

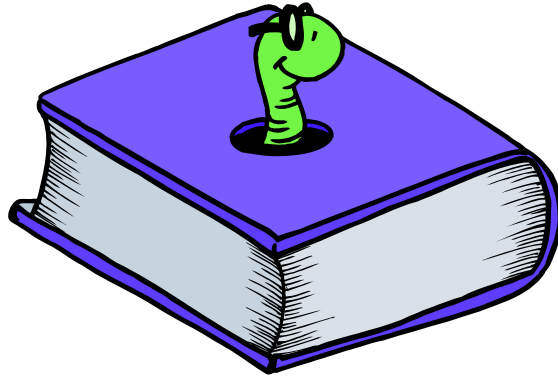


**International
Community
School**

Library Resource Center

**Student, Parent, and
Teacher Policies**

2011-2012



POLICIES

TABLE OF CONTENTS

Library Mission.....	5
Library Philosophy.....	5
Goals and Objectives.....	5
Library Collection Policy.....	6
Library Resource Center Hours of Operation.....	6
User Services for Elementary Students.....	7
*Library ID Cards	
*Student Admittance to the Library Resource Center	
*Library Resource Center Classes	
*Behavior in the Library Resource Center	
*Acceptable Use of Computers	
*Borrowing Material by Students	
*Returning Books/Materials	
*Holding Material	
*Reference Materials	
*Renewal/Overdue books	
*Overdue Fines/Lost or Damaged Items	
*Substitutes	
*Wish List/Book Suggestions	

- *Special Programs
- *Birthday Book
- *Book Donations
- *Copyright
- *Disclaimer

User Services for Middle and High School Students.....11

- *Library ID Cards
- *Student Admittance to the Library Resource Center
- *Behavior in the Library Resource Center
- *Borrowing Material by Students
- *Returning Books/Materials
- *Holding Material
- *Reference Materials
- *Renewal/Overdue books
- *Overdue Fines/Lost or Damaged Items
- *Seniors with Overdue or Lost Books
- *Substitutes
- *Internet Access
- *Wish List/Book Suggestions
- *Special Programs
- *Birthday Book
- *Book Donations
- *Copyright
- *Disclaimer
- *Printing Services

User Services For Parents.....15

- *Parent Help/Volunteering

User Services For Teachers.....16

- *Substitutes
- *Wish List/Book Suggestions
- *Cooperative Planning
- *Scheduling the Library Resource Center
- *Material Checkout Policy for Teachers
- *Requesting Materials
- *NEST Entertainment DVDs and Workbooks
- *AV Equipment Checkout Policy for Teachers

Public Relations.....18

- *Advertising/Marketing

Miscellaneous.....18
*Automation System Information

POLICIES

Library Mission

The mission of the Library Resource Center program is to ensure that students and staff are effective users of ideas and information and are equipped with life-long learning skills.

Library Philosophy

The school philosophy is reflected in the Library Resource Center through the selection of books, videos, periodicals, and online protection. The LRC seeks to have materials that reflect a Christian worldview. Obviously, there are plenty of non-Christian materials available, but we have sought to keep offensive material off of the shelves and make the LRC a safe and pleasant place for the students, parents, and staff to be.

Goals and Objectives

To establish library practices designed to promote student success

To guide students toward independent study skills through instruction on the use of the library and the services it offers

To offer and provide guidance to students in their reading interests and research needs

To maintain adequate supplies of high interest reading materials

To provide a courteous atmosphere conducive to learning

Library Collection Policy

The staff of the Library Resource Center will seek to provide materials that reflect the Christian worldview and materials that help to reinforce the school's curriculum. Suggestions for additions to the collection are requested from the faculty each year as well as from the students and parents. Donated books are accepted but are not guaranteed to be added to the collection due to copyright date, condition of the book, or appropriateness. At the end of each school year a formal inventory is conducted of all the materials. At that time books may be weeded from the collection due to copyright date, condition of the book, or appropriateness. If a book is found to be offensive to a patron, a review of the book is conducted by a committee to determine if the item should be labeled for older students only or if it should be removed from the collection.

Library Resource Center Hours of Operation

Monday	7:45-4:00
Tuesday	7:45-4:00
Wednesday	7:45-4:00
Thursday	7:45-4:00
Friday	7:45-4:00

Hours are subject to change for staff meetings and other obligations. Students are welcome to come to the LRC before school, during lunch, and after school to study, research, return books, browse, check out a book, enjoy a magazine, or just READ.



User Services For Elementary Students

*Library ID Cards

The student ID acts as a library card. There is no separate library card issued. **Student ID cards are required for book check-out.** A student using another person's card will lose his/her circulation privileges. If your child loses his/her ID, a replacement may be obtained for \$10.00 in the front office.

*Student Admittance to the Library Resource Center

All students coming to the LRC during class time for activities other than scheduled classes should bring an LRC pass issued by the teacher. Only one name is allowed per pass.

Students must sign in at the circulation desk. Students may come for research and recreational reading. Classes scheduled in the LRC for research are given first priority. Students are expected to work quietly the entire period, and will be sent back to class if the LRC is too crowded or if students behave inappropriately.

*Library Resource Center Classes

These classes are designed to enhance the ICS elementary curriculum and provide resources that support the Stanford Testing.

Elementary Students visit the Library Resource Center one day per week for forty-five minutes. Approximately fifteen to thirty minutes are used for library instruction and/or story time, and the remaining fifteen minutes are used for check-out time.

*Behavior in the Library Resource Center

Students must handle print and non-print media and equipment with care and exhibit self-controlled conduct in the LRC.

Any student who consistently abuses the LRC rules may lose his/her privilege to check out books, lose privileged use of the LRC for a period of time determined by the librarian.

Games, mp3 files, movies, electronics, etc...are not allowed in the LRC.

No food or beverages (including water) are allowed in the LRC.

***Acceptable Use of Computers**

Because Facebook and Tumblr are both blocked from 8:00-4:00, students using these sites will automatically be asked to leave the LRC during those hours. Students using YouTube without a teacher's permission will also be asked to leave the LRC.

***Borrowing Material by Students**

Students are allowed to check out materials for two weeks. Grades K-2 may check out two books, grades 3-5 may check out three books.

Elementary Students who wish to check out books must return a signed copy of the "Acceptable Use Policy." These forms are kept on file in the Library Resource Center.

Any student in good standing may check out books.

Magazines do not circulate.

Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Students may check out books only for themselves. A student who checks out a book for someone else will lose privileged use of the LRC for a period of time to be determined by the librarian.

***Returning Books/Materials**

Elementary classrooms are to collect and return library books at the beginning of the day their class is scheduled to be in the library. This gives the librarian time to check books in and get them back into circulation.

If the student was absent on the day the book was due, please bring the book directly to the Library Resource Center for check in.

All other books are to be placed in the "Book Return" slot in the circulation desk. Do not place books on top of the circulation desk when returning books.

***Holding Material**

Students may place a hold on a book by doing so on the student's account within the ICS catalog. When the book is ready a message will be sent to the homeroom teacher to let the student know the book is ready for pickup.

***Reference Materials**

Reference books and materials may be used only in the LRC. These do not circulate.

The ICS Library Home page provides a list of links to reference tools that are helpful for student research.

We subscribe to World Book Web where students can access World Book Kids and World Book Student. This is available on the school's internal home page and at www.worldbookonline.com. Please see the Library Resource Center for the user name and password.

The National Library Board in Singapore offers free access to all the electronic resources it provides. Such resources include eBooks, eDatabases, eJournals, eMagazines, and eNewspapers. Anyone who is a Singaporean/Permanent Resident/NLB Member/Foreigner with FIN may sign up for a free membership. If assistance is needed, please contact the Library Resource Center.

***Renewal/Overdue books**

Students are to return materials before they become overdue. Renewing a book is encouraged if the student still needs to use it. Please let the librarian know if you want this done.

An email is automatically sent out to let you know when a book is due in three days. Please help your child get his/her book returned before the due date.

If the student fails to return the book by the due date, overdue notices will be sent by email to the parents. Emails are sent out automatically every Monday morning at 8:00 regarding overdue books and/or fines.

If a student fails to return his/her books, the student will not be able to check out new books. Also, he or she may not be able to work on the computer during library class.

***Overdue Fines/Lost or Damaged Items**

Students with overdue books are charged .20 per school day until the overdue book is returned. There is a maximum fine of \$2.00.

An item is considered lost after ten days. At that point, the patron must pay the current retail value including any shipping, if necessary, for the item. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$10.00 late and processing fee.

Overdue and fine notices are sent to the parents email every Monday morning.

Money collected from overdue fines is used for Library Resource Center operations.

Patrons may not check out additional books until reimbursement has been made for lost or damaged items.

Students will not receive his/her report card until the LRC account is cleared.

***Substitutes**

If the librarian is absent, additional library staff will continue to provide normal library services.

***Wish List/Book Suggestions**

Student suggestions for titles, authors or subject areas, as well as DVDs are welcome. Please fill out an LRC request form. If the item is ordered, your student will get to be the first to check it out!

***Special Programs**

The Elementary students will participate in a Read-A-Thon for a three week period during the first semester of the school year. The Library Resource Center also tries to schedule author visits during the year. A summer reading program is available for students who would like to earn prizes when they return from the summer break in August.

***Birthday Book**

Celebrate your child's birthday by donating a book to the LRC. Just donate \$25.00 and fill out the appropriate form. This allows the librarian to purchase a hardback book for the ICS Library Resource Center in your child's honor. The book will be presented to your child with a book plate including your child's name and details of the special occasion. In addition, your child will be the first student to check out the book and when the book is returned, it will be added to the general circulation.

***Book Donations**

Donations may be made to the ICS Library Resource Center for the purchase of library books in honor of or memory of a family member, friend, teacher, student, and/or other special person. A bookplate acknowledging the donor and recipient will be placed inside the book. The librarian will be glad to suggest titles or purchase books for you.

Used and new book donations are accepted on an individual basis. Not all books donated will be placed in circulation due to copyright date, content, and/or condition.

***Copyright**

ICS strives to abide by all U.S. copyright laws.

***Disclaimer**

It is impossible for the librarian to read all the books in the library to check for inappropriate words or themes in a book. If at any time you become aware of what might be an inappropriate book, please bring it to the attention of the librarian. The book will be removed from circulation until it can be considered by the review committee.



User Services For Middle and High School Students

*Library ID Cards

The student ID acts as a library card. There is no separate library card issued. **Student ID cards are required for book check-out.** A student using another person's card will lose his/her circulation privileges. If your child loses his/her ID, a replacement may be obtained for \$10.00 in the front office.

*Student Admittance to the Library Resource Center

All students coming to the LRC during class time for activities other than scheduled classes should bring an LRC pass issued by the teacher. Only one name is allowed per pass.

Students must sign in at the circulation desk. Students may come for research and recreational reading. Classes scheduled in the LRC for research are given first priority. Students are expected to work quietly the entire period, and will be sent back to class if the LRC is too crowded or if students behave inappropriately.

*Behavior in the Library Resource Center

Students must handle print and non-print media and equipment with care and exhibit self-controlled conduct in the LRC.

Any student who consistently abuses the LRC rules may lose his/her privilege to check out books, lose privileged use of the LRC for a period of time determined by the librarian, and/or receive a demerit.

Games, mp3 files, movies, electronics, etc...are not allowed in the LRC.

No food or beverages (including water) are allowed in the library.

*Borrowing Material by Students

Students are allowed to check out materials for two weeks. Grades 6-12 may check out four books.

Any student in good standing may check out books.

Magazines do not circulate.

Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Students may check out books only for themselves. A student who checks out a book for someone else will lose privileged use of the LRC for a period of time determined by the librarian.

***Returning Books/Materials**

All books are to be placed in the “Book Return” slot in the circulation desk. Do not place books on top of the circulation desk when returning books.

***Holding Material**

Students may place a hold on a book by doing so on the student’s account within the ICS catalog. When the book is ready a message will be sent to the homeroom teacher to let the student know the book is ready for pickup.

***Reference Materials**

Reference books and materials may be used only in the LRC.

The ICS Library Home page provides a list of links to reference tools that are helpful for student research.

We subscribe to World Book Web where students can access World Book Kids and World Book Student. This is available on the school’s internal home page and at www.worldbookonline.com. Please see the Library Resource Center for the user name and password.

The National Library Board in Singapore offers free access to all the electronic resources it provides. Such resources include eBooks, eDatabases, eJournals, eMagazines, and eNewspapers. Anyone who is a Singaporean/Permanent Resident/NLB Member/Foreigner with FIN may sign up for a free membership. If assistance is needed, please contact the Library Resource Center.

***Renewal/Overdue books**

Students are to return materials before they become overdue. Renewing a book is encouraged if the student still needs to use it. Please let the librarian know you want this done.

An email is automatically sent out to let you know when a book is due in three days. Please help your child get his/her book returned before the due date.

If the student fails to return the book by the due date, overdue notices will be sent by email to the parents.

If a student fails to return his/her books, the student will not be able to check out new books.

***Overdue Fines/Lost or Damaged Items**

Students with overdue books are charged .20 per school day until the overdue book is returned. There is a maximum fine of \$2.00.

An item is considered lost after ten days. At that point, the patron must pay the current retail value including any shipping, if necessary, for the item. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$10.00 late fee.

Overdue and fine notices are sent to the parents email every Monday morning.

Money collected from overdue fines is used for Library Resource Center operations. Patrons may not check out additional books until reimbursement has been made for lost or damaged items.

Students will not receive his/her report card until the LRC account is cleared.

***Seniors with overdue or lost books**

It is particularly important for Seniors to keep a clear LRC record. Seniors with overdue or lost books at the time of graduation will be blocked from participating in graduation activities. Seniors may pay for lost books in order to clear their records for graduation.

***Substitutes**

If the librarian is absent, additional library staff will continue to provide normal library services.

***Internet Access**

Online access to information in the library is encouraged. Computers are to be used for school use only.

Because Facebook and Tumblr are both blocked from 8:00-4:00, students using these sites will automatically be given a detention without warning.

Students are not allowed to use YouTube in the library during school hours unless a teacher has informed the librarian of the need to do so for school purposes. Students who use YouTube without permission will be given an automatic detention without warning.

A sign is clearly posted on the door of the LRC stating these policies.

Students who violate this policy consistently will be banned from further use of the computer and/or LRC.

***Wish List/Book Suggestions**

Student suggestions for titles, authors or subject areas, as well as DVDs are welcome. Please fill out an LRC request form. If the item is ordered, your student will get to be the first to check it out.

***Special Programs**

The Middle School students will participate in a Read-A-Thon for a three week period during the first semester of the school year.

***Birthday Book**

Celebrate your child's birthday by donating a book to the LRC. Just donate \$25.00 and fill out the appropriate form. This allows the librarian to purchase a hardback book for the ICS Library Resource Center in your child's honor. The book will be presented to your child with a book plate including your child's name and details of the special occasion. In addition, your child will be the first student to check out the book and when the book is returned, it will be added to the general circulation.

***Book Donations**

Donations may be made to the ICS Library Resource Center for the purchase of library books in honor of or memory of a family member, friend, teacher, student, or other special person. A bookplate acknowledging the donor and recipient will be placed inside the book. The librarian will be glad to suggest titles or purchase books for you.

Used and new book donations are accepted on an individual basis. Not all books donated will be placed in circulation due to copyright date, content, and/or condition.

***Copyright**

ICS strives to abide by all U.S. copyright laws. An in-service on copyright laws pertaining to educational use will be presented to the staff once per year by the librarian.

***Disclaimer**

It is impossible for the librarian to read all the books in the Library Resource Center to check for inappropriate words or themes in a book. If at any time you become aware of what might be an inappropriate book, please bring it to the attention of the librarian. The book will be removed from circulation until it can be considered by the review committee.

***Printing Services**

Students may print from the computer for class assignments. Printing from the internet or databases, etc...is \$.20/page for black and white copies and \$.50/page for color copies.



User Services For Parents

Parents are given full access to the Library Resource Center's resources. Please let the librarian know if you need an account set up.

Parents may check out up to five items at a time for up to two weeks.

Overdue policies and late fines are the same for parents.

***Parent Help/Volunteering**

If you are able to commit, we would like you to join our group of volunteers. No previous experience is necessary and the work can be easily learned.

Parent volunteers are an important part of the library operation. We encourage parents to contact the librarian if they would like to help with shelving, circulation, repairing of books, and/or processing of new books.

We are always in need of help in the following areas:

Lunch Hour-help during lunch so that the librarian may take a break

Special Events-help plan, promote and staff events that might arise during the school year

Special Projects-materials repair, book checkout and return, book sorting and shelving, bulletin boards, volunteer coordinating

What's in it for you? You'll be working in a pleasant setting with the people who are educating your children. By giving of your time and talents, you will enhance the achievements of ICS students and provide a positive role model for them. You will also be rewarded with that great feeling that comes from knowing you are making a difference in your school and community.



User Services For Teachers

Teachers are given full access to the library's resources.

*Substitutes

Additional library staff will continue to provide normal library services, if the librarian is absent.

Substitute teachers may NOT bring classes or send students to the LRC. Substitutes may bring classes to the LRC *ONLY* if the session is reserved in advance with the librarian by the teacher.

*Wish List/Book Suggestions

Faculty suggestions for titles, authors or subject areas, as well as DVDs are welcome. Please fill out a LRC request form.

*Cooperative Planning

In addition to using the materials available in the LRC and in the Teacher's Resource Room, teachers are invited to join the librarian in cooperative planning. Cooperative planning ahead of time is necessary if you require assistance during a class visit to the LRC. This planning may take place in a brief discussion, or it may require an appointment. Cooperative planning can include the identification of goals and objectives, teaching strategies, learning activities, and resources available. Though the primary responsibility for the planning, instruction, and evaluation of class units remains with the classroom teacher, the librarian is happy to assist in any way possible.

*Scheduling the Library Resource Center

Both elementary and secondary teachers are also welcome to bring students for research. **These times need to be coordinated with the librarian.** Students will have access to computers with internet service as well as the online catalog.

Elementary grades are scheduled to come to the library once per week for a forty-five minute period. Elementary and secondary teachers may sign up to bring their classes to the library at any time that it is available.

Teachers may also send students in small groups at any time for small projects or to check out books. All students coming to the LRC during class time for activities other

than scheduled classes should bring a LRC pass issued by the teacher. Only one name is allowed per pass. Students must sign in at the circulation desk. Students may come for research and recreational reading. Classes scheduled in the LRC for research are given first priority. Students are expected to work quietly the entire period, and will be sent back to class if the LRC is too crowded or if students behave inappropriately.

***Materials Checkout Policy for Teachers**

Faculty may check out books and other useful teaching materials from the Teacher Resource Room. Book topics include education theory, subject matter, classroom management, lesson plans, quizzes, games, charts, etc. Many of the books contain useful supplemental material.

Teachers have no limit to the number of materials they may check out at one time. Teachers will be given a due date of two weeks after the check out date, or may request a later date. Teachers do not get charged for late fees. However, we request that materials are returned in a timely fashion so that others may have access.

***Requesting Materials**

“Request For Materials” forms will be provided. Using these will ensure that you get materials when you need them. These forms should be turned in prior to the date and time items are needed so that the LRC staff can better coordinate the fair use of resources.

***NEST Entertainment DVDs and workbooks**

The LRC has over 50+ animated DVDs from NEST Entertainment about Old and New Testament stories as well as Biographies of famous people in history. Each DVD has an accompanying workbook which contains three levels of difficulty. To access the workbooks, go to the “Staff Folder” and open “Library Resources.” Open the workbook you are interested and print the page needed.

***ActivExpression/Promethean Equipment Checkout Policy for Teachers**

Teachers requesting the use of ActivExpression/Promethean devices must sign up for use through Microsoft Outlook: Public Folders>All Public Folders>Room/Campus Booking>ActivExpression. The LRC has only two sets so it is required that each set be returned by the end of the day, if not before, due to usage. These sets were very expensive and are not to be kept in classrooms overnight. They are kept in a locked cabinet for security purposes.

Public Relations

*Advertising/Marketing

The LRC has a bulletin board in the hallway, as well as displays in the library that are frequently changing. For example, one monthly display celebrates the birthdays of authors and illustrators and promotes their works.

Miscellaneous

*Automation System Information

The library is fully automated with the Follett Destiny system.



Last printed/updated-September 27, 2011