	53 [00.26%]
CD	5 [100.00%]	1996 [15 yrs.]	5 [00.03%]	8 [00.01%]	5 [00.02%]
COM	0 [00.00%]	- [- yrs.]	0 [00.00%]	4 [00.01%]	27 [00.13%]
DVD	52 [94.55%]	2005 [16 yrs.]	40 [00.24%]	127 [00.16%]	55 [00.27%]
EQ	0 [00.00%]	- [- yrs.]	1,151 [06.92%]	2,692 [03.38%]	229 [01.14%]
F	7,956 [99.95%]	1996 [15 yrs.]	10,247 [61.64%]	49,164 [61.73%]	7,960 [39.64%]
G	1 [100.00%]	2004 [7 yrs.]	3 [00.02%]	20 [00.03%]	1 [00.00%]
KIT	170 [89.47%]	1989 [22 yrs.]	10 [00.06%]	86 [00.11%]	190 [00.95%]
OBJ	19 [100.00%]	2384 [-373 yrs.]	0 [00.00%]	1 [00.00%]	19 [00.09%]
PRO	542 [96.61%]	1994 [17 yrs.]	22 [00.13%]	89 [00.11%]	561 [02.79%]
REF	1,133 [99.82%]	1991 [20 yrs.]	230 [01.38%]	1,202 [01.51%]	1,135 [05.65%]
SAM	49 [96.08%]	1993 [18 yrs.]	0 [00.00%]	5 [00.01%]	51 [00.25%]
SC	0 [00.00%]	- [- yrs.]	7 [00.04%]	64 [00.08%]	0 [00.00%]
VID	1,039 [89.41%]	1992 [19 yrs.]	107 [00.64%]	1,128 [01.42%]	1,162 [05.79%]
No Call #	0 [00.00%]	- [- yrs.]	0 [00.00%]	465 [00.58%]	0 [00.00%]
Temporary	0 [00.00%]	- [- yrs.]	5 [00.03%]	319 [00.40%]	2 [00.01%]
	19,507	1995 [16 yrs.]	16,625	79,644	20,079

6. Printing Bar Codes and Spine Labels

- Under the Circulation tab, click on Copy Status.
- Locate the item and click on Print Labels.

Home Catalog **Circulation** Reports Back Office My Info

Copy Status

How do I... ?

Find Copy GO!

Dewey : the small-town library cat who touched the world

Author Myron, Vicki. Call Number 636.8 MYR

Barcode 30321000019368 Status Available ?

Purchase Price \$16.99 Circulation Type Regular ?


Date Acquired 1/30/2009 Vendor Follett

Copy Number Sublocation

Description

Print Labels

- Select the amount of barcodes needed for this copy and whether or not a spine/pocket label is needed.

Dewey : the small-town library cat who touched the world 

Print barcode label(s) for this copy

Include the Site Name Title
 Author Call Number

Use label stock

Start on label

Printer offset Horizontal: Vertical:

Print 1 spine/pocket label "636.8 MYR" for this copy


Use label stock



Start on label

Printer offset Horizontal: Vertical:

Call number font size


Spine Labels Start a new line at every space

- Click  .
- The following screen will appear. Click on View to select and print the barcode or spine labels.

Copy Status > Report Manager			
Jobs 1 - 20 out of 20 Refresh List			
	Job	Status	
<input type="checkbox"/>	Spine/Pocket Labels	Completed (3/22/2011 11:56 AM)	View 
<input type="checkbox"/>	Library Copy Barcode Labels	Completed (3/22/2011 11:56 AM)	View 

7. Running Custom Indexes

- Click on Resource Lists under the Catalog tab.



- Click on  .
- Type the name and description (optional) in the corresponding fields.
- To make the list public for students and teachers to see, click on the radio button in front of Make this list Public.
- Click Save.

Home **Catalog** Circulation Reports Back Office My Info

Resource Lists > Add a List

Library Search
Destiny Quest
WebPath Express
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Update Titles

Add a List

***Name**  Save
 Cancel

Make this list Public

Description

* = Required Field

- To add items to the Resource List, click on the Catalog tab then Library Search.

- Type in a keyword and other criteria if necessary to search for items.



Click on

- A list similar to the one below will appear.

Titles Digital Resources

Searched for (mythology), Reading Level "6.0" to "6.9" in Hightower Trail Middle School

[Not what you're looking for? [Refine your search.](#)]

Selected List: Mythology

Titles 1 - 25 out of 26 Sort By Type 1 2 [Next >>] [Show All]

	The adventures of Ulysses <input type="button" value="Details"/> 292 GOT Gottlieb, Gerald. Published 1988 Reading Level: 6.1 Interest Level: 5-8	0 of 1 available <input type="button" value="Add to this List"/>
	Aleta and the queen : a tale of Ancient Greece <input type="button" value="Details"/> 398.22 GAL Galloway, Priscilla, 1930- Published 1995 Reading Level: 6.2 Interest Level: 3-6	0 of 1 available <input type="button" value="Add to this List"/>
	Ariadne, awake! <input type="button" value="Details"/> F ORG Orgel, Doris. Published 1994 Reading Level: 6.9 Interest Level: K-3	2 of 2 available <input type="button" value="Add to this List"/>
	The Calydonian boar <input type="button" value="Details"/> 398.2454 EVS Evslin, Bernard. Published 1989 Reading Level: 6.8 Interest Level: 5-8	0 of 2 available <input type="button" value="Add to this List"/>
	The children of Odin : the book of Northern myths <input type="button" value="Details"/> 293 COL Colum, Padraic, 1881-1972. Published 2004 Reading Level: 6.1 Interest Level: 5-8	0 of 2 available <input type="button" value="Add to this List"/>

- To add a title to the Resource List, make sure correct list is showing in the Selected List field and click on Add to this List.
- To view created lists, click on Resource Lists under the Catalog tab. Click next to desired list.
- A sample resource list is shown below:

The screenshot shows a library catalog interface with a green navigation bar at the top containing 'Home', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. Below the navigation bar, there's a sidebar on the left with options like 'Library Search', 'Destiny Quest', 'WebPath Express', 'Digital Resources', 'Add Title', 'Resource Lists', 'Import Titles', 'Export Titles', 'Update Titles', 'Update Copies', and 'Search Setup'. The main content area displays a list of books under the 'Mythology' category. The books listed are:

- In the beginning : creation stories from around the world** (Call Number: 291.2 HAM, Author: Hamilton, Virginia, 1936-2002, Published 1988, Reading Level: 6.4, Interest Level: 5-8, Lexile: 640)
- Jason and the Argonauts** (Call Number: 292 EVS, Author: Evslin, Bernard, Published 1986, Reading Level: 6.2, Interest Level: Young Adult)
- The adventures of Ulysses** (Call Number: 292 GOT, Author: Gottlieb, Gerald, Published 1988, Reading Level: 6.1, Interest Level: 5-8)
- Greek and Roman mythology A to Z : a young reader's companion** (Call Number: 292.103 DAL, Author: Daly, Kathleen N., Published 1992, Reading Level: 6.9, Interest Level: All Grades)
- The Nemean lion** (Call Number: 292.13 EVS, Author: Evslin, Bernard, Published 1990, Reading Level: 6.5, Interest Level: 5-8)

8. Running an Unused Barcode Report

- Under the Reports tab, click on Library.
- Click on Barcode Lists.
- Select Unused Barcode Numbers from the drop down menu.
- To obtain a list of ALL unused barcodes click the radio button in front of Barcode range but leave the fields blank.
- Leave the Display as Consecutive barcodes as a range.
- Click Run Report.

The screenshot shows a form titled 'List copy barcodes...'. The form contains the following elements:

- Select:** A dropdown menu set to 'Unused Barcode Numbers' with a link '[Code 39 mod 10, 14 characters total]'.
- Number of barcodes:** An empty input field.
- Starting on barcode:** An empty input field.
- Barcode range:** A radio button (selected) followed by two empty input fields separated by 'to'.
- Display:** A dropdown menu set to 'Consecutive barcodes as a range'.
- Run Report:** A button with a printer icon.

- On the Report Manager screen, click View next to the Unused Library Copy Barcode List By Range report.
- A sample Unused Barcode List is shown below.

Unused Barcode List by Range

Hightower Trail Middle School

All barcodes

3/22/2011 2:26 PM

30321000000038 - 30321000000962	30321000015549
30321000001929	30321000015887
30321000001994	30321000015978
30321000002182 - 30321000002190	30321000015994
30321000002638	30321000016414 - 30321000016430
30321000002968	30321000016539
30321000003263 - 30321000003305	30321000016661 - 30321000016687
30321000003321 - 30321000003347	30321000016729 - 30321000016737
30321000003362	30321000016810 - 30321000016828
30321000003677	30321000016885
30321000003834	30321000017057 - 30321000017065
30321000003859	30321000017354
30321000004261	30321000017644
30321000004345 - 30321000004360	30321000017834 - 30321000017842
30321000004402	30321000018733
30321000004626	30321000019962
30321000004741	30321000020937
30321000005284	30321000021273
30321000005664	30321000021778
30321000006381	30321000022164
30321000006423	30321000024137
30321000006563	30321000029540
30321000006670	30321000029623
30321000006837	30321000029938 - 30321000038764
30321000006902	30321000038848
30321000006928 - 30321000006936	30321000039218 - 30321000039226
30321000007074 - 30321000007082	30321000039408 - 30321000039994
30321000007348	30321000040562 - 30321000040992

9. Rebuilding the System

Technology Services in Cobb County backs up the system nightly and rebuilds the system as needed. Local schools are not responsible for performing this task.

Section Six: Troubleshooting (*Destiny 9.5)


1. Search Tips

- Exact spelling is required for search terms.
- Destiny Quest offers suggestions once you start typing.



- You can also use a wildcard—an asterisk (*) after the first few letters of a word—and the system will search all words that start with these letters.
 - This is helpful when you don't know how to spell a word.
 - It is also helpful when typing patron names with “tricky” spelling.
- Use broader terms to search, then use the “Narrow Your Search” feature if needed. (Example: Instead of “Crispus Attucks,” search “The Boston Massacre” or “The Revolutionary War.”)

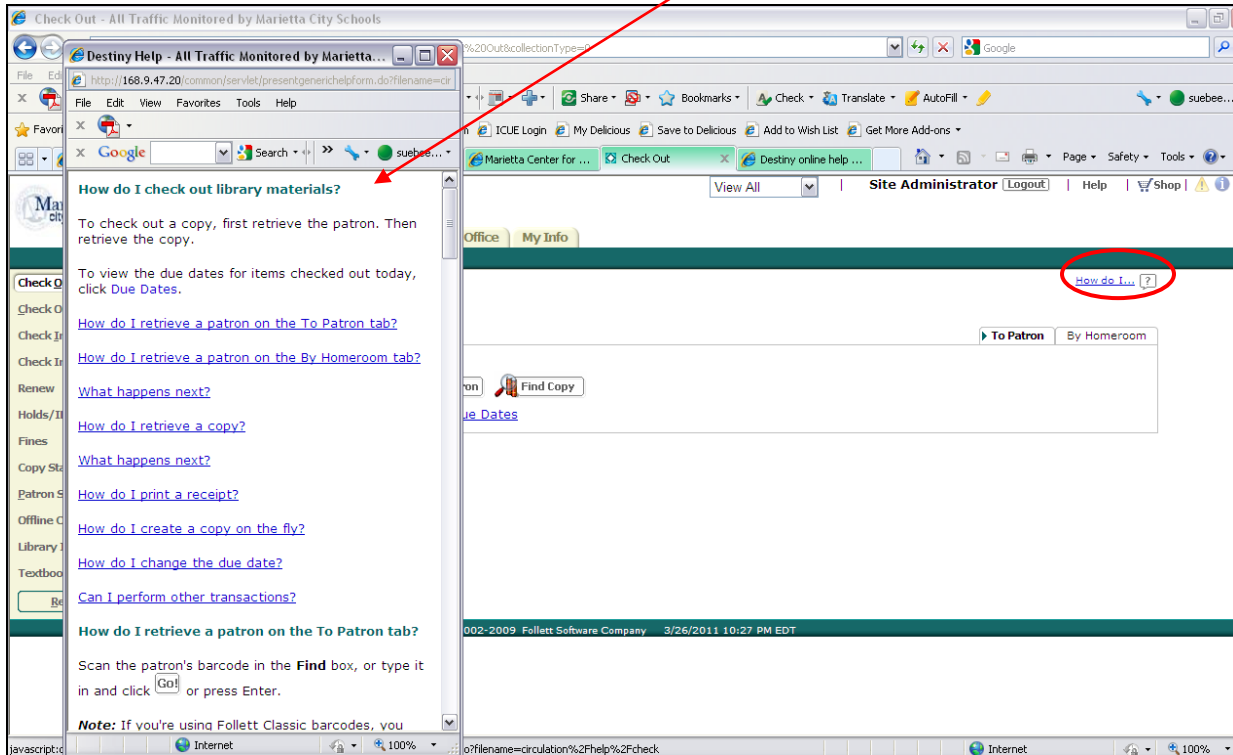
2. What “Processing Needed” Means

- At times you will see a flag with the words “Processing Needed” appear above the tabs bar. 
- This is notification for you that an item is ready to be held for a patron and needs to be “pulled.”
- This notification does not appear when the item to be held is checked in since notification is given at that time through a pop-up box.
- The “Processing Needed” notification appears when an item’s previous hold expires and it needs to then be held for the next patron on the waiting list.
- Clicking on “Processing Needed” brings up the Hold requests list. New holds will have a box which says “Pull Copy.” Clicking on this box changes the indication to show that the item is being held and is ready for the patron.
- The “Processing Needed” indicator will disappear.

3. Where to Turn for Help

- Ask the Media Specialist for help.

- Click on “How Do I...?” to bring up a help window with FAQs and answers relevant to the current application.



- Click on the “Help” button at the top of the screen.



This will open a new window with Destiny’s online help and support. Use the Search and Index features to find the topic you need.

- Call or email Follett directly for help.
 - Technical Services/Customer Support
Toll-Free: 800-323-3397
Direct: 815-344-8700
Fax: 800-807-3623 or 815-344-8774
Monday – Friday, 7am – 6pm CT
techsupport@fsc.follett.com



Collaboration Resources

Reconsideration of Materials Procedures

Hightower Trail Middle School will follow Cobb County School District Administrative Rule IJK (copy of rule is attached as an Appendix), Media Programs and Supplementary Materials Selection when addressing objections to instructional materials housed in the media center.

If an initial objection is made, the following procedures will be followed:

- ☞ Keep material in question in use throughout the reconsideration process.
- ☞ Explain the media collection selection process.
- ☞ When speaking with complainant, refrain from voicing personal opinion.
- ☞ File written documentation of any contact with complainant with the Principal.
- ☞ Explain the appeal procedure for challenged materials.

If the complainant desires to file a formal complaint, the media specialist will continue with the following procedures:

- ☞ Provide complainant with a copy of the Instructional Materials Appeals Form (IJK-3) (copy of form is attached as an Appendix).
- ☞ Forward a copy of this signed and completed form to the Principal, the Supervisor of Library Media Education and the Assistant Superintendent for Curriculum and Instruction.
- ☞ Inform the complainant in writing that form IJK-3 has been received and that the District's appeal procedure has been initiated.
- ☞ The challenged material must be returned to the media center before the appeal will be considered if checked out by the complainant.

The complaint should be reviewed by the School Media Committee. The review process is as follows:

- ☞ Forty-five days after the receipt of the appeal form (IJK-3), the School Library Media Committee should meet and render a decision.
- ☞ Prior to evaluating the complaint, Committee members should:
 - Read, view, or listen to the material in question in its entirety,
 - Read the Instructional Materials Appeal Form completed by the complainant, and
 - Read available professional evaluations pertaining to material under review. The Library Media Specialist should compile the necessary professional evaluations of the material in question.
- ☞ When the Committee has completed the above steps, they should meet to:

- Review the concerns expressed,
 - Discuss the appropriateness of the material to grade level and curriculum,
 - Render a majority decision relative to requested actions as long as a quorum is present. The committee may either:
 - Take no removal action; or
 - Remove the challenged material from the local school if the Committee finds the material is pervasively vulgar and/or lacking in educational value throughout.
- ☞ The Committee's decision should be communicated to the Principal.
- ☞ Within five working days of the Committee's decision, the media specialist should:
- Officially notify the complainant in writing by first class mail of the decision reached and advise of the procedures to appeal including the ten work day limitation; and
 - File a copy of the Committee's decision with the Supervisor of Library Media Education and the Assistant Superintendent for Curriculum and Instruction.
- ☞ A written appeal may be made to the District Level concerning the review committee's recommendation.
- ☞ A written appeal may be made to the Board of Education concerning the review committee's recommendation via the Chief Academic Officer. (Cobb County School District Board Administrative Rule IJK, 2008)



Public Relations

Within the school, the Hightower Trail Middle School (HTMS) Media Specialist will utilize various public relations avenues:

Newsletters

The Media Specialist will publish a monthly newsletter on the school's web site to publicize upcoming events in the Hightower Trail media center. This newsletter will include information like volunteer opportunities, book fairs, and other fundraisers. Newsletter articles will be written in an engaging way to draw the attention of parents and community members and make them want to participate in the different events. In addition, the Media Specialist will be given a spot in the Parent Teacher Student Association (PTSA) newsletter that is printed monthly and mailed home to the parents of each student. The Media Specialist will include the same type of information. Through these two newsletters, the parents and community will be informed of upcoming library and media events.

Book Fair Flyers

The book fair is probably the biggest fundraiser for most school libraries. The Hightower Trail media center uses Borders at The Avenue of East Cobb as the book fair provider. A couple of weeks before the book fair is set to begin, a flyer will go home with every child to inform their parents about the upcoming event. Not only will this flyer give parents the opportunity to volunteer to help with the book fair, but the flyer will also explain how and when students will be able to purchase books. Additionally, the flyer will promote any new releases that will be available for purchase and any required readings that teachers may have requested. A letter from the Media Specialist will accompany that flyer that explains how and when students will be allowed to purchase books. Also, the Media Specialist will hold a mid-week drawing for a \$10 gift certificate for parents who attend the book fair.

Parent Night

The HTMS Media Specialist will host a "Parent Night" at the beginning of the school year to inform parents about all of the events that will be happening in the media center. This meeting will once again include information about book fairs and other fundraisers. Parents will learn of volunteer opportunities that will be available to them throughout the school year. The parents will be introduced to how the media center is set up, and they will also find out how to be certain that their children are obtaining books that will help them grow as readers. For this event, pizza or other dinner food (donated by local restaurants or HTMS media center patrons) will be served to encourage parent participation.

Automated Voice Messages

The HTMS Media Specialist will be able to send out automated messages to parents and the

community about important upcoming events. Parents will give their permission at the beginning of the school year to be contacted by the automated voice message service. When media events are approaching, the Media Specialist will record a message that details the event, and this message will then be sent out to parents and community members.

Parent Teacher Student Association (PTSA) Meetings

The HTMS Media Specialist will participate in PTSA meetings to give the parents and community important information about upcoming events in the media center. For example, if the book fair is set to begin in February, the Media Specialist will be given a period of time during the January PTSA meeting to remind parents of the upcoming event and of the opportunity to volunteer.

Cobb County School District Communications Office /COBB edTV

The HTMS Media Specialist will remain in constant communication with the Cobb County School District Communications Office to ensure that the Hightower Trail media center events are adequately publicized. One fantastic avenue for advertising is the Cobb County School District local TV station called Cobb edTV. This station, made possible through the District's arrangement with Chattahoochee Technical College, broadcasts many events that will be happening in the District schools (*Television: COBB edTV Educational Access Channel, 2007*). The Media Specialist, with the help of parent and student volunteers, will create engaging advertisements for all major media center events to be featured on Cobb edTV.

Electronic Mail, Listservs, and Newsgroups

Parents and community members will be given a chance to sign up for e-mail, listservs, and newsgroups, which will allow the HTMS Media Specialist to have continuous contact with those who are not physically in the school everyday and keep them up-to-date on what is going on in the media center (American Association of School Librarians and Association for Educational Communications and Technology, 1998, p. 129).



Copyright

In order to ensure information about copyright laws and compliance is provided, media specialists will:

- Provide an in-service to faculty and staff during pre-planning of each new school year.
- Collaborate with teachers to create lessons educating students of current copyright laws.
- Post U.S. Copyright Law at every copier in the school building.



Paraprofessionals, Volunteers, and Student Duties

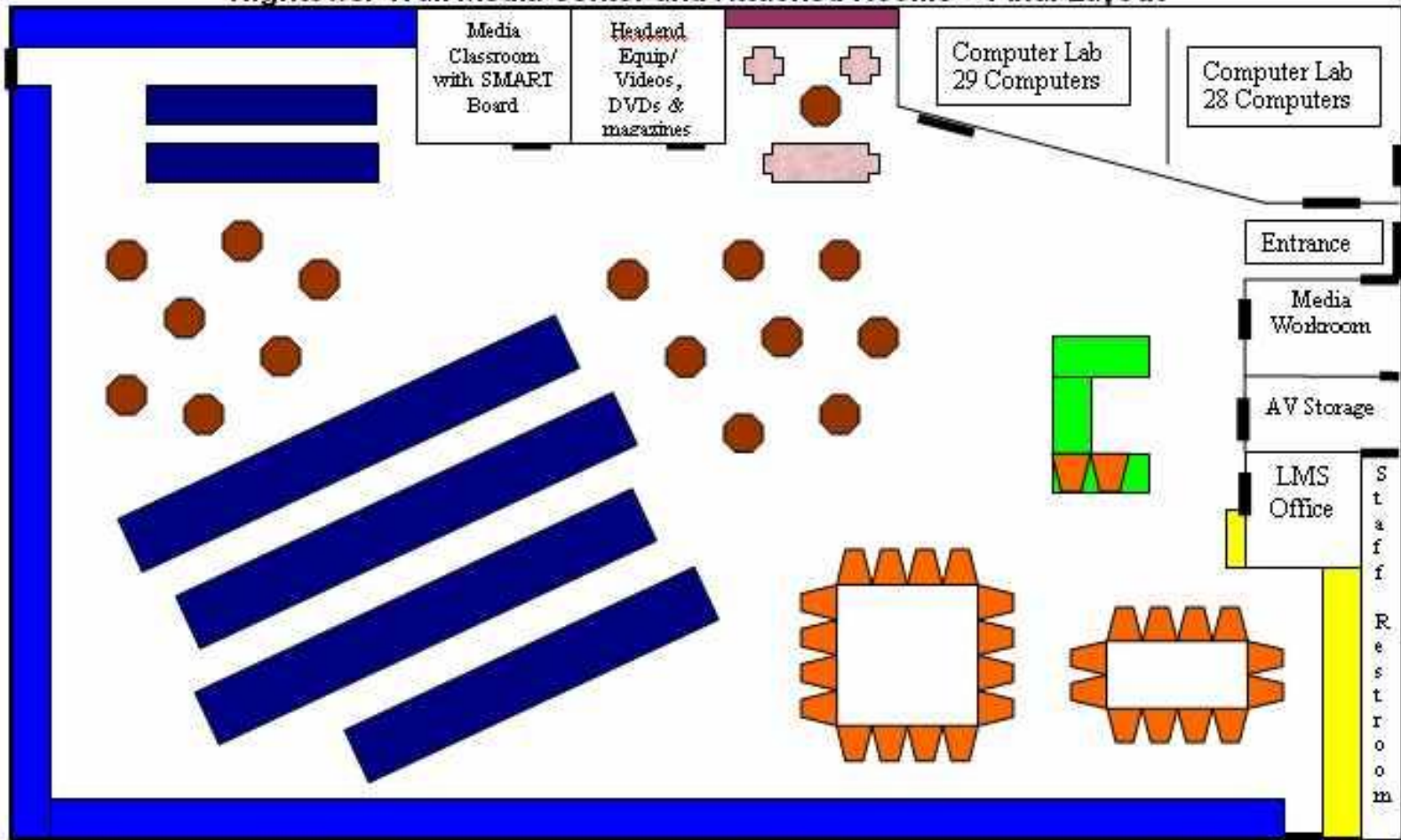
- Teachers should contact the SLMS or the SLMC paraprofessional (via telephone, email, or in person) at least one day in advance to schedule a class visit. If collaborative instruction will be involved, teachers should contact the SLMS at least two days in advance. When scheduling a class visit to the SLMC, all teachers should inform the SLMS or the SLMC paraprofessional what the students are studying. The teacher should provide at least three day/time slots for class visits to the SLMC in case a preferred day/time slot is not available. The SLMC staff will maintain a schedule that includes regular class visits, professional visits, and reservations for computers and AV viewing that will be posted by the door of the SLMC. The schedule shall also be made available online through the SLMC's website, and this schedule shall be updated as soon as a session is scheduled. For classes with one SLMS, there shall not be more than two classes in the SLMC at a time (including classes using the SLMC computers or viewing AV materials). For classes with two SLMSs, there shall not be more than three classes in the SLMC at a time. Each class may remain in the SLMC for no more than the entire duration of a single class period.
- If a teacher has scheduled a class visit to the SLMC, he or she should remain with the class in the SLMC unless prior arrangements have been made.
- During class hours, teachers may send up to four unattended students to the SLMC with a pass. A student may remain in the SLMC unattended for no more than thirty minutes, and each unattended student must sign-in upon entering the SLMC during Normal School Hours.
- Computer usage shall be scheduled in the same manner as regular class visits. If an unattended student is using a computer at the time when a class is scheduled for a visit, then the class shall have priority.
- AV materials-viewing space can be reserved, and shall be scheduled in the same manner as regular class visits.



HOME OF THE HUSKIES

HIGHTOWER TRAIL MIDDLE SCHOOL

Hightower Trail Media Center and Attached Rooms – Final Layout



- Legend**
- Single-Faced Shelving [Light Blue Box]
 - Double-Faced Shelving [Dark Blue Box]
 - Periodicals [Pink Box]
 - Tables [Brown Box]
 - Computers [Orange Box]
 - Reference Section [Yellow Box]
 - Circulation Desk [Green Box]
 - Door [Black Line]



APPENDICES

Appendix A



Cobb County School District
A community with a passion for learning!

Form DID-1

DISTRICT TECHNOLOGY PROPERTY CHECKOUT AGREEMENT

While the primary purpose of the Cobb County School District's (District) technology equipment is for use on site during the instructional/work day, there are times when it is appropriate for staff and students to check out equipment to be used for educational purposes beyond the work day and outside of the work environment. All staff members or students/parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a District facility. Technology equipment which may be checked out under the provisions of Administrative Rule DID (Inventories: Property Control) and this Checkout Agreement is limited to the following items:

Calculators, Scientific	Probeware
Camera Devices	Projection Devices
Computing Devices (including hand-held devices)	Scanning Devices
Printing Devices	

By completing and signing this form, I/we acknowledge and agree as follows:

1. All use of the District's technology equipment will be for educational purposes. For employees this includes attending professional workshops, conferences or meetings. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. To abide by the provisions of Administrative Rules IFBGA (Use of Electronic Media) and IFAD (Adherence to Copyright Law). With respect to computers, this includes no unlawful copying/distributing of software or documentation provided with the computer and no use of the computer to unlawfully copy any software.
3. To make no unauthorized changes to the equipment's configurations. For computers, this means no adding, removing, or adjusting any computer software or hardware.
4. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear, and to assume liability for any damage, loss, or theft of the equipment while in my care.
5. To have, if a student, a parent/guardian sign for responsibility of the equipment while it is in my possession.
6. To participate in training in the use and care of technical equipment as provided by the appropriate school or District staff member prior to checking out the equipment.
7. To return the technology equipment to school or my work place for use as required by the teacher or administrator.
8. To return the technology equipment:
 - a. On or before the due date on this agreement;
 - b. Prior to the due date if requested by the authorizing supervisor/department head;

- c. When withdrawing, if a student, or resigning or otherwise terminating employment, if an employee, with the District; and/or
- d. In the same condition the item was in at the time of check out.

ITEM INFORMATION

(To be completed by Supervisor/Department Head authorizing the check-out)

Item Checked Out: _____ From School/Department: _____
 Type: _____ Brand: _____ Model: _____
 Serial Number: _____ CCSD Property Number: _____
 Replacement Value: \$ _____
 Name of Authorizing Supervisor/Department Head (please print): _____
 Phone Number: _____

USER AGREEMENT

Homeowner's/Renter's
 Insurance Company: _____ Policy Number: _____

USER INFORMATION

(To be completed by student and or parent/guardian)

Name of Individual Checking Out the Item (please print): _____
 Home Address: _____
 Phone Numbers: Home: _____ Work: _____ Cell: _____

PARENT OR GUARDIAN AGREEMENT

If you are a student under 18, a parent/guardian must also read and sign this agreement prior to your checking out the equipment.

Parent/Guardian Name (please print): _____
 Home Address: _____
 Phone Numbers: Home: _____ Work: _____ Cell: _____

I/we have read and agree to comply with the Technology Equipment Check Out Agreement. I understand that any violation of the procedures may result in me or my child not having access to equipment for use away from District facilities. I also understand that I assume accountability and responsibility for any equipment I check out. If I have not provided a valid homeowners' or renters' insurance policy number, I understand that I am personally liable for:

- *The replacement cost of the item, as indicated above, if the item is not returned; or*
- *The amount required for repair or replacement parts, if the item is damaged when returned.*

I agree to release, indemnify, and forever discharge the Cobb County Board of Education, Cobb County School District, its successors and assigns, its agents and employees and all other persons, firms, or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of Cobb County School District's equipment and participation in its check out.

Date: _____

User Signature: _____ Parent/Guardian Signature: _____

DISTRICT CONTACT INFORMATION

Name (Please print): _____ Phone Number: _____

Due Date: _____

School/District Contact Person Signature: _____

2/21/06

Appendix B

2/23/2009

Barcode: P 1092111
Homeroom:

Overdue Materials & Unpaid Fines Notice

Dear _____

The following items are overdue. Please return them as soon as possible. If you are not finished with the item, bring it to the Media Center to have it renewed.

Thank you.
Mrs. Kimbrough

Library Materials				
Due	Call Num.	Barcode	Title	Price
12/5/2008	E KAS	T 80091	My lucky day	\$13.59

1 Item Overdue

Appendix C

Sample Elementary, Middle School, and High School Parent Permission Form for Video Viewing

Date: _____

Dear Parent or Guardian,

As a part of my _____ class, I will be showing the video _____ (title) on _____ (date).

This video is rated: PG PG-13 unrated documentary

I have previewed the content of the video and found it to be developmentally appropriate for my students, meeting both current instructional strategies and matching the maturity level of the audience. I firmly believe that used in this instructional context, this video will enhance student understanding of our current topics. Due to either the graphic nature of a segment of this program, sensitive subject matter, or language usage, I am requiring that students have signed parent permission forms on file before viewing this film. Students who do not return signed permission forms will be relocated during the showing of the film and given an alternate assignment. Please sign the form below and have your student return it to me by _____ (date). Thank you for your continued involvement in your child's education. Please feel free to contact me with any questions.

Sincerely,

Teacher

Principal

My child, _____, **HAS / DOES NOT HAVE** my permission to view the above titled video. I understand that students who do not watch the video will be given an alternate assignment and relocated during the time the video is shown.

Appendix D

**PERMISSION TO USE A THIRD PARTY WORK
COPYRIGHT PERMISSION REQUEST**

_____, 20____

Name and address of person or company from whom permission is sought (PLEASE PRINT):

To Whom It May Concern:

I am writing to obtain permission to use the following material:

Nature of material: _____

Date of publication (if known): _____

Publisher (if known): _____

Author(s) or Creator(s): _____

Page numbers or other description of material:

(___) A photocopy of the material is enclosed.

I wish to use this material in the following work:

Author(s) or Creator(s): _____

Description of Intended Use: _____

I am requesting the right to use this material as part of my work and in all future editions and revisions thereof, however this may occur, in any language or medium now known or hereafter discovered, including, but not limited to: print, microfilm, and electronic media.

Unless you specify otherwise, the material will be accompanied on publication by the following credit line and copyright notice: _____

Other conditions, if any:

If you do not control the world rights to the requested material, please specify here any additional source from whom permission must be obtained:

Thank you for your prompt consideration of this request. For your convenience, a release form is provided below and a signed copy of this letter is enclosed for your files.

Very truly yours,

Name of Individual Requesting Permission (PLEASE PRINT)
Permission

Signature of Individual Requesting

Permission is granted for the use requested above.

Printed Name

Signature

Title

Date

Appendix E

Professional Associations

International and National Associations

American Association of School Librarians (AASL)

American Library Association (ALA)

Contact: John Chrastka – jchrastka@ala.org

50 East Huron Street

Chicago, Illinois, 60611

800-545-2433

www.ala.org or www.ala.org/aasl

International Association of School Librarianship (IASL)

U.S. Region Contact: Blanche Woolls – bwoolls@slis.sjsu.edu

PO Box 83

Zillmere

Queensland 4034

Australia

Fax: +617 3633 0570

www.iasl-online.org

International Federation of Library Associations and Institutions (IFLA)

Contact: Claudia Lux – ifla@ifla.org

P.O. Box 95312

2509 CH The Hague

Netherlands

+31 70 3140884

www.ifla.org

Regional Associations

Georgia Association for Instructional Technology, Inc. (GAIT)

Contact: Ginny Harrell - raharrell@earthlink.net

2221 Emerald Drive

Jonesboro, Georgia 30236-5223

www.gait-inc.org

Georgia Council of Media Organizations (GA COMO)

Contact: Giselle Escobar - Giselle_Escobar@Gwinnett.k12.ga.us

P.O. Box 142218

Fayetteville, Georgia 30214

678-621-0355

www.georgiacomo.org

Georgia Library Media Association, Inc. (GLMA)

Metro District Contact: Marsha Hunter – marsha_hunter@gwinnett.k12.ga.us

2711 Irvin Way, Suite 111

Decatur, GA 30030

404-299-7700

www.glma-inc.org

© Amy Pease 3/09

Appendix F

Direction Sheet for Cobb County School Library Media Center Paraprofessionals, Volunteers, & Student Workers

PARAPROFESSIONALS

All paraprofessionals should abide by the following guidelines:

- Maintain a professional attitude and appearance at all times when working in the school library media center (SLMC).
- Keep abreast all SLMC policies, goals, and procedures.

Duties of a paraprofessional working under direct supervision, which were all adapted from the California School Library Association (2006) might include:

- Performs routine operations: receiving, processing, mending, and shelving books.
- Performs clerical activities as needed including forms, databases, and budgets.
- Maintains a clean and orderly facility.
- Arranges for AV equipment repairs.
- Supervises student aides and parent volunteers.
- Provides assistance to the library media teacher, teachers, and students as needed.
- Assists students and teachers in locating library materials identified by a library media teacher to support research and literature.

Duties of a paraprofessional working alone in a library, which were also all adapted from the California Library Association (2006) might include:

- Oversees the general operation of the [SLMC] including: circulate, shelve, process, and inventory books and materials.
- Performs clerical duties including billing for lost items, correspondence, and computer record keeping of patrons and materials.
- Maintains an orderly and visually appealing learning environment.
- Prepares purchase orders for library books and materials under the direction of a site administrator.
- Assists students and teachers in locating library materials they request.

VOLUNTEERS

All volunteers should abide by the following guidelines:

- Be sure to sign-in at the main office each time you come to the school campus.
- Maintain a professional attitude and appearance at all times when working in the SLMC.
- Be sure to notify (in advance, if at all possible) SLMC personnel if you know that you cannot work during your schedule time.

The following are suggested duties for SLMC volunteers:

- Shelving books
- Tidying shelves

- Locating damaged materials
- Assisting with circulation
- Assisting with inventory
- Helping students to locate books and other materials
- Monitoring students' behavior in the SLMC
- Assisting with Accelerated Reader (AR) parties

STUDENT WORKERS

All student workers shall abide by the following guidelines, which were all adapted from Westlake High School Media Center (n.d.):

- Assistants are expected to perform their duties and conduct themselves in a professional manner at all times.
- Report for duty on time and remain until dismissed to the next class.
- Be punctual. Do not use position as an excuse for lateness to class.
- Do not sit on or in the teacher's desk in the library office.
- Socializing with students in the library will not be tolerated. This job is serious.
- Assistants are expected to be quiet and orderly so that they do not disturb library patrons.
- Maintain a respectful attitude at all times. Disrespect will not be tolerated.
- Practicing good manners is a must. When sent to another teacher's room, the assistant should always say, "excuse me" or "excuse the interruption" and then proceed with the message.
- Leaving the work area without permission is not allowed.
- Do not use the office machines without permission.
- Always have a pass when in the hallway.
- Roaming, loitering in the halls or bathrooms is not acceptable.
- Do not write passes or sign passes for other students for any reason.
- Maintain good attendance. Excessive absences will result in removal as an assistant. When absent, assistants should have an official excused absence.
- Office telephones are not for personal use.
- Strive to always use standard, formal English when speaking.

The student worker should be mindful of his or her duties, which were also all adapted from Westlake High School Media Center (n.d.):

- Reshelve books
- Maintain magazine shelving in alphabetical order and in chronological order within titles
- Know the physical layout of the library and where materials are located
- Confer with the library staff to see if help is needed elsewhere after completing assigned tasks
- On a daily basis, record in a journal or log book the tasks completed for that day
- Assist other students with computer problems and / or internet searching as necessary

- Pick up newspaper, straighten encyclopedias and pick up trash when visible on a daily basis
- Assist with the preparation of bulletin boards in the library
- Check computer printers and refill paper trays as needed
- Keep table tops clean; wash, if necessary. Dust furniture and shelves.
- Assist with media production
- Perform other tasks as assigned by the library staff.

© Peyton Price, April 11, 2009

Cobb County Board of Education Policy - IJK

Media Programs and Supplementary Materials Selection	IJK	6/11/08
--	-----	---------

RATIONALE/OBJECTIVE:

Each school in the Cobb County School District (District) shall have a library media center adequately staffed and containing the quality, quantity and variety of print and non-print materials and equipment to support the school's curricular offerings and to challenge individual students at their developmental level.

The District provides instructional media materials through the classrooms and library media centers of the local schools in order to accommodate the varied learning needs of students. Implementation of the library media program and allocation of funds for this purpose shall be such as to ensure compliance with State Standards and accreditation standards of the Southern Association of Colleges and Schools (AdvancEd).

The District respects the right of an individual to make independent decisions about reading materials. Further, the District acknowledges the right of parents/guardians and other citizens to be involved in the library media programs of the schools and the use of supplementary materials and to raise questions through established procedures when materials appear inappropriate for public school use.

RULE:

A. GENERAL PROVISIONS:

1. Appointment of System Library Media Contact Person:

The Superintendent shall appoint a system library media contact person to serve as a liaison between the District and school library media programs and the Georgia Department of Education.

2. Library Media Committees:

a. Library Media Committees shall be established at the District and school levels.

b. Members:

Each Library Media Committee shall be composed of at least one representative each of administrative, instructional and library media personnel, student, community and parent representatives. The committees shall act in accordance with the current rules of the Georgia Board of Education .

c. Duties:

The Library Media Committee shall:

- (1) Make recommendations and decisions related to planning, operation, evaluation and improvement of the library media program;

- (2) Annually develop a multi-year library media plan for budget and services priorities; and
 - (3) Act in accordance with the current rules of the Georgia Board of Education.
3. The District shall involve the District Library Media Committee or a School Library Media Committee in identifying educational specifications for constructing and renovating library media centers in accordance with guidelines provided on the Georgia Department of Education: Facilities Services Resources.
 4. District personnel shall adhere to all Policies and Rules related to library media programs and facilities which have been adopted by the Cobb County Board of Education (Board) and/or Georgia Board of Education and to any relevant state and federal laws.
 5. Alternative Assignments:
Professional discretion of the Principal or designee and staff must be used in the use of supplementary materials which might include topics of a sensitive nature as perceived by the community served. Parents/guardians of a student always have the option of requesting alternative assignments. (See Form IJK-1 [Guidelines for Selection and Use of High School Parallel Reading Materials] and Form IJK-2 [Guidelines for Selection and Use of Supplementary Guidance Materials].)
 6. Inspection:
Parents/guardians may conduct a reasonable inspection, upon request and before administration or use of instructional material used as part of the educational curriculum as provided in Administrative Rule ILD (Educational Research and Surveys).
 7. Preview/Permission:
 - a. Preview:
Library media materials are supplementary in nature and may include items that are not appropriate for required reading/viewing in every classroom. Teachers are responsible for completely previewing all supplemental materials (regardless of their source) before using them for whole-class instruction.
 - b. Permission:
The Teacher, Principal or designee of a school may require written permission (Form IJK-4 [Parent/Guardian Permission Form for Supplementary Materials]) of parents/guardians prior to the reading/viewing of supplementary library media materials if in his/her opinion the content may be of a sensitive nature within the school's community or the age group served by the school.

B. LIBRARY MEDIA PROGRAM:

The following regulations shall be observed in the selection of library media materials and the implementation of programming for the District:

1. Library Media Program Goals:

- a. To maintain a climate conducive to the students' growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- b. To assist students in the development of the attitudes and skills which will enable them to become independent, lifelong learners;
- c. To assist students by supporting the curriculum and instructional program of the school;
- d. To provide access to materials that support a wide range of student needs, abilities and interests;
- e. To provide a framework for cooperatively planned instructionally related, unified library media programming developed at the local level.

2. Planning for Instruction:

Library media specialists and teachers shall plan collaboratively to ensure use of library media resources and services which support classroom instruction. To ensure opportunities for students to develop information access skills:

- a. The library media specialist shall have the primary responsibility for planning with the teacher to link information resources and for recommending opportunities for students to apply these skills during instruction;
- b. The library media specialist shall have the responsibility for providing opportunities for instructional staff to acquire, develop and improve their own information access skills and those of their own students;
- c. The classroom teacher shall have the primary responsibility for planning, instructing and evaluating all units of study in which students and library media specialists are involved.

3. Accessibility of Facilities and Resources:

- a. The library media center shall be available for student and teacher use throughout each instructional day of the school year. Flexible scheduling should make resources available at the point and time of need.
- b. Parents/guardians wishing to review instructional materials should make an appointment with the Principal or designee in order not to interrupt the instructional

program of the school.

- c. Provision shall be made for access to library media resources to support instruction in any Georgia Board of Education-approved course when offered outside the instructional day.
- d. The library media specialist shall facilitate the use of information sources outside the school which are available through cooperating agencies.

4. Organization of Materials and Equipment:

- a. All school owned print and non-print instructional materials and equipment except basic textbooks, items purchased with categorical funds and items useful only in one specific instructional content area shall be organized and made available through the library media center.
- b. Materials shall be organized based on nationally recognized systems and designs for school media centers.
- c. Equipment shall be organized so as to provide accurate circulation, maintenance and inventory records.

5. Accounting Procedures:

The District shall provide a system for school personnel to account for library media materials. School personnel shall use the system in a manner that accurately records the disposition of library media materials:

- a. The system shall be used to account for library media materials only. (Textbooks, classroom equipment, and other items useful in only one content area shall be accounted for using the systems provided for those items.)
- b. An inventory of all library media materials and equipment shall be taken at least once every two years.
- c. Worn, outdated, expended and unused instructional materials shall be discarded or withdrawn. Equipment shall be removed from inventory when no longer functional or needed.
- d. School personnel shall follow all acquisition and accounting procedures and instructions provided by the District.

6. Operational Procedures:

The library media specialist in each school, in consultation with the School Library

Media Committee, shall provide a procedural manual describing collections, services, facilities and procedures governing library media center operations.

7. Library Media Program Evaluation:

- a. The library media specialist and the School Library Media Committee will conduct an annual evaluation of the library media program.
- b. Findings of the annual evaluation will be used to:
 - (1) Determine program goals,
 - (2) Expand and/or delete services,
 - (3) Revise procedures as necessary, and
 - (4) Develop a three (3) year library media plan that identifies budget and service priorities.

8. Copyright Laws:

- a. Adherence to fair use guidelines and other relevant copyright stipulations shall be assured. In no instance shall library media materials and/or equipment be used in such a manner as to violate Board Policy, District Administrative Rules or state and federal law.
- b. The library media specialist shall be responsible for ensuring the availability of copyright information, dealing with copyright and clearance questions (Administrative Rule EGAD [Intellectual Property] and Administrative Rule IJNDB [Use of Technology Resources in Instruction]). Provisions for copyright clearance are outlined on Form IJNDB-2 (Permission to Use a Third Party Work Copyright Permission Request).

C. MATERIAL SELECTION:

1. Supplementary Materials:

Supplementary materials are those materials needed for instruction in the curriculum such as books, periodicals, video and audio recordings, computer software and online resources, instructional television programs and other appropriate materials that will enable the District to achieve the goals and objectives of its instructional program.

2. Responsibilities and Criteria for Selection:

Selection of library media materials by a process of competent evaluation is the responsibility of qualified personnel at the District and school level. The school and District Library Media Committees may serve in an advisory capacity for the selection of library media materials. The Library Media Committee, whether District or school, shall consider the following criteria before making recommendations for purchase:

- a. The District's philosophy, curriculum and objectives;
- b. Teaching strategies encouraged by the District;
- c. Nature of the school population to be served;
- d. Existing collection; and
- e. Budget priorities.

f. Technology Items:

In addition to the above criteria, computer software programs and Internet delivered resources with access fees should be tested for compatibility with existing computer equipment and network systems as part of the selection process. To assure the most efficient use of resources, assurances should be obtained from the vendor that all of the features of the software will work in the environment in which it is to be used. To provide this assurance, vendors should be expected to provide an evaluation copy for testing and/or accept returns of software that cannot be made to work in the designated environment within a 90-day period.

3. Specifications for Purchase:

Library media materials are considered for purchase on the basis of the following:

- a. The author or producer should be qualified as a subject specialist;
- b. Concepts, content, and vocabulary should be appropriate for the potential user;
- c. Facts presented should be accurate and up to date;
- d. Information should be logically arranged;
- e. Subject matter should hold the attention of the student;
- f. Format of the material should be attractive and durable;
- g. Illustrations should be pertinent and well executed;
- h. Items should meet a real or potential need;
- i. Evaluations from standard selection aids should be given consideration;
- j. Topics of a sensitive nature (i.e. social, political, religious) should be given a balanced treatment, with both pros and cons represented;

k. Equipment for purchase shall be considered on the basis of the following:

- (1) Quality;
- (2) Durability;
- (3) Ease of use;
- (4) Ease of maintenance and serviceability;
- (5) Functionality;
- (6) Safety; and
- (7) Cost.

4. Gifts:

The acceptance of instructional materials as gifts to library media centers must comply with the provisions of Administrative Rule KH (Solicitation and Advertising on School Property) and may be subject to the review and decisions of the School Library Media Committee. Gifts must contribute to the furtherance of the objectives of the instructional programs and shall be subject to the same evaluation criteria as those

used for purchasing materials. Donated material addressing controversial issues must give a balanced treatment of the issues if they are to be accepted for the school library media center. The library media specialist shall keep records of the disposition of gifts for a period of three years.

5. Non-school Owned Materials/Outside Presenters:

All non-school owned print and non-print materials utilized in the instructional program by teachers, students and guest presenters shall be supportive of the adopted curriculum for the course being taught and appropriate for the targeted audience. It is the responsibility of the teacher to preview non-school owned materials prior to use and to inquire of a guest presenter information regarding his/her objectives and the contents of his/her presentation prior to the presentation.

6. Materials Provided by Business and Commercial Concerns:

- a. The intent of the business or commercial concern contributing the material must be judged to be of a community service nature rather than a matter of commercialism.
- b. The use of instructional materials provided by business and commercial concerns must be in keeping with District procedures intended to protect students from commercial exploitation and to preserve instructional time from non-educational interference. The District's procedures are detailed in Administrative Rule JJE (Student Activities: Fund Raising Activities) and Administrative Rule KH (Solicitation and Advertising on School Property).

D. RECONSIDERATION OF MATERIALS:

Objections may be raised to instructional materials used in the District's educational program despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure and observed the criteria for selecting such material. To have standing to either initiate a complaint or intervene through the appeal process, a person must be a citizen of Cobb County excluding the city of Marietta. When an individual raises a question concerning the content of any material, the person and the question should be treated with respect for the rights of the questioning individual and the rights of others who may view the material differently.

1. Initial Objection:

The material in question shall remain in use unless removed through the procedure in this section. The Principal or designee should:

- a. Listen to the person's objection and make reasonable efforts to resolve the issue;
- b. Explain the selection process utilized and offer alternative assignments if appropriate and consistent with curriculum requirements;
- c. Refrain from voicing personal opinion;
- d. The Principal's designee should file written documentation of this contact with the Principal; and

- e. In the event the person making an objection to the material is not satisfied with this initial resolution of the situation, the Principal shall explain the selection process and the appeal procedure for challenged materials while refraining from expressing personal opinion.

2. Formal Complaint: School Level:

If, after consultation, the complainant desires to file a formal complaint, a copy of the Instructional Materials Appeal Form (Form IJK-3) should be given to the complainant by the Principal or designee.

- a. The Instructional Materials Appeal Form (Form IJK-3) shall be:

- (1) Completed and signed by the complainant,
- (2) Filed with the Principal, and
- (3) A copy should be forwarded to the Supervisor of Library Media Education and the Assistant Superintendent for Curriculum and Instruction.
- (4) Any Instructional Materials Appeal Forms received within the last thirty (30) calendar days of the school year may be referred for Committee action the following school year.

- b. The complainant should be notified in writing that the Instructional Materials Appeal Form (Form IJK-3) has been received and that the District's appeal procedure has been initiated.

- c. If the challenged material has been checked out from the school by the complainant, the material must be returned to the school before the appeal will be considered.

- d. A complainant may request alternative assignments to the challenged material for his/her student. Any alternative assignments must be appropriate and consistent with curriculum requirements.

- e. Complaint Review:

The complaint should be considered by the School Media Committee. The review process is as follows:

- (1) Any action taken related to challenged materials should be taken by action of the entire School Library Media Committee and not by an individual, including the Principal.
- (2) The School Library Media Committee should meet and render a decision within forty-five (45) working days after receipt of the Instructional Materials Appeal Form (Form IJK-3).
- (3) Prior to evaluating the complaint, Committee members should:
 - (a) Read, view, or listen to the material in question in its entirety,
 - (b) Read the Instructional Materials Appeal Form completed by the complainant, and

(c) Read available professional evaluations pertaining to the material under review. The Library Media Specialist and/or Supervisor of Library Media Education should compile necessary professional evaluations of the material in question.

(4) When Committee members have completed the steps outlined in Section (3) above, the School Library Media Committee should meet to:

(a) Review the concerns expressed,

(b) Discuss the materials relative to appropriateness to grade level and curriculum. In determining the suitability and value of the material, the Committee should consider the following:

1) Relevance;

2) Pervasive vulgarity;

3) Quality, content and manner of presentation, and appropriateness to age, sophistication and grade level of students; and

4) Space limitations and obsolescence.

(c) Render a majority decision relative to requested actions as long as a quorum is present. The decision should be communicated to the Principal and may be to:

1) Take no removal action;

2) Remove the challenged material from the local school if the Committee finds the material is pervasively vulgar and/or lacking in educational value throughout;

3) Place the material at another school level; or

4) Regulate the assignment of the material.

(d) Review a subsequent appeal on the same item at the discretion of the School Library Media Committee.

(f) Notification:

Within five (5) working days of the School Library Media Committee decision, the

Principal or designee should:

(1) Officially notify the complainant in writing by first class mail of the decision and advise of the procedures to appeal including the ten (10) work day limitation; and

(2) File a copy of the Committee's decision with the Supervisor of Library Education and the Assistant Superintendent for Curriculum and Instruction.

(g) Implementation of a decision rendered by the school or District Library Media Committee should be held in abeyance until the appeal process is exhausted.

3. Formal Complaint: District Level:

a. Any appeal to reverse a school Library Media Committee's decision must be made at the District level. Such written appeals may be filed by the complainant or any

administrator, library media specialist, teacher or parent/guardian from the school where the complaint was filed.

- b. Appeals resulting from the decision of the school Library Media Committee must be made in writing within ten (10) working days of the date the school Library Media Committee's decision was mailed to the complainant.
- c. The final decision on any item challenged to the District Library Media Committee is binding only at the school where the complaint was initiated. A subsequent appeal on the same item may be reviewed at the discretion of the District Library Media Committee.
- d. Complaint Review:
 - (1) The complainant shall address a written request for appeal using the Instructional Materials Appeal Form (Form IJK-3) to the Assistant Superintendent for Curriculum and Instruction.
 - (2) If the complainant does not initiate an appeal within ten (10) working days the case is considered closed.
 - (3) Upon receipt of the appeal, the Assistant Superintendent for Curriculum and Instruction or designee should:
 - (a) Notify the complainant in writing that the appeal has been received and the District level appeal procedure has been initiated;
 - (b) Convene the District Library Media Committee who should render a decision within forty-five (45) working days after receipt of the Instructional Materials Appeal Form; and
 - (c) Notify the Principal of the appeal and the action taken by the District Library Media Committee.
- e. Notification:

Within five (5) working days of the school Library Media Committee decision, the Supervisor of Library Media Education or designee should:

 - (1) Officially notify the Principal of the decision reached and advise of the procedures to appeal including the ten (10) work day limitation; and
 - (2) Officially notify the complainant in writing by first class mail of the decision reached and advise of the procedures to appeal including the ten (10) work day limitation; and
 - (3) File a copy of the Committee's decision with the Assistant Superintendent for Curriculum and Instruction and the Chief Academic Officer.
- f. Implementation of a decision rendered by the District Library Media Committee should be held in abeyance until the appeal process is exhausted.

4. Formal Complaint: Board of Education:

- a. Appeal beyond the District Library Media Committee must be in writing using the Instructional Materials Appeal Form (Form IJK-3) directed to the Chief Academic Officer who should provide information to the Superintendent and the Board of Education.

- b. Appeals must be made within ten (10) working days after written notification has been mailed, first class mail, to the complainant of the decision of the District Media Committee. If an appeal is not filed within the ten (10) working days, the case is considered closed.
- c. Upon receiving a written appeal, the Board of Education should schedule a response in a timely and expedient manner.
- d. The Chief Academic Officer or designee should notify the principal of the appeal and the action taken by the Board of Education.
- e. The principal or designee should notify in writing by first class U.S. mail the parties involved in the appeal apprising them of the decision reached .

5. Procedural Organization for School or District Media Committee:

The Media Committee considering a complaint or appeal, may appoint a subcommittee of members to review and resolve challenges. The composition of this subcommittee should approximate the representation on the full committee. Additional community members should be added to the District or school committees so that community representatives outnumber District representatives by one.

6. Review of Selection and Appeal Procedures:

- a. The Principal or designee should review the selection criteria and appeal procedures for challenged materials with all staff annually.
- b. The staff should be reminded that the right to object to material is one granted by the Board.
 - c. The Supervisor of Library Media Education should annually communicate selection criteria and the appeal procedures with all library media specialists and Principals.
 - d. The District Library Media Committee should annually review the selection and appeal procedures to determine if revisions are needed.

(Cobb County School District, 2008)

GUIDELINES FOR SELECTION

1. Reading materials that supplement the Cobb County English curriculum may be utilized to assist in meeting the goals and objectives of the program.
2. Parallel Readings are readings to be completed by the student outside of class time during the school year. Summer Readings are readings to be completed by the student during the summer break. The goals of parallel and summer readings are to improve literacy and to promote lifelong reading. According to the state standard for Reading Across the Curriculum, “Students read a minimum of 25 grade-level appropriate books (approximately one million words per year). Thus, the parallel and summer readings help to achieve this standard.
3. Each English course in the Cobb County curriculum includes a requirement for parallel reading. Local schools are encouraged but not required to have a summer reading program. Parallel and summer reading lists are developed locally; there is no county or state approved list of titles.
4. Parallel/Summer readings may be assigned by giving students choices or by specifying titles:
 - CHOICE – Students are provided a list containing a variety of titles to use in selecting their readings. This list can be included with the course syllabus, or it can be distributed separately. Information on each title should be included on the list. With this option, parent signatures are left to the discretion of the local school.
 - SPECIFIED TITLES – Students are given a list of the readings for the course. If titles for English classes are specified, information on these titles must be communicated to parents in writing, and signatures from parents must be obtained. (Titles that appear in the literature anthology are exempt from this process.)
5. With either option used to assign parallel readings (as listed in item 4), students and/or parents/guardians always have the option of requesting alternative titles.
6. If a parent/guardian expresses an objection to a title on a summer/parallel reading list, the procedure should be followed that is outlined in the Cobb County School District [Administrative Rule IJK](#) (Library Media Programs and Supplementary Materials Selection).
 - If the objection from the parent/guardian concerns only his/her child having to read the selection, the department should provide an alternative choice for the student.
 - If the objection from the parent/guardian involves removing the material from the department’s summer/parallel reading list, as per Rule IJK, the complainant must submit a written appeal using the Instructional Materials Appeal Form ([Form IJK-3](#)).
7. Supplementary reading materials should be selected based on the following:
 - a) Professional discretion of the English teacher to select materials, keeping in mind topics that may be perceived as sensitive by the community served;

- b) Reading and review by at least two additional teachers in the English Department;
 - c) The age and ability levels of the students;
 - d) Specific objectives for selecting titles and rationales that explain title choices in terms of the stated objectives;
 - e) Support for the English Language Arts Standards and reading content of the course to which they are connected.
8. It is recommended that teachers in each department meet yearly to review the list to determine appropriateness for each course/grade level.
9. The school administration should be aware of the department's selected readings for the year.

(Cobb County School District, 2008)

INSTRUCTIONAL MATERIALS APPEAL FORM

Author _____ Print _____ Non-print _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Opinions represent: Self Other _____
Street City State Zip

1. To what in the material do you object? (Please be specific; cite sections or pages)

2. What do you feel might be the result of reading/viewing/listening to this material?

3. For what age group would you recommend this material? _____

4. Did you read/view/listen to the entire material? No Yes
What parts? _____

5. What did you find acceptable about this material? _____

6. Are you aware of the judgment of this material by qualified critics or review sources?
 No Yes If yes, please give citation _____

7. What do you believe to be the theme of this material? _____

8. What would you like your school to do about this material? _____
 Do not assign it to my child Place material at another school level
 Withdraw it from all students Other _____

9. In its place, what material of equal quality would you recommend? _____

Signature _____ Date _____
(Cobb County School District, 2008)

PARENT/GUARDIAN PERMISSION FORM FOR SUPPLEMENTARY MATERIALS

Parent/Guardian Name: _____

Student Name: _____ Teacher Name: _____

Class/Subject: _____

Dear Parent/Guardian,

Our class will be viewing/using the following supplementary/ library media materials:

Title: _____ Type of Media: _____

Rating and Basis for Rating if Applicable (e.g., PG-13 for Language): _____

The class plans to use this material for the following educational purpose: _____

Date of planned use: _____

Because of the sensitive nature of the materials, and pursuant to Administrative Rule IJK (Library Media Programs and Supplementary Materials Selection), which can be downloaded at www.cobbk12.org, I am requesting that you provide your permission for your student to participate in using or viewing this material. Please return this permission form no later than

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

I, _____ (parent/guardian name-PLEASE PRINT), give my permission for my student, _____ (student name-PLEASE PRINT), to access or view the materials listed and described above.

Parent/Guardian Signature
(Cobb County School District, 2008)

Date



Recommended Selection Tools

Cobb County School District recommends that media specialists use selection tools for current reviews of materials prior to purchasing new items for the collection. Hightower Trail Middle School will use the following resources:

- **Book Links by the American Library Association**
<http://www.ala.org/ala/aboutala/hqops/publishing/booklinks/index.cfm>
- **Booklist Online**
<http://www.booklistonline.com/>
- **Book Page**
<http://www.bookpage.com/>
- **Follett Titlewave**
<http://www.titlewave.com/>
- **The Horn Book Magazine**
<http://www.hbook.com/>
- **Library Journal**
<http://www.libraryjournal.com/>
- **School Library Journal**
<http://www.schoollibraryjournal.com/>



Approved Vendors

Library Books should be purchased from a current bid vendor, except for those titles not available from any of the vendors on bid. If there are specific titles you wish to purchase that are not available from the vendors below, you may purchase those titles from whoever does sell them. (A non-bid vendor who sells books that are not available from other jobbers is usually the exclusive distributor of those titles, so you can indicate on the purchase order that they are the "sole source.") Each vendor has an online ordering system. Contact the Cobb County Library Media Education Department to obtain your username and password for each site.

Major Jobbers

Baker & Taylor, Inc.
2550 W. Tyvola Rd, Suite 300
Charlotte, NC 28217

Bound to Stay Bound
1880 West Morton
Jacksonville, IL 62650

Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Follett Library Resources
1340 RidgeView Drive
McHenry, IL 60050

Perfection Learning
1000 N 2nd Avenue
Logan, IA 51546

Tandem Library Group formerly Sagebrush Corp.
7900 Xerxes Avenue South, Suite 600
Minneapolis, MN 55431

W.T. Cox Ordering (*periodicals only*)
201 Village Road
Shallotte, NC 28470

Newspaper subscriptions must be ordered directly from the publisher in order to ensure delivery before the school day.

(Cobb County Library Media Education, 2007)

**PERMISSION TO USE A THIRD PARTY WORK
COPYRIGHT PERMISSION REQUEST**

_____, 20____

Name and address of person or company from whom permission is sought (PLEASE PRINT):

To Whom It May Concern:

I am writing to obtain permission to use the following material:

Nature of material: _____

Date of publication (if known): _____

Publisher (if known): _____

Author(s) or Creator(s): _____

Page numbers or other description of material:

(___) A photocopy of the material is enclosed.

I wish to use this material in the following work:

Author(s) or Creator(s): _____

Description of Intended Use: _____

I am requesting the right to use this material as part of my work and in all future editions and revisions thereof, however this may occur, in any language or medium now known or hereafter discovered, including, but not limited to: print, microfilm, and electronic media.

Unless you specify otherwise, the material will be accompanied on publication by the following credit line and copyright notice: _____

Other conditions, if any:

If you do not control the world rights to the requested material, please specify here any additional source from whom permission must be obtained:

Thank you for your prompt consideration of this request. For your convenience, a release form is provided below and a signed copy of this letter is enclosed for your files.

Very truly yours,

Name of Individual Requesting Permission (PLEASE PRINT)

Signature of Individual Requesting
Permission

Permission is granted for the use requested above.

Printed Name

Signature

Title

Date

(Cobb County School District, 2008)



References

American Association of School Librarians and Association for Educational

Communications and Technology. (1998). *Information Power: Building Partnerships for Learning*. Chicago: American Library Association.

American Library Association. (2009). *Roles and Responsibilities of the School Library Media*

Specialist. Retrieved March 17, 2009, from the American Library Association web site:

<http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/informationpower/rolesresponsibilities.cfm>

Board Administrative Rule: Intellectual Property. (2006). Retrieved March 16, 2009,

from the Cobb County School District Media Education Web site:

http://www.cobb.k12.ga.us/centraloffice/adminrules/E_Rules/Rule%20EGAD.htm

Board Administrative Rule: Inventories: Property Control. (2008). Retrieved February 21,

2009, from the Cobb County School District Media Education Web site:

http://www.cobb.k12.ga.us/centraloffice/adminrules/D_Rules/Rule%20DID.htm

Board Administrative Rule: Media Programs and Supplementary Materials Selection. (2008).

Retrieved February 18, 2009, from the Cobb County School District Media Education

Web site:

http://www.cobbk12.org/centraloffice/adminrules/I_Rules/Rule%20IJK.htm

Board Administrative Rule: Use of Technology Resources in Instruction. (2008).

Retrieved March 17, 2009, from the Cobb County School District Media Education Web

site: http://www.cobbk12.org/centraloffice/adminrules/I_Rules/Rule%20IJNDB.htm

California School Library Association (2006). *Paraprofessionals in California School Libraries:*

Information for District and Site Administrators. Retrieved April 4, 2009, from

http://www.schoollibrary.org/pub/pdf/Para_Brochure.pdf

Cobb County School District Community Relations. (2009). Retrieved February 8, 2009,

from Cobb County School District Web Site:

<http://www.cobbk12.org/centraloffice/communityrelations/index.htm>

Cobb County Media Center Program Planning sheet. (n.d.)

Cobb County School District Library Media Education (2008). *Library Media Goals and*

Standards. Retrieved January 29, 2009, from

<http://www.cobbk12.org/librarymedia/Program/Goals/>

Copyright Law of the United States. (2008). Retrieved March 16, 2009, from the U.S. Copyright

Web site: <http://www.copyright.gov/title17/>

Destiny Frequently Asked Questions. (2008). Retrieved March 1, 2009, from the Cobb County

School District Media Education Web site:

<http://www.cobbk12.org/librarymedia/Destiny/GeneralInfo/faq.html>

Direct Technology Property Checkout Agreement Form (DID-1). (2006, February 21). Retrieved

February 21, 2009, from the Cobb County School District Media Education Web site:

http://www.cobb.k12.ga.us/centraloffice/adminrules/D_Rules/Rule%20DID.htm

Ethnic & Gender Summary. (2008). SchoolMAX ES7000 (Version 4.4) [Computer software].

Reston, VA: MAXIMUS.

Media Programs. (1998). Retrieved March 20, 2009, from the Georgia Department of Education

Web site: http://public.doe.k12.ga.us/_documents/doe/legalservices/160-4-4-.01.pdf

Media Specialist Job Description. (2007). Retrieved March 17, 2009, from the Cobb County School District Media Education Web site:

<http://support.cobbk12.org/HRForms/JobEvalForms/Middle%20Media%20Specialist.doc>

* This site is available to Cobb County School District authorized users only.

Official Code of Georgia, Section 20-2-1013 (2008). Retrieved February 21, 2009, from

<http://www.lexis-nexis.com/hottopics/gacode/default.asp>

Official Code of Georgia, Section 24-9-46 (2008). Retrieved February 21, 2009, from

<http://www.lexis-nexis.com/hottopics/gacode/default.asp>

Overdue Materials & Unpaid Fines Notice. (2009). Retrieved March 2, 2009, from the Destiny Automation System Web Site:

www.ccpsdestapps1.cobbk12.org

* This site is only available on Cobb County School campuses to authorized users.

Permission to Use A Third Party Work Copyright Permission Request form. (2006). Retrieved March 23, 2009, from the Cobb County School District Media Education Web Site:

http://www.cobb.k12.ga.us/centraloffice/adminrules/I_Rules/Rule%20IJK.htm

Public Information and Communication. (2007). Retrieved February 8, 2009, from Cobb County School District Web Site:

http://www.cobbk12.org/centraloffice/adminrules/K_Rules/Rule%20KD.htm

Television: COBB edTV Educational Access Channel. (2007). Retrieved February 8, 2009, from Cobb County School District Web Site:

http://www.cobbk12.org/centraloffice/adminrules/K_Rules/Rule%20KDDC.htm

Westlake High School Media Center (n.d.). *Library User's Guide.* Retrieved April 4, 2009, from

<http://www.ccboe.com/westlake/MediaCenter/userGuide.pdf>