

# Northridge High School

## Media Knight Library

### Operational Guidelines

Revised September  
2022

#### *Table of Contents:*

- P. 1: Mission, Hours, Library Patron Conduct
  - P. 2: Circulation, Makerspace Kits, Overdue & Lost/Damaged Materials
  - P. 3: Library Reservations, Tutorial, Library Instruction
  - P. 4: Services Offered, Library Committees, Copyright, Donations, Book Recommendations
  - P. 5: Library Committees, Collection Development, Inventory/Weeding,
  - P. 6: Social Media, Clubs, References, Forms and Links
- 

### **Mission**

The mission of the Media Knight Library is to provide informational and technological resources, teach media-digital literacy, research skills and to promote a love of reading. We also provide a safe environment for class instruction, studying and socializing as well as providing academic and recreational activities.

### **Hours:**

**Monday: Friday 7:15a – 3:00p**

**Wednesday Late Start: 8:30a – 3:00p**

**(Hours are subject to change without notice)**

- Open during late start, lunch, tutorial
- Hours are subject to change without notice.
- A valid **teacher pass** is required during class time and patrons must book the library for tutorial through Bookings.
- Students on *Home Release* should not be on campus and will not be allowed in the library unless given special permission by an administrator or school counselor.

### **Library Patron Conduct and Expectations**

The Media Knight Library is for everyone. Therefore, we all contribute to its success.

Please respect the library and its materials.

- Theft or damage of materials will be referred to the school administration and a replacement cost will be added to your student account.
- It is not a “silent” place but a “quiet” place, use appropriate voice levels.
- Respect other patrons and their right to study in a quiet and safe environment.
- No food or beverages are allowed. Please push in your chair when you leave.
- Inappropriate or offensive language will not be tolerated. You will be asked to leave.
- Students have signed the Technology Acceptable Use Agreement. Any unethical or other violations including physically damaging or altering computer equipment or software will result in revoking your computer rights and referral to the school’s administration. All computers are monitored using district approved monitoring software.

## Circulation

All members of the school community may search the online library catalogs on the school library or district webpage or through the mobile apps.

### Destiny Catalog- NHS Books and eBooks

- \*Student login: Email and email password
- \*Faculty login: Encore username & password.
- OR
- \*The SSO function (if using school WIFI)

### Sora- eBooks and Audio books (school district catalog only)

- \*Student login: student email and PIN#.
- \*Faculty login: Encore username & password

A Student ID number or badge is required for checkouts at the circulation desk.

- 5 print books may be checked out for 21 days.
- Reference materials are for in-library use.
- Books may be renewed one time if there are no holds.
- **Holds** may be placed via the online Destiny Library Catalog and will expire in 10 school days.
- You will be notified of your available holds via your student e-mail account or hand delivered to students' current class based off students' schedule.
- Patrons may checkout materials only for themselves.

## Makerspace Kits & Materials

Patrons are free to use any Makerspace kits and materials before and after school, and during lunch. 3D printers must be scheduled in advance.

## Overdue Materials

- The Media Knight Library does not charge late fines. Students are expected to return books in a timely manner.
- Overdue notices will be emailed to the student and parent/guardian (weekly).
- Extended due dates can be arranged for extenuating circumstances. Please let Mrs. Broach-Stewart know in a timely manner.

## Lost & Damaged Materials

- Books are marked lost 30 days after the due date.
- Any damage that results in not being able to use a book or item (including Makerspace kits or library equipment) will be assessed as a replacement cost.
- A replacement price + a \$2.00 processing fee will be added to the student's myDSD account.
- Payment may be made through myDSD or in the main office.
- If a lost book is returned within 30 days of the due date and you have paid your lost fine, you will be refunded.

- After 30 days after payment, no refunds will be given even if returned, however, students may work off their fine by reading in the library on an agreed amount of time based on the cost and time.

## Main Library and Library Conference Room Reservations

All reservations are made through the library media specialist who will record the reservation on the school wide library calendar. Teachers must request a reservation through TEAMS. Teachers have first preference for their classes during the school day, this included the current IVC classes that take place in the Library Conference Room. Other school or district organizations, committees, clubs, or groups may make reservations when needed.

- Social Media/Communication website use (other than school email) will result in the student being sent to a school administrator.
- No food or beverages in the library. Exceptions are made for activities in the library conference room and Directed Research classes.
- Patrons and teachers are responsible for cleanup and leaving reserved library area as you found it.

## Library During Tutorial

- Students are required to book the library for tutorial on the Library Bookings page.
- Students MUST have homework/projects/group work/reading to be allowed in.
- Students must also have a grade of a C or higher in all classes.
- Only 20 students are allowed in the library.

## Library Instruction

The librarian is a licensed secondary educator and therefore:

- Instructs selected classes in the library or is assigned classes, and Teacher Assistants (TA's) or University Library Media Interns for the school year.
- Hosts reserved library spaces for other classes.
- Hosts community or district guests for training or activities.
- Assists other teachers in their classrooms.
- Technology training on Canvas basics, Microsoft 365 & OneDrive, various educational technology tools and curriculum integration of these tools.
- Co-teaching in these subjects but not limited to:
  - Library Orientation
  - Utah's Online Library
  - Digital Citizenship
  - Research (print and digital)
  - Curate reading or digital resources for content areas
  - Breakout EDU kits
  - Book talks (Genre, subject, fiction, and non-fiction)
  - Lessons on:
    - Copyright
    - Citations
    - Censorship/Banned Books

- Information Literacy
- Genres, Dewey Classification

### **Other services offered:**

- Scheduling of the Library, Library Computer Lab, and Green Screen Room by calling the main library number at 801-402-8588 or talking with the library media specialist.
- Collaboration for special guest speakers
- Student rental/check-out of TI-83 Math Calculators.
- Acquisition of recommended reading/digital materials necessary for your content area (based on longevity of use, budget availability and items remain a part of the library collection).
- Test Proctoring
- Printing

### **Copyright**

The use of all information will be in accordance with copyright law and fall within acceptable educational fair use guidelines. Academic integrity requires that proper credit be given to authors and creators of original works. This includes teacher websites, instructional materials, student assignments, the use of online images, and audio-visual materials.

Copyright Free Resources:

- Textbooks:
  - [UEN Open Educational Resources](#)
- Images:
  - [Creative Commons](#)
  - [Pixabay](#)
- Audio-visual materials (purchased by the district)
  - eMedia
  - Safari Montage

### **Donations**

Donated materials are appreciated and accepted if they contribute to the overall purpose of the library program.

- Materials will be considered according to School District Acquisition policy.
- Monetary Donations can be made through the office.

### **Book Recommendations**

Requests for purchase of recommended fiction and non-fiction materials are welcome from patrons and may be made by filling out a request form under the Catalog tab of the library website. Requests will be considered according to budget constraints and our acquisition policy.

### **Library Advisory Committee and Collection Evaluation Committee (under review)**

The Media Knight Library has in place a school-level Library Advisory committee and a Collection Evaluation Committee that consists of no less than five members. These are under the direction of the school principal and chaired by the library media teacher. Committee members represent an equitable cross-section of school community stakeholders that may include "an administrator, department chair/or grade level teacher, parent representative, and student representative where appropriate". These committees "provide input, promote library programs, and may assist in challenges to materials at the school level. ([Section 8: School Library Media Centers: Guidelines and Procedures Davis School District.](#))

### **Collection Development (under review)**

[4I-202 Section 2 Collection Development](#)

The selection of library materials will be accomplished with the primary goal of supporting curriculum and a secondary goal of encouraging independent reading. Priority will be given to subject teachers assign as part of collaborative instruction.

The following considerations summarize district policy:

- Does the item support the curriculum?
- Does the item fulfill teacher & student needs?
- Does the item support technology goals? Is it available in digital form?
- Is the item relevant and current?
- Does the item encourage reading for pleasure and fit with student interest?

### **Inventory and Weeding (under review)**

Periodic evaluation of materials will be conducted to maintain an up-to-date and well-balanced collection.

- The professional staff alone is responsible for routine addition or removal of individual items.
- Inventory will take place once a year or as necessary. If an item is missing for more than a school year it is deleted and/or replaced.
- Weeded materials will be handled according to School District Policy.

### **Reconsideration of Materials (under review)**

[Section 3 and 4 of 4I-202 School Library Media Centers](#)

All challenges to materials will be first addressed at the school level and if needed at the District Level per the Davis District Reconsideration Policies.

## **Social Media and Communications**

The library has a public Instagram Page. All photos that include likenesses of students do not identify the student by name in accordance with Davis District Policies. Students are asked to give verbal consent to be photographed or asked if they have not signed a school photography waiver. All photographs are taken to promote the best interest of the library, its patrons and programming in fostering a positive online library presence that promotes reading and literacy.

## **Clubs and Activities**

The library is a place where academic and non-curricular clubs may meet. Any club or organization may reserve the library by emailing or talking with the library media specialist. The library media specialist facilitates clubs in accordance with the [Davis District Club guidelines](#).

## **References | Forms and other links**

[Davis School District Policy Manual- Section 4 | Instructional Programs](#)

[\(under review\)](#)

[4I-202 Section 2 Collection Development \(under review\)](#)

[Section 8: School Library Media Centers: Guidelines and Procedures Davis School District](#)

[Davis District Club Guidelines](#)

[DDS School Level Challenge of Library Media Materials](#)

[11IR-107 Recognizing Constitutional Freedoms in Public Schools](#)