



Raymond & Tirza Martin High School
LIBRARY MEDIA CENTER

2002 San Bernardo Ave. * Laredo, Texas 78040* PH: (956) 273-7174*
Mrs. Deborah Garza García, Library Media Specialist * dgarza2@Laredoisd.org

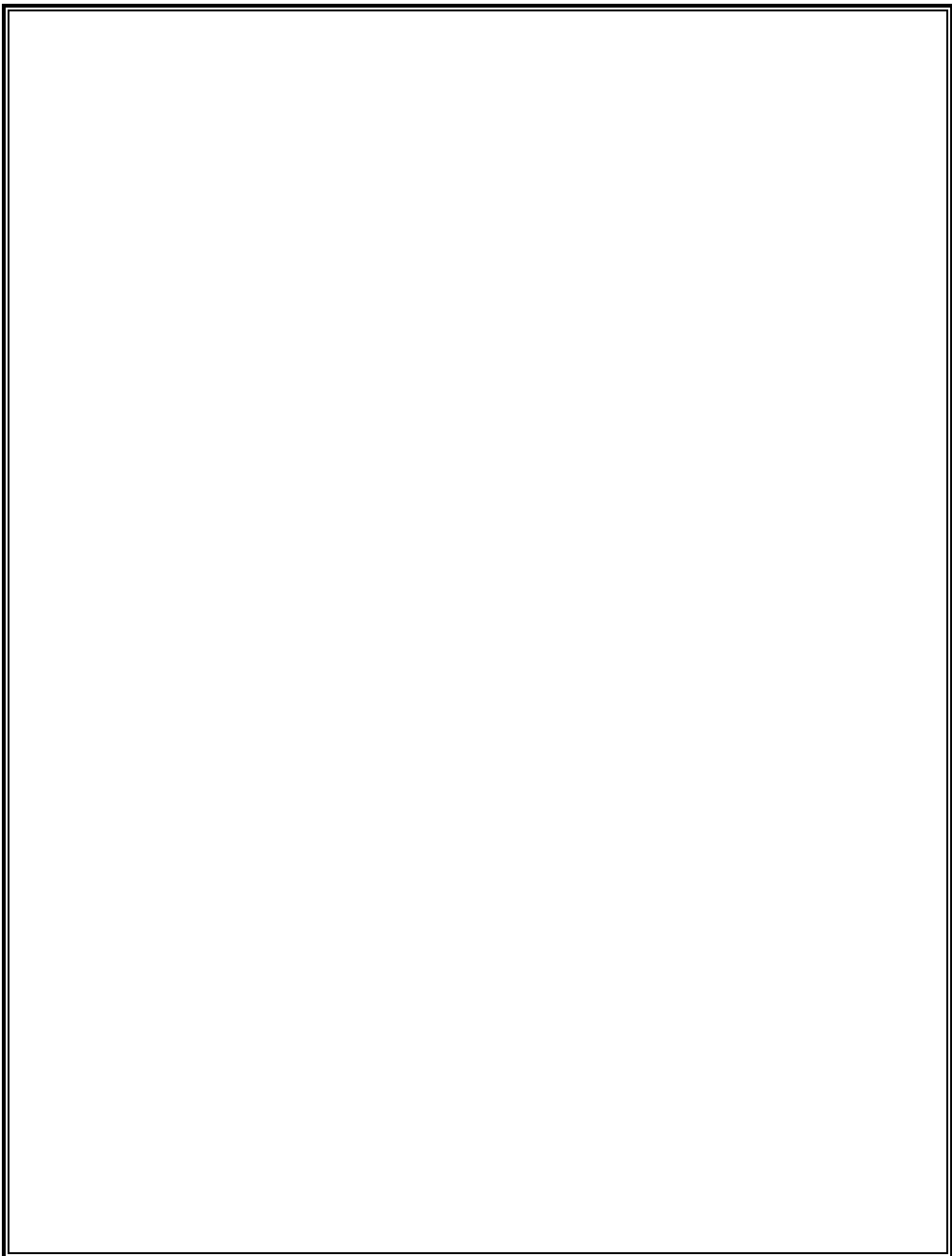
Handbook



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Mr. Guillermo Pro	Principal
Mr. Victor Guerra	Career Academics Dean
Mrs. Geraldine Arredondo	Director Early College
Mrs. Carmen Linares Beltran	Assistant Principal
Mr. Jesus J. Gonzalez	Assistant Principal
Mr. Mario Mireles	Assistant Principal
Mrs. Deborah Garza Garcia	Librarian
Mrs. Sunshine D. Garcia	Library Aide
Mr. Juan Lucio	AV/Clerk





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This Handbook is for faculty and staff members at Raymond & Tirza Martin High School. It is written primarily to clarify district policies and advise faculty and staff members of procedures specifically followed at our school.

The Handbook does not replace the underlying written policies of the Laredo Independent School District Library Media Services Handbook, but rather provide faculty and staff with summary information as well as a guide to where official policies and more detailed information can be found.



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TABLE OF CONTENTS

- I. Library Hours
- II. Patron Policies
 - a. Patron Rules
 - b. Library Cards/Student ID's
 - c. Classes
- III. Library Materials
 - a. General
 - b. Description of materials
 - c. Circulation
 - d. Newspapers/Magazines
 - e. Audio-Visual Equipment
 - f. Audio-Visual Services
 - g. Videos/DVDs
 - h. Play Away/Audio Book
- IV. Floor Plan
- V. Accelerated Reader Guidelines
- VI. Index



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I. Library Hours

Library Hours:

Monday - Thursday
7:30 am - 5:00 pm

Friday
7:30 am - 4:00 pm

Library Extended Hours

Monday-Thursday
7:30 am - 8:15 am
and
4:00 pm - 5:00 pm

Friday
7:30 am - 8:15 am



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II. Patron Policies

a. Patron Rules:

1. Patrons must sign in at the entrance desk, no exceptions.
2. Only Patrons with an official MHS Library Pass may come from a class to the library. **Teachers if you run out of passes please contact any library staff member**
3. All Patrons must adhere to the Laredo ISD computer use guidelines.
4. Administration, faculty and staff will use his/her employee ID to check out books.
5. Books can be checked out for a two week period with a limit of 2 books per Patron (as per staff discretion).
6. Every patron is responsible for the library materials check-out under their name and are not allowed to check out materials for classmates.
7. Patrons will be notified of overdue books and if not resolved may result in a hold on your library account. **Checking out additional books will not be allowed if you have a hold on your library account**
8. All library accounts by Patrons must be cleared by the end of the school year. **Seniors must turn in or pay for any lost books before graduation practice or graduation tickets will be withheld**
9. Books that are lost or stolen must be paid for by the Patron in a timely manner. **If book is found after payment, a full refund will be given through the bookkeeping department. No fines are charged for books turned in later than the due date**

10. Library Computer Lab printer is to be used for school papers, projects and information only.

11. Copy Machine is to be used for school purposes only.

Flyers, inappropriate pictures and other personal materials are not allowed. Copies will be limited to Patrons

b. Library Cards/Student ID's

Every patron will be issued a library card/student ID by library staff when they enroll for the first time at Martin High School. Library cards/student ID's for students will be issued as 9th grade classes schedule the first library class visit. In order to expedite library card/student ID processing, Teachers are encouraged to send a copy of class rosters complete with student name, ID number and grade level as least 1 day before bringing students to the library. If a patron needs to replace a lost or damaged card there will be a \$3.00 fee. **Fees collected are used solely to replace ID machine ink, purchase new ID cards and ID tags** Please advise library staff for newly enrolled students to ensure every new enrollee receives a library card/student ID. Raymond & Tirza Martin High School employees can use their L.I.S.D. identification card to check out library materials.

c. Classes

Teachers are asked to schedule their classes for the Library Media Center in advance and scheduling will be on a first come, first serve basis. All classes must be accompanied by the classroom teacher. Teachers shall remain with their classes and assist students in observing library rules. Teachers may place books on reserve for their classes and lists of materials should be submitted a minimum of a week prior to ensure availability of library materials. Teachers are allowed to send only 4-5 students at a time to the library with an official Martin High School Library Pass. ****Subject to change and as space is available****

Sponsors of extracurricular activities may schedule meetings in the library upon request. If meetings are held during after school hours, the sponsor must ensure that the library is well-maintained and left in order for the next school day.



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III. Library Materials

a. General

- All patrons (students, faculty, staff, and/or parents) are financially responsible for books and/or materials that are lost or destroyed that are checked out under their name.
- Patrons that lose or damage a library book will be limited to 1 checkout book after 30 days. After 60 days or more, students will be required to pay for book (partial payments accepted). Students will be limited to checkout e-books or read in the library during extended hours until payment or partial payment has been collected.
- Recommendations for library materials can be turned in to library staff. (*See index for form)

b. Description of library materials

Library Material	Call Number	Description
Fiction Books	F	Fictional books aren't true stories; can be based facts or real people, places, or events; usually longer in length; reading comprehension and book content appropriate for the independent reader
Reference Books	REF	has reliable and accurate information; Types of reference books includes almanac, atlas, dictionary, encyclopedia, thesaurus
Play Aways	PLA	Play Aways are portable media players; available for some, not all Easy Books, Fiction, Non-Fiction and Biographies
Nonfiction Books	000-999	informational books; facts on people, places, and things; most Dewey Decimal Books are non fictional books
Easy	E	Easy books are fictional books geared for children; usually pictures books with approximately 32 pages.
Audio Books	AB	Audio cassette or cd recording of some not all Fiction, Easy Books, Non-Fiction and Biographies.
Spanish Books	SPA	Books written completely in the Spanish language. Fiction, Non-Fiction, Biographies, Reference, e-books
Magazines		(* See index for list of magazine subscriptions)
Newspapers		(* See index for list of newspaper subscriptions)
e-Books	EBK	(* See index for list of e-Books)

- Dewey Decimal System: A System for Locating Non-Fiction Books

Classification Number	Subject Area	Brief Description	Sample Books Found under Classification Number
000-099	General Works	Bibliographies and encyclopedias	<i>E-Mail, Quotes for Kids, Aliens, Ripley's Believe or Not</i>
100-200	Philosophy Psychology	How people think What people think	<i>Near Death Experiences, Ghosts, Honesty Counts</i>
200-299	Religion Mythology	What people believe	<i>Three Kings Day, Chinese Myths</i>
300-399	Social Sciences	How people live together	<i>Children from Australia to Zimbabwe, Drugs, Holidays, Storytelling</i>
400-499	Language	How people communicate	<i>The Graphic Alphabet, If You Were An Adjective</i>
500-599	Natural Sciences	What people know about the world and the universe	<i>Solar Systems, Marine Animals</i>
600-699	Applied Sciences	How people use scientific knowledge	<i>Cars, Allergies, Cats, Dogs</i>
700-799	Arts/ Recreation	How people create and use their leisure time	<i>Sports, Music</i>
800-899	Literature	Record of man's deeds and thoughts in stories, play, and poetry	<i>Poetry</i>
900-999	History	How people record past facts and events	<i>Lewis & Clark, U. S. Presidents, Countries, and U.S. states</i>

c. Circulation

LIBRARY MATERIAL TYPE	CALL NUMBER	CHECK OUT ALLOTTED TIME
EASY	E	2 WEEKS
FICTION	F	2 WEEKS
BIOGRAPHIES	B	2 WEEKS
SPANISH	SP	2 WEEKS
DEWEY DECIMAL	000-999	2 WEEKS
PLAY AWAY	PLA	2 WEEKS
AUDIO BOOK	AB	2 WEEKS
REFERENCE	REF	DAILY
PROFESSIONAL	PRO	DAILY
MAGAZINES	MAG	DAILY
NEWSPAPERS	NEW	DAILY
AUDIO-VISUAL EQUIPMENT	AV	DEPENDENT UPON INSTRUCTIONAL NEED

* Library Materials may be renewed. See Librarian for details.

d. Newspapers/Magazines

Newspapers and magazines are available for faculty and student use. These materials are not to be removed from the library without permission nor is it to be torn-up, cut-up, or written on. Materials must be returned upon completion. Older magazines and newspapers for student use may be available. Please see librarian for more information. (* See index for list of newspaper and magazine subscriptions)

e. Audio-Visual Equipment

Audio-visual equipment such as cassette players, overhead projectors, screens, DVD players, TV, etc... requires an audio-visual check out equipment form. (See index for form)

Audio-Visual equipment will be provided for support of school courses, meetings, and other public functions held in school facilities. Requests for loan of equipment should be made as far ahead as possible to allow for scheduling of

the desired equipment. A minimum of 24-hours advance notice is required to insure effective service.

Equipment will be provided to Faculty, Administrative Staff, and Staff upon their personal signature. This signature is their agreement to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide appropriate safe storage when it is not in use.

Audio-Visual equipment will be for student projects upon the personal request of the appropriate Faculty or Staff Group Sponsor. Equipment will be delivered to, and signed for by, the requesting Faculty or Staff member only. Requests for pick-up by students alone will not be honored.

Every effort will be made to provide patrons with equipment in good condition. Equipment in poor condition will not be loaned. Patrons will be required to provide for repair or replacement of equipment which is lost, stolen, or returned to the Library Media Center in poor or non-operable condition (due to its misuse).

An annual Audio-Visual Inventory will be done by the librarian.

f. Audio-Visual Services

* The library staff will assist school patrons with the set-up and operation of equipment whenever possible.

* A minimum of one-day's notice will be required for requests for equipments set-ups to allow for scheduling of equipment and personnel.

* Emergency situations will be handled as necessary.

* The library staff will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise.

* The library staff has the right to refuse services which violate current copyright laws, rules, or regulations.

g. Videos/DVD's

Movies / DVD's are available for instructional use. Please fill out video request form and adhere to district policies. School administration must sign permission request prior to checking out videos from the library. Movies must be returned on the last day of viewing video. (*See index for Video Request Form)

h. Play Aways / Audio Books

Play Aways and Audio Books (PLA) / (AB) are available for faculty use. Please adhere to circulation policies.



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Index

- **Laredo Independent School District Department of Library and Media Services Handbook** <http://www.laredoisd.org/departments/library/libraryhandbook.pdf>
- **Library Materials Recommendation Form**
- **DVDs**
- **e-books**
- **Play Away / Audio Book**
- **Video Request Form**
- **A/V Equipment Checkout Form**



LAREDO INDEPENDENT SCHOOL DISTRICT
904 Juarez* Laredo, Texas 78040* (956) 795-3465
Fax: (956) 795-3297 * E-mail: mpaez@laredoisd.org

RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

SCHOOL: _____

Name: _____ Date: _____

I would like materials on these subjects in the library media center:

I would like the following books in our library:

The library needs more information on the following subjects:

I would like to have the following non-print or electronic resources in the library media center:



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LIST OF PERIODICALS

Currently, there is no funding for periodicals.



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LIST OF NEWSPAPERS

	Name	Start Date	End Date
1	The Laredo Morning Times	10/2/17	06/03/18



Library Media Services Video Request Form

This form **must** be completed and approved **two weeks prior** to the use of video materials. It applies to the use of video materials in all district sponsored/approved activities, instructional or extra curricular.

Campus: _____

Date Submitted: _____

Grade: _____

Room #: _____

Teacher's Name _____

Subject _____

Name of Video _____

Date(s) to be shown _____

Video Use in the Classroom

- No home videos including rentals from store or public library may be viewed in school.
- All videos to be viewed must be property of the school district/campus.
- Videos viewed in **classroom** or library must be part of instruction and documented in lesson plans.
- **All videos, or excerpts, must not exceed 20 minutes.**

SECTION 110 OF THE COPYRIGHT ACT FOR CLASSROOMS

“Section 110 of the Act exempts certain performances and displays of copyrighted works if specific conditions are met. The most common exemption is for performances and displays of a nondramatic literary or musical work in the regular course of instruction in a nonprofit educational institution. Even within a school or college, further requirements must be met. The performance must take place in broadly defined classroom; libraries meet the definition if instruction routinely takes place in the library, and it does in most schools and universities. Teachers and students must be present in the same place, and the performance must be a part of the instruction. In other words, it must not be a performance purely for entertainment purposes. Another important requirement is that the copy that is performed must be a lawfully obtained copy. In fact, the exemption is lost if the librarian knew or should have known, that the copy was not lawfully obtained. When these requirements are met, students and teacher may sing a copyrighted song, read a copyrighted poem or perform a copyrighted play. Additionally, they may view the performance of a copyrighted motion picture or audiovisual work. Although, many people believed that nonprofit libraries were nonprofit educational institutions, amendments since 1984 make it clear that they are not. Libraries in nonprofit educational institutions are covered by the exemption if the above mentioned conditions are met. Public libraries are not.”



NOTE: Rated “G” movies/videos may be shown in pre-school through 12th grade. **Movies/videos rated “PG” (Parental Guidance), “PG” 13**(A trademark used for a movie rating indicating that admission will be granted to persons of all ages but that parental guidance is suggested in the case of children under the age of 13) **require signed parental permission for each student in elementary, middle and high schools.**

Lesson Objective(s):

TEKS Addressed:

Pre-scripted Level 2 or 3 Question:

Writing Activity to follow viewing:

Does this video contain any controversial subject matter? Yes No If so, explain:

What provision for meaningful alternate activity will be provided for students whose parents do not wish their child to view this material:

Teacher’s Signature

Date: _____

Administrator’s Signature

Date: _____

Librarian’s Signature

Date: _____



ADMINISTRATIVE POLICY

Terms and Conditions for Employee to Checkout Equipment

Before an employee checks out equipment, it is the employee's responsibility to make sure that the equipment is operating properly. It is also the responsibility of the employee to return the equipment in the same condition as it was checked out, normal wear and tear accepted.

If the equipment is damaged or lost while checked out by the employee and such damage or loss is caused by negligence of the employee, the employee must reimburse the District for any cost to the District for repair or replacement of the equipment.

The employee will be notified in writing of the amount of the cost incurred by the District for any damage or loss of the equipment, and the employee must reimburse this amount to the District, through the LISD Business Office. The reimbursement must be made within one calendar year for any damages or loss of equipment.

The employee will not be allowed to check out any additional equipment until the entire amount owing to the District has been reimbursed. In the event the employee discontinues employment with the District before the entire amount has been paid, the employee's final check will be withheld, subject to payment of the amount owed to the District.

ACKNOWLEDGEMENT OF RESPONSIBILITY FOR DISTRICT EQUIPMENT

I, _____ understand that I will be responsible for the care of the District equipment checked out/assigned to me and that I will bear the cost of repair or replacement if it is damaged, lost, or stolen while it is in my care. I understand that I will need to bring this equipment to work everyday, follow the District's Electronic Communication and Data Guidelines and accept and agree to the terms and conditions set forth above.

Briefly state purpose for use of equipment: _____

Signature of Employee

Home Address

Phone Number

Person approving equipment to be checked out/assigned

Check out date

Due Date

Signature of person issuing equipment

Description of Equipment (model of equipment, L.I.S.D. Tag. # and serial #):

Upon return of equipment: Is the equipment working properly: YES or NO

If no, describe any problems or defects the equipment has:

Signature of person receiving equipment

Date equipment returned