

# S L M S

**School Library Media Services  
Office of Technology  
South Carolina Department of Education**

## Cottageville Elementary Policy and Procedures Manual

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State Superintendent of Education**

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## Philosophy

*What a school thinks about its library is a measure of what it feels about education.* –Harold Howe

Information is available to everyone and equips its users with knowledge. However, before people can obtain the vast benefits of information, they have to be taught where to find it, how to access it and learn to analyze its usefulness. These information literacy skills are the keys to the doorway of knowledge. As a school librarian, it is my job to make information accessible to the individuals at my school, teach the value and use of information and promote a love of literacy and learning.

As a school librarian, my role is to serve the individuals of my school; students and staff, by determining their diverse informational needs and making that information available to everyone. I will ensure all students and teachers have access to a variety of information sources, which must be organized and easily accessible. The collections acquired, both print and digital, must reflect the needs of the individuals the library serves. A school librarian must also be an educator. Students must be provided 21<sup>st</sup> century skills, such as collaboration, digital literacy, critical thinking, and problem-solving, to be college and career ready. I will incorporate lessons to prepare students to ask questions, determine where to find the answers and how to use technology to access the information they seek. Students must also learn how to analyze the information they find and determine its relevance. Finally, I will be a literacy leader at my school because I believe information makes a difference in people's lives. Reading is how we obtain information, regardless of the subject, and librarians are invaluable in the effort to promote learning to read and loving to read.

In order to be an effective school librarian, I must be knowledgeable of my library's users, be an effective and approachable communicator and be flexible and adaptable to the change that is inevitable in an information profession.

## **Purpose of the Policy and Procedures Manual**

The purpose of the policy and procedures manual is to provide a guide for the operation of the school library media program. The manual will be updated as changes are made in the library media center.

## **Mission Statement**

### ***Cottageville Elementary School Library Mission***

The mission of Cottageville Elementary School's library media center is to foster a love of reading as well as ensuring that students and staff are lifelong learners who can effectively access, evaluate, and use information.

### ***Cottageville Elementary School Mission***

Cottageville Elementary School will prepare every student to graduate with a 21st century education to be globally competitive for their chosen college and/or career path.

### ***Colleton County School District Mission***

Colleton County School District will prepare every student to graduate with a 21st century education to be globally competitive for their chosen college and/or career path.

## **Vision Statement**

The Cottageville Elementary Library Media Program seeks to create a 21st century environment that promotes learning for all students by providing equitable access to information, teaching information literacy skills, and encouraging lifelong learning. The library media center strives to be a center of collaborative learning that produces creative students who have an appreciation of literature, critical thinking skills, and a respect for others and self.

## Belief Statements

- A. The school library media center is an ever-changing resource area that extends and supports the core curriculum of the school through the interaction of professional personnel (including the library media specialist, teachers, and administrators), students, and interested members of the community.
- B. The library media center should provide a wide range of materials on all levels of difficulty, with diversity of appeal and different points of view.
- C. The library media center should provide an atmosphere in which students can become skillful, discriminating users of all available media.
- D. The library media center should foster library patronage as a lifelong practice.
- E. The library media center can
  - assist each student toward the attainment of his or her maximum potential,
  - assist each student in preparing to assume a responsible role in our society, and
  - help students develop the skills necessary to face the challenges of a changing world.
- F. The library media staff should
  - provide intellectual and physical access to materials in all formats;
  - provide instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas; and
  - work with other educators to design learning strategies to meet the needs of individual students.
- G. The overall purpose of the library media program is to ensure that all library patrons are effective users of information and ideas.

# Goals and Objectives of the Library Media Center Program

**Goal #1:** To foster a love of reading

**Objectives:**

- 1) Order high-interest materials (including books requested by students)
- 2) Maintain a nurturing, safe, and fun library environment where all visitors feel welcome.

**Goal #2:** To ensure students and staff can effectively access, evaluate, and use information

**Objectives:**

- 1) Teach students and staff how to use the Destiny online catalog
- 2) Help students learn how to find books (instead of locating the book for students)
- 3) Provide lessons on evaluating the credibility of websites
- 4) Maintain a list of student-friendly search engines on the library's website

**Goal #3:** To provide expertise in the use of and acquisition of instructional technologies

**Objectives:**

- 1) Assist students and staff with technology troubleshooting
- 2) Build leadership capacity by showing older students how to troubleshoot (and allowing them to help teachers)
- 3) Maintain a variety of useful websites for teachers and post on the library's website

**Goal #4:** To participate in partnerships that support reading and enhance access to resources outside of school

**Objectives:**

- 1) Communicate the mission, goals, and objectives of the library to all stakeholders
- 2) Effectively utilize library volunteers

# General Information

## Programs and Services

The diverse needs at Cottageville Elementary provide a unique learning community that is embraced in the library. We will strive to meet the cultural, ethnic, and educational differences among students by providing books, materials, and technology that are engaging and challenging. We will collaborate with teachers and parents to ensure we have adequate resources for all learners. The library is a fun, caring environment where students are encouraged to take risks, expand their horizons, and satisfy their curiosity.

## Programs and Special Events

- Accelerated Reader
- Reading Buddies program
- Book Fair
- Makerspace
- Youth Media Awards (January)
- World Read Aloud Day (February 1)
- African-American Read-In (February)
- Read Across America/Dr. Seuss' Birthday (March 2)
- School Library Month / Poetry Month (April)
- Dot Day (September)
- Picture Book Month (November)
- Hour of Code (December)

## Services-The Cottageville Elementary Library:

- Promotes a love of reading through displays, book talks, and read-alouds
- Provides a caring, collaborative, and FUN library environment
- Helps teachers find books to enhance their lessons
- Integrates curricular lessons
- Teaches students library skills
- Teaches students how to use the Destiny online catalog to search for materials
- Assists with Accelerated Reader quizzes
- provides useful online links for students, parents, and teachers (compiled on the library website)
- provides access to online databases
- Helps with research
- Troubleshoots technology issues for staff and students
- Assists with state assessments
- Assists teachers with classroom projects

## **Library Media Center Hours of Operation**

Cottageville Elementary School's library is open daily from 7:30-3:00 pm.

On Tuesdays, Wednesdays & Thursdays, the library opens at 7:00am.

The library operates on a fixed schedule with all students coming to library once per week with their grade-level class.

# School Bell Schedule

# Calendars

## District



# 2020-2021 School Calendar

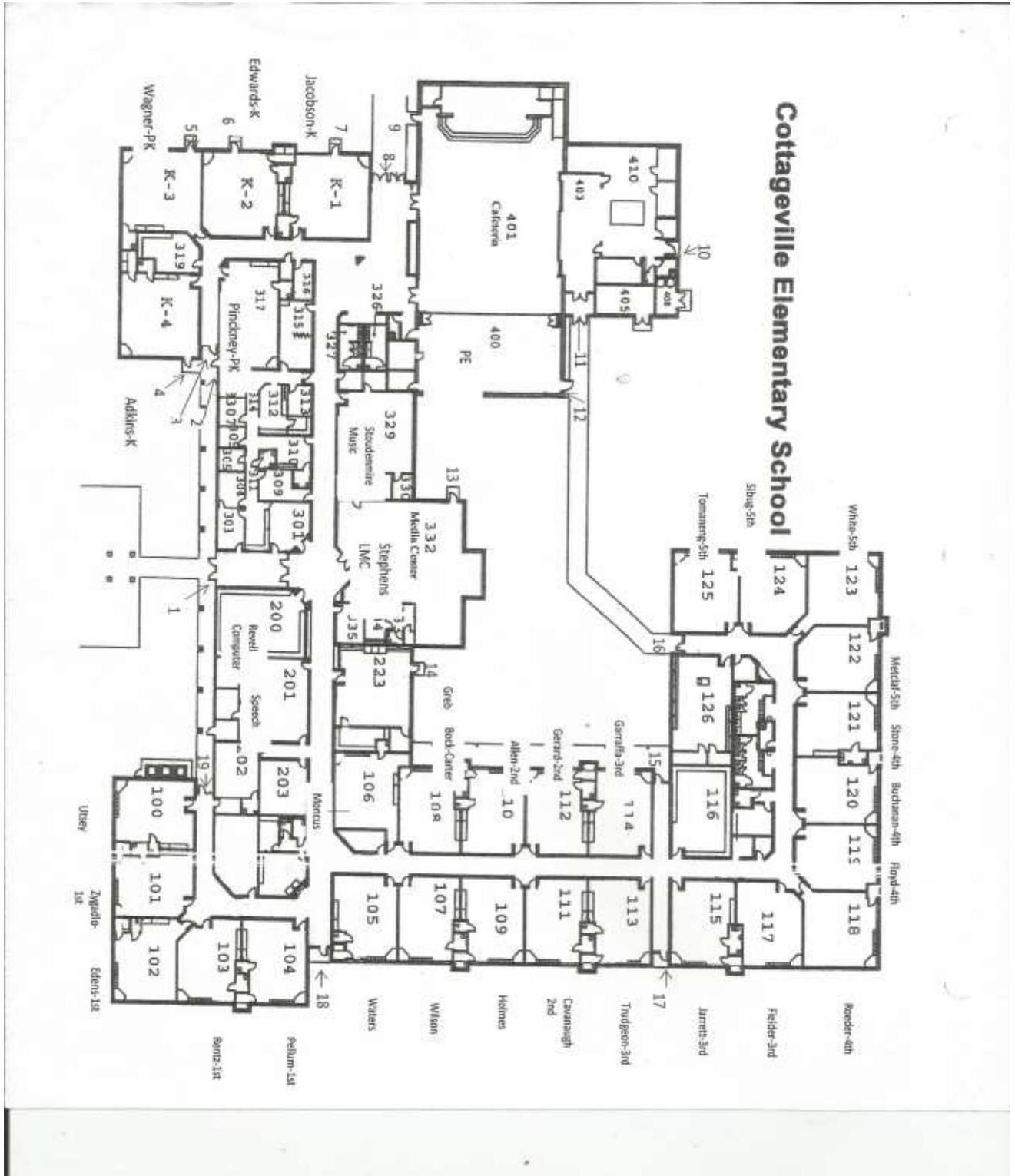
Revision 1

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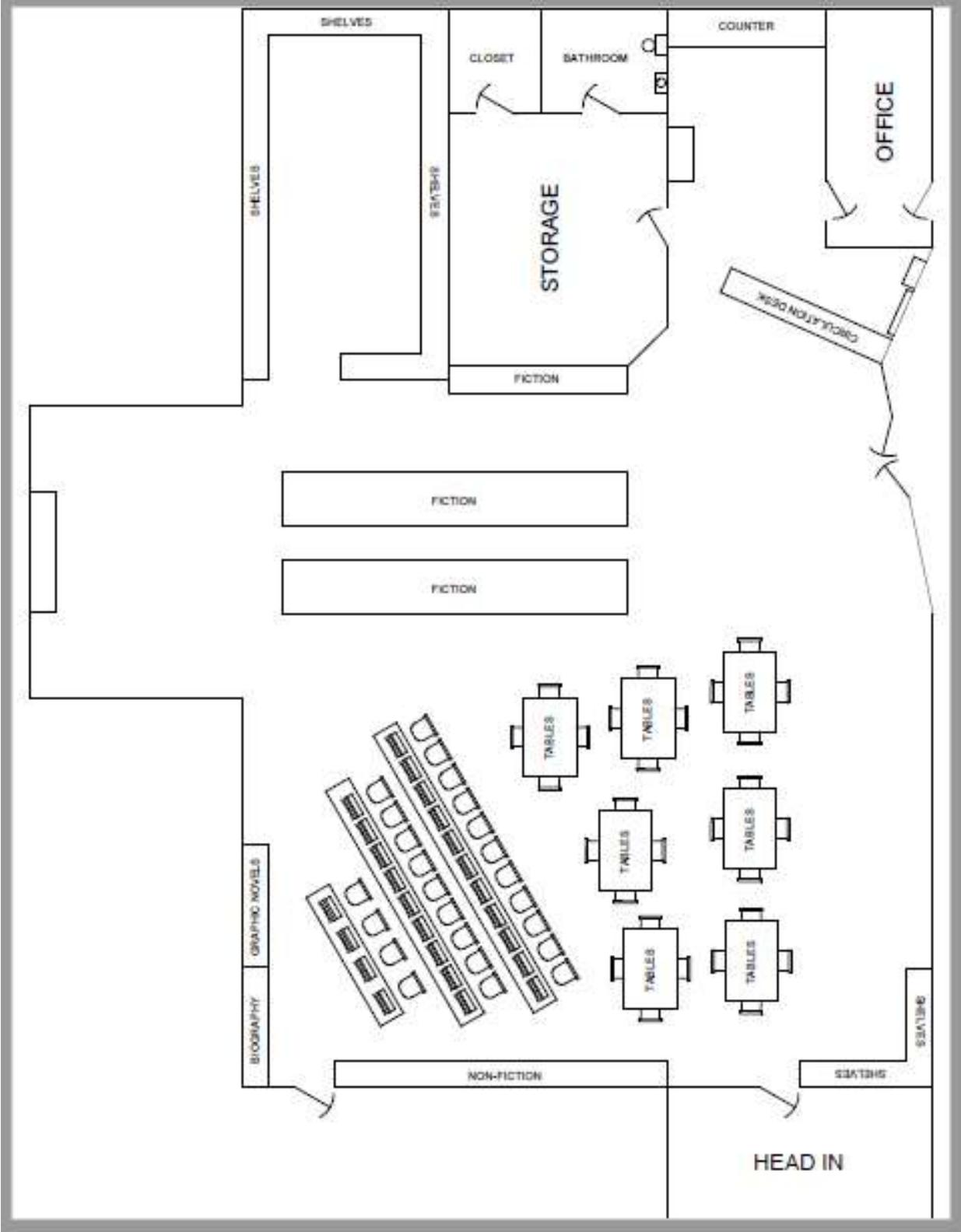
<p> <b>Holiday</b> (no students)</p> <p> <b>In-Service Day</b> (no students) / LEAP Days August 25 - September 1</p> <p> <b>Early Dismissal Day</b></p> <p> <b>Inclement Weather Make-up Day</b>                  (The district has designated three inclement weather days. In case of inclement weather, these days will become normal school days, as needed, in order. If no inclement weather days are required, these days will be holidays for students and staff, except specified employees.)</p> <p>First Day of School.....September 8                  Last Day of School.....June 18                  High School Graduation.....TBD</p> <p>Inclement Weather Make-up Days                  1st Day.....November 2                  2nd Day.....December 22                  3rd Day.....April 6</p>	<p><b>Grading Periods End Date:</b>                  1st Quarter.....November 12                  2nd Quarter.....February 2                  3rd Quarter.....April 14                  4th Quarter.....June 17</p> <p><b>Interim Reports</b>                  1st Quarter.....October 15                  2nd Quarter.....December 21                  3rd Quarter.....March 11                  4th Quarter.....May 19</p> <p><b>Report Cards</b>                  1st Quarter.....November 18                  2nd Quarter.....February 10                  3rd Quarter.....April 21                  4th Quarter.....June 23</p> <p><b>Exams</b>                  1st Semester.....February 1-2                  2nd Semester.....June 16-17</p> <p>Approved by the CCSD School Board on August 25, 2020</p>
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**Colleton County School District**  
 PO Box 1947 · Walterboro, SC 29488 · Phone 843-782-4510 · Fax 843-782-0021  
[www.colleton.k12.sc.us](http://www.colleton.k12.sc.us)  
 During the year adjustments may be made to this calendar. For the most recent school calendar visit <http://www.colleton.k12.sc.us>

# Floor Plan: School



**Floor Plan: Library Media Center**



# Library Media Center Staff

## Library Media Specialist



[Mrs. Robin Stephens](#)



843-782-4528 ext.11332

I graduated from the College of Charleston with a Bachelor of Science degree in Special Education. I'm also certified in Elementary Education and as an R2S Literacy Teacher. I have my Master degree in Library and Information Science.

I've worked in education for 22 years and in Colleton County for 19 of those years. I've taught in 3rd and 5th grade classrooms and worked as a reading interventionist and reading coach. I'm currently in my fifth year as an elementary librarian.

## **Responsibilities of the Library Media Specialist**

- 1) Administer the media center program
- 2) Serve as liaison with principal
- 3) Work with professional library staff, faculty, and administrators to integrate information literacy skills into the curriculum
- 4) Serve as an instructional partner with teachers
- 5) Initiate collaborative projects and activities with teachers relating to media resources
- 6) Plan and conduct programs of instruction in research techniques
- 7) Implement media center policies
- 8) Serve as curriculum consultant and also review curriculum
- 9) Enlist staff participation in the selection process and evaluation
- 10) Plan systems for maintenance, scheduling, and delivery of materials and equipment
- 11) Provide technological access to information, including the Internet, e-mail, listservs, and other innovations
- 12) Prepare instructional programs collaboratively with teachers and conduct staff development courses
- 13) Promote use of professional collections
- 14) Participate in resource sharing and networking with other libraries
- 15) Explore current developments in the field
- 16) Supervise staff and volunteers
- 17) Participate in curriculum development committees
- 18) Inform teachers of new services
- 19) Compile bibliographies
- 20) Read widely to evaluate and select media and websites appropriate for classroom use
- 21) Organize and reserve special collections
- 22) Perform general reference services
- 23) Meet special needs
- 24) Assist with independent study
- 25) Help students and teachers in locating and selecting media
- 26) Serve as technology and audiovisual technician

### **Responsibilities of the Library Media Clerk**

- 1) Check in/out books and materials to students and staff
- 2) Shelf books and other materials accurately
- 3) AR label inside books
- 4) Update bulletin boards and library displays
- 5) Prepare new books for circulation
- 6) Assist the librarian with setting up for classes in the library
- 2) Prepare materials for library lessons
- 7) Help students locate books /assist individual students
- 8) Repair books
- 9) Read shelves
- 10) Assist with the supervision of volunteers
- 11) Assist with book fairs and other special activities
- 12) Prepare books to be weeded
- 13) Assist with end-of-year inventory

### **Responsibilities of School Library Volunteers-Duties may include (but are not limited to):**

- 1) Shelf books and other materials accurately
- 2) AR label inside books
- 3) Update bulletin boards and library displays
- 4) Prepare new books for circulation
- 5) Help set up library activities
- 6) Prepare materials for library lessons
- 7) Help students locate books/assist individual students
- 8) Repair books
- 9) Read shelves
- 10) Assist with the book fair and other special activities
- 11) Prepare books to be weeded
- 12) Assist with end-of-year inventory

### **Responsibilities of Student Library Crew members:**

- 1) Shelf books and other materials accurately
- 2) Read shelves
- 3) Stamp ownership marks on materials for circulation
- 4) Alphabetize and putting materials in correct order
- 5) Help students find materials
- 7) Participate in storytelling and read-aloud activities,
- 8) Assist with book fairs and other special activities
- 9) Assist with preparing books to be weeded

## **Policies and Procedures for the Cottageville Elementary School Library**

### **Selection Policy and Procedures**

#### **Policy**

The media center must provide a broad range of materials with a diversity of viewpoints, abilities and interests. The selection and ordering of library books, audiovisuals and other materials for the media centers are the responsibility of the school media specialists in accordance with this adopted policy.

Media specialists will identify, order and organize materials that will implement, enrich and support the educational program of the district. Principals, teachers, supervisors and other school personnel will give suggestions, recommendations and other assistance.

#### **Objectives**

The Library Media Center of Cottageville Elementary will:

- Select materials which reflect the philosophy of the total school program and which support and enrich the curriculum.
- Endorse and apply the principles incorporated in the "*Bill of Rights for School Library Media Programs*" of the American Library Association of School Libraries. (*Appendix A*)
- Provide students with materials and services which are appropriate to their growth and development.
- Encourage students to become independent users of materials.
- Provide a balanced selection of print and nonprint materials to encourage growth in individual interests and intellect.
- Provide experiences which contribute to the formation of lifetime habits of efficient media usage.

#### **Selection Criteria**

- Guides: Professionally prepared, reputable, and unbiased selection aids should be consulted as guides.
- Organization and Balance: Materials selected should help our school meet its continuing and specific curriculum needs for a balanced collection of materials. Multiple items of outstanding and much in demand media are purchased as needed. Worn or missing standard items are replaced periodically.
- Appropriateness: The materials should be consistent with instructional aims, instructional levels, and age groups. They should represent fair and unbiased presentations of information and a variety of viewpoints.
- Authenticity: Materials should be accurate and up-to-date. The reputation and significance of the author, composer, producer, and

publisher should be considered. Out-of-date or no longer useful materials are withdrawn from the collection.

- Interest: Materials should arouse curiosity leading to other individual learning, creativity, and research.
- Technical Quality: Materials should be of good technical quality and suitable format.
- Cost of Materials: The cost of materials should be justifiable, considering the relative cost of satisfactory substitutes and the availability of money.
- Gifts: Gift materials are judged by the basic selection criteria and are accepted or rejected by those standards.

### **Procedures**

1. Selection is an ongoing process that should include how to remove materials no longer appropriate and how to replace lost and worn materials still of educational value.
2. Selection of materials involves many people: students, teachers, library media specialists, principals, and supervisors. The responsibility for coordinating the selection of instructional materials and making the recommendations for purchase rests with the professionally trained library media personnel.
3. In accordance with the criteria for selection, the school Library Media Specialist, with the approval of the school Principal, will select materials for the building level Library Media Center.
4. In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professional prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
5. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

### **Note**

Selection Procedures were adapted from the CCSD Policy IJL Library/Media Center Materials Selection and Adoption  
<https://boardpolicyonline.com/?b=colleton>

in conjunction with the ALA Workbook for Selection Policy Writing  
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

## **Acquisition, Processing, and Cataloging of Materials**

### **Policy**

When acquiring materials for the Library Media Center at Cottageville Elementary School, consideration will be given to materials following the criteria set forth in the Selection Policy.

### **Procedures**

The Library Media Specialist will:

1. Develop a file of materials for consideration. This file should include books, periodicals, and audio-visual materials.
2. Use professionally prepared, reputable, and unbiased selection aides (i.e., Hornbook, School Library Journal, Booklist, Elementary Library Collection, Children's Catalog, et al) while considering teacher and student requests.
3. Determine priorities considering budget guidelines. Budget considerations should be followed when choosing vendors, as well as the reputation of the vendor and previous experience with the vendor.
4. Order the materials.
5. Receive the materials.
6. Make arrangements for payment of the materials.
7. Check in and stamp materials (with the school name) as they arrive.
8. Enter materials into Destiny database (catalog the materials) and prepare them for circulation.
9. Place materials into circulation once received.

## **Gifts**

### **Policy**

The Cottageville Elementary School library media center welcomes gifts to our resource collection. All donations will be acknowledged. All donations will be subject to the same selection criteria as purchased resources. If any donation is not selected for inclusion in the resource collection, the gift material will be passed on to a more appropriate recipient.

### **Procedures**

1. Gifts must be first judged by the basic selection criteria.
2. The library media specialist will examine gifts to ensure they relate to the curriculum and are not being used for advertising purposes.
3. Gifts with conditions or restrictions should be rejected.
4. If accepted, they should be labeled, stamped, and shelved appropriately.
5. Acknowledgements and thanks should be sent for all gifts accepted.

## **Budgeting**

### **Policy**

The Cottageville Elementary School Library will have a written annual budget developed by the principal and the Library Media Specialist.

### **Procedures**

1. The Library Media Specialist will oversee the disbursement of the building library budget based on collaboration with staff and by selecting materials based on the district selection policies.
2. Materials and equipment are to be ordered in accordance with the acquisition policies and procedures.
3. The Library Media Specialist may seek outside funding with the approval of building and district administration.
4. The total budget may not be exceeded, but the individual categories are a guide and may be adjusted to meet the needs of the school population.

## **Advocacy**

### **Policy**

The Library Media Specialist will act as an advocate for the Library Media Program and provide programs and services to promote the library program and its mission.

### **Procedures**

1. The Library Media Specialist will meet with new teachers to familiarize them with the materials, equipment, procedures, and services available in the Library Media Center.
2. The Library Media Specialist will collaborate with teachers to learn the needs of teachers and create lists of books needed to support the curriculum.
3. The Library Media Specialist will conduct student library orientations the first two full days of the school year during library class times.

## **Circulation**

### **Policy**

The Cottageville Elementary School Library policy is to provide access to a broad range of materials to enrich and support the curriculum and to meet the individual informational needs of students and teachers.

### **Procedures: Students**

1. Students come to the library once a week with their class.
2. Students may also come to the library at any time to check out books as long as they have obtained their teacher's permission and it doesn't interfere with library classes.
3. Pre-K, Kindergarten and first grade students may check out one book at a time.
4. Students in grades 2-5 may check out two books at a time.
5. Books are checked out to students for a two-week period.
6. Media center materials may be renewed to students once as long as no one else has requested the materials.
7. No fine is charged for overdue materials.
8. Patrons will be charged a fine for lost/damaged materials. Fines are determined by replacement costs for the materials.
9. Students will be notified of library policies and procedures during orientation at the beginning of the year.

### **Procedures: Teachers**

1. Teachers may check out books, resource materials (professional books, reference materials, etc.) and equipment, as needed.
2. Teachers are not limited in the number of items they can check out. They also have no time limitations for their checked-out print materials. The check-time for other materials (audiovisual, STEAM, etc.) will be determined by demand.
3. Teachers are responsible for lost or damaged materials
4. All teachers must adhere to the school's end of year checkout procedures set by the principal and return all materials and equipment the last week of school.

### **Additional Circulation Policies:**

#### **Overdue Policy:**

A book is overdue the day after the due date. Overdue notices for students are generated at the end of each 9 weeks and placed in teachers' boxes to be sent home with report cards. If an overdue book has not cleared prior to the last day of school, the student's report card will be held. Checkout privileges are suspended if library books are not returned or paid for.

#### **Lost Book Policy:**

When a book is reported "lost", the student will pay the current replacement cost of the book. Teachers will pay the replacement costs of the materials. Payment will be made to the LMC. After payment, a receipt will be issued and students may check out books. If the book is found at a later date and is in good, usable condition, the student/teacher will receive a refund.

#### **Damaged Book Policy:**

All students are informed of the guidelines for taking care of books during orientation. When a book is damaged, a student should return the book to the media center. An assessment of the damage will be made and the student may be issued a fine for the damage. When a payment is made for damage, a receipt will be issued.

## **Inventory, Evaluation, and Weeding**

### **Inventory Policy**

The Library Media Specialist will use Destiny to complete an inventory of the collection annually.

### **Procedures**

1. Library staff may begin taking Inventory on or after May 1.
2. Once inventory is complete, print a list of missing items. Search for these missing items and find as many as possible.
3. On the last day of school, mark any items still missing on the inventory as lost.

### **Evaluation Policy**

The collection will be evaluated yearly by the Library Media Specialist.

### **Procedures**

1. Using TitleWise, run a report at least 3 times a year.
2. Compare beginning and end of year reports.
3. Examine average age of titles and Age Sensitivity for Dewey ranges.
4. Review the list of teacher book requests and compare them to the curriculum.
5. Order new materials accordingly.

### **Weeding Policy**

Materials qualifying for weeding include:

- Out of date with inaccurate information
- In poor physical condition
- Have not been checked out in three years
- Inappropriate subject matter for students
- Duplicates of titles no longer in high demand

### **Procedures**

1. Remove the book from Destiny. Click "track as weeded" when deleting each book.
2. Remove the barcode from the front of the book.
3. Black out the name of the school on the inside.
4. Stamp DISCARD on the book.
5. Donate books to students and/or teachers.
6. When disposing of books, use outside dumpsters and bags.

## **Maintenance**

### **Policy**

The Library Media Center staff will be responsible for the maintenance and upkeep of materials and equipment in the LMC collection.

### **Procedures**

1. The Library Media Specialist will scan books as they are returned for wear and repair and perform needed repairs on books and periodicals.
2. The Library Media Specialist will be the initial point of contact for the troubleshooting of problems with electronic equipment. If the library staff cannot solve the problem, they will recommend a request be sent to the district technology department.
3. All library equipment will be checked in at the end of the school year. The library staff will inventory, clean, and perform any maintenance needed or send the equipment for required maintenance, if necessary.

## **Confidentiality**

### **Policy**

The confidentiality and privacy of patrons shall be protected at all times.

### **Procedures**

1. Patron's library records will be considered confidential and will not be released to a third party unless required by law.
2. Patrons may request library reports for their own personal account and records.
3. Overdue book notices with students' names will be sent to teachers to relay those messages to students with overdue books.
4. Cottageville Elementary staff members will be informed of these confidentiality policies and the *Library Bill of Rights* at the beginning of each school year, and will be reminded of them as the need arises.

## **Technology**

### **Policy**

The library media center's goal is to maximize the educational benefits of network and Internet capacities. To better prepare students for the future, the library provides opportunities for students to problem solve, manage, and retrieve information, think creatively, and communicate effectively. These skills can also be reinforced through technology, giving the students additional preparation for an information-based society and technological workplace. The library is committed to making advanced technology and increased access to learning opportunities available to all students and staff members. Technology equipment may be checked out by teachers for a period of time reasonable for the project it is used for and to maximize availability.

### **Procedures**

1. The Library Media Specialist will provide tools and training for students to evaluate websites and online resources.
2. The Library Staff will assist students in evaluating online resources on websites, in databases, and other web resources to find reliable information.
3. Users of district computers, network or Internet must adhere to the Acceptable Use Policy. (*Appendix B*)
4. All staff members will monitor student use of the network and internet and work together to take disciplinary action for acts of unacceptable use.

## Challenged Material

### **Policy**

Any materials challenged by a member of the community must go through the “*Procedures for Challenged Material*” as set forth by the Colleton County School Board.

### **Colleton County School District Procedures for Challenged Material**

If a complaint is made, the procedures are as follows:

1. Any parent/legal guardian or citizen may lodge a complaint against any books or instructional materials being used in the school system.
2. The person to whom the complaint is made should be courteous but make no commitments.
3. The complainant must submit criticism of books or other instructional materials in writing to the superintendent using the "Citizens Request for Review of Educational Materials" form ([KEC-E](#)). (*Appendix C*)
4. Committees will review all complaints (building level and district level) in accordance with approved administrative rules ([KEC-R](#)). (*Appendix C*)
5. The board directs that any challenged materials remain in the school pending final action upon the complaint. However, the school may observe the request of a parent/legal guardian that his/her own child not be assigned a specific book.

### **Note**

Challenged Materials Policy and Procedures were adapted from the CCSD Policy KEC Public Concerns and Complaints about Instructional Resources  
<https://boardpolicyonline.com/?b=colleton>

## Appendix A: Bill of Rights

### **Bill of Rights for School Library Media Programs** (adapted from ALA)

Library Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school Library Media Center is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.
- To provide materials that will support curriculum, taking into consideration the individual's needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literacy, cultural and aesthetic appreciation and ethical standards.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To provide a written statement approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school Library Media Centers.
- To provide qualified professional personnel to serve teachers and students.

#### **ALA's Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Appendix B: Network/Internet Acceptable Use Policy

**FILE: IJNDB-E**

### **EMPLOYEE ACCEPTABLE USE AND INTERNET SAFETY POLICY**

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Access to networked information resources (file servers, email, the Internet, computers, software, etc.) is a privilege extended to employees for educational purposes. The Colleton County School District requires that each employee sign this form prior to using any networked information resources.

Employees will not engage in the following activities while using networked information resources, including the Internet:

- accessing proxy servers (those web sites designed to bypass the district's web filter)
- sending, displaying or requesting offensive messages or pictures
- using obscene language; harassing, insulting or attacking others
- damaging or vandalizing computers, computer systems or computer networks
- violating copyright laws
- using others' passwords; trespassing in others' folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- purchasing anything which obligates the school to another party without prior approval
- unauthorized disclosure, use and dissemination of personal information regarding minors

Staff is required to immediately report any of the above violations by staff or students to the building administrator.

Staff is required to verify the status of a student's AUP prior to allowing student access to network resources.

Sanctions may include loss of access to computers, disciplinary action consistent with school board policies and/or notification of law enforcement agencies when criminal conduct is suspected.

#### **Network/Internet terms and conditions of use**

##### *Acceptable use*

Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. The district reserves the right to use staff pictures and school contact information of individual staff members on the district/school web site.

##### *Privileges*

The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district technology center will deem what is inappropriate use and this decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network.

##### *Warranty*

The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions obtained via the Internet.

#### **School District of Colleton County**

The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

*User privacy*

The Colleton County School District reserves the right to examine, restrict or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by staff members. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's technology center, as well as the South Carolina CIO office, will scan and monitor all network/Internet traffic. The technology center is required to block any network traffic on the network it deems as inappropriate.

*Teacher-created materials*

Teacher-created materials located on district equipment will become and remain district property.

*I have read, understand and will abide by the Colleton County School District Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or school board policy. I understand that the district's web filter can **NOT** block all unacceptable Internet traffic and because of this fact it is my responsibility to monitor student use of the networked information resources AT ALL TIMES, and that I am responsible for student conduct on computers during these times. I will monitor for the safety/security of minors when using email, chat rooms and other direct electronic communications.*

Employee's full name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

*This form must be on file at the employee's work site.*

**This form MUST be signed each year and turned into the school/site's main office.**

**School District of Colleton County**

# Colleton County Schools

## Student Acceptable Use and Internet Safety Policy

School Board Policy IFBG-E • Approved June 12, 2012

Students are encouraged to use telecommunications to explore educational topics and conduct research. Access to Information Technology Resources (*desktop computers, file servers, the Internet, computers, software, etc.*) is a privilege extended to students for educational purposes only. Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social network sites and in chat rooms, and cyberbullying awareness and response. The Colleton County School District requires that each student and their parent/guardian sign this form prior to using any Information Technology Resources.

### Students will not engage in the following activities while using Networked Information Resources including the Internet.

- Accessing Proxy servers (those web sites designed to bypass the district's web filter).
- Sending, displaying, or requesting offensive message or pictures.
- Using obscene language. Harassing, insulting, or attacking others.
- Damaging or vandalizing computers, computer systems, or computer networks.
- Violate copyright laws.
- Using others' passwords. Trespassing in others' folders, work, or files.
- Intentionally wasting limited resources. Intentionally using the Internet for non-instructional purposes.
- Employing the network for commercial purposes.
- Conducting on-line purchases.
- Cyberbullying – the use of technology to harass, embarrass, intimidate or stalk someone else.

### Students are required to immediately report any of the above violations by staff or students to the building administrator.

Sanctions may include loss of access to computers, dismissal from class/course, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.

### Network/Internet--Terms and Conditions of Use

**Acceptable Use** - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. *The district reserves the right to use students' pictures and names to promote achievements of individual students on the district/school web site and school publications. Any parent not wishing to have their child's picture/ name placed on the district/school's web site or in other school/district publications should submit a letter to the principal stating that the parent does not wish their child's likeness be placed on any district media.*

**Privileges** - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the loss of or severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network. Parents or legal guardians have the right to request to see the content of any material created or accessed by their child/children if feasible.

**Warranty** - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through it services.

**User Privacy** - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

*I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I will follow Internet Safety information to protect myself from online risks and dangers in order to stay safe in an online environment. I will notify school authorities if I recognize any incident of cyberbullying or if I receive any inappropriate online communications. I understand that the district's web filter can NOT block all unacceptable Internet content. Because of this fact, I understand that it is my responsibility to use the Internet in a responsible manner. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. I also understand that violation of this policy can result in total loss of computer/network access which in turn could result in my removal from a class/course that requires such Networked Information Resources access.*

Student's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**This form MUST be signed each year and turned into the school's main office.**

**Appendix C: Forms/Resources for Challenged Materials**

**FILE KEC-E Citizen’s Request for Review of Education Materials**

Author \_\_\_\_\_ Type of material \_\_\_\_\_

Title \_\_\_\_\_

Publisher or producer  
\_\_\_\_\_

Request initiated by  
\_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City and State \_\_\_\_\_ ZIP code \_\_\_\_\_

Do you represent: Yourself \_\_\_\_ An organization (name): \_\_\_\_\_

Other group (name): \_\_\_\_\_

1. To what in the work do you object? Please be specific. List pages.  
\_\_\_\_\_

\_\_\_\_\_

2. What of value is there in this work?  
\_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of using this material?  
\_\_\_\_\_

\_\_\_\_\_

4. If you did not examine the entire body of this work, why not?  
\_\_\_\_\_

\_\_\_\_\_

5. Are you aware of the judgements of this work by literary critics?

---

6. If the material was obtained from the media center as a result of a class assignment, are you aware of the teacher's purpose for using it?

---

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7. What do you believe is the theme or purpose of this work?

---

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---

8. What do you prefer the school to do about this material?

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\_\_\_\_\_ Do not assign/lend it to my child.

\_\_\_\_\_ Re-evaluate this material.

\_\_\_\_\_ Withdraw it from the use of all students.

Other (Explain):

---

---

---

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

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**Colleton County School District**

## **AR KEC-R Public Concerns and Complaints about Instructional Resources (<https://boardpolicyonline.com/?b=colleton>)**

Issued 9/16

Two committees will review all complaints about instructional materials. The principal will name a school-level committee. The superintendent will name a district-level committee.

The superintendent will submit the written complaint to the appropriate building principal for review by a school-level committee. The school-level review committee will meet within 10 days of the receipt of a completed book action request form to consider the complaint. The committee will review the complaint and formulate a recommendation. The principal will send the recommendation to the district-level review committee.

The superintendent will appoint the district-level review committee annually. The district-level review committee will meet to consider all school-level review committee recommendations within 10 days of their receipt of the school committee's recommendation. As a part of the review process, the committee may invite the complainant to appear before it to discuss the nature of the complaints. Following their review, the district committee will forward a recommendation to the superintendent for review and transmittal to the complainant.

The complainant may appeal the committee's decisions in writing through the superintendent to the board.

### **Instructions to evaluating committees**

The board directs the evaluating committees to bear in mind the principles of the freedom to learn and to read. The committees must base their decisions on these principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

The committee should study all materials thoroughly and read available reviews. The committee should check the general acceptance of the materials by consulting standard evaluation aids and local holdings in other schools. The committee must not pull passages or parts out of context. The committee must weigh values and faults against each other and base its opinions on the material as a whole.

Should a committee recommend the removal of a book, the committee's final report must demonstrate that its decision was not intended to remove books to deny students' access to ideas which committee members find to be repugnant. Such an intention would violate Constitutional standards. The committee must further demonstrate that the books in question are not educationally suitable.

The committee report, reflecting the majority opinion, will be given to the complainant at the conclusion of the committee's discussion on the questioned materials.

### **Suggested format or outline for report from evaluating committee**

- list of committee members and their positions
- statement ensuring that each committee member read the material in its entirety
- list of review source(s) consulted
- statement of majority opinion
- committee's final decision

Issued 9/20/16

**Colleton County School District**

## Appendix D: Copyright/Fair Use Guidelines

### Notice-Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not “used for any other purpose other than the private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copy law.

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

### Copyright/Fair Use Guidelines

Guidelines of Classroom Copying:

These guidelines on classroom copying from books and periodicals are interpretations of the January 1978 Copyright Law (P.L. 94-553) and are based on the guidelines developed by the National Commission on New Technological Uses of Copyrighted Works (COUNT). They apply to all photocopying.

Single Copying for Teachers:

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or to use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use:

Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, providing that:

- A. Meets the tests of brevity and spontaneity
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright.

## Appendix E: AR EGAD-R Copyright Compliance

### AR EGAD-R Copyright Compliance (<https://boardpolicyonline.com/?b=colleton>)

Issued 8/16

The district will maintain detailed regulations governing the use of copyrighted materials in each media center. It is the responsibility of the school principal to schedule an annual review of the copyright law at school staff orientation. It is the responsibility of the media specialist to keep the school staff informed on the use of copyrighted materials.

#### **Fair use**

In determining whether use of copyrighted materials without permission in any particular case is "fair use", the following factors are to be considered.

- the purpose and character of the use, including whether it is for nonprofit/public educational purpose(s)
- the nature of the copyrighted materials
- the amount and substantiality of the portion used as compared to the copyrighted materials as a whole
- the effect of the use on the potential market for, or value of, the copyrighted materials

#### **Permission for reproduction**

Written permission from the copyright holder should always be obtained prior to the use of the material. Permission to copy must include this information.

- title, author and/or editor and edition of materials to be duplicated
- exact material to be used giving amount, page numbers, chapters and, if possible, a photocopy of the material
- number of copies to be made
- use to be made of duplicated materials
- form of distribution (classroom, newsletter, etc.)
- whether or not the material is to be sold
- type of reprint (photocopy, digital, etc.)

If written permission for reproduction is not received, the copyrighted material may not be used.

Credit the source of all copyrighted material by indicating the copyright symbol and year, © 20\_\_ and the copyright owner's name on the materials. State "with permission" if permission for reproduction has been granted.

## **Guidelines for reproduction and use of copyrighted material in print**

Teachers may make or have made a single copy of the following for instructional uses.

- a chapter from a book
- an article from a newspaper or periodical
- a short story, essay or short poem, whether or not from a collective work
- a chart
- a graph
- a diagram
- a drawing cartoon
- a picture from a book, periodical or newspaper

Teachers may make multiple copies of the following for classroom use or discussion provided all of these requirements are met.

- The copying meets the tests of brevity and spontaneity as defined below.
- The copying meets the cumulative effect test as defined below.
- Each copy includes a notice of copyright.
- A teacher may not make a copy of the copyrighted material for every student he/she teaches. One class set may be made, distributed for the class instructional activity, taken up following the instructional activity and then destroyed. The class set may be used in each class for which the copyrighted material is appropriate. This restriction also applies to any copies made for staff development sessions.

### *Brevity*

- a complete poem of less than 250 words
- an excerpt of no more than 250 words from a longer poem
- a complete prose work if it is less than 2,500 words
- an excerpt of no more than 500 words from a prose work of between 2,500 and 5,000 words
- an excerpt of not more than 10 percent of a prose work of between 5,000 and 10,000 words
- an excerpt of not more than 1,000 words from a prose work which is greater than 10,000 words
- one illustration per book or periodical use
- not more than two pages and 10 percent of the words of "special works" which are poetic or prose works which combine illustrations and less than 2,500 words (such as many children's books)

A teacher may not scan a book to create a digital copy of the book for use in the classroom, media center or other location.

A teacher may not make a recording of a book without prior express written permission of the copyright owners.

**NOTE:** Numerical limits may be exceeded in order to complete a line of poetry or a paragraph of prose.

### Spontaneity

The copying must be at the instance and inspiration of the individual teacher.

The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are too close in time that it would be unreasonable to expect a timely reply to a request for permission.

The copying of the material must be for only one course in the school in which copies are made.

### Cumulative effect

Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

Not more than nine instances of such multiple copying for one course may occur during one class term.

**NOTE:** The limitations stated in the last two items above will not apply to current news periodicals and newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

Teachers may use copyrighted material in opaque projectors or document cameras for instructional purposes.

The right to change the chart, picture, cartoon or illustration into a poster, slide, transparency, and video or wall graphic (also called the right of adaptation) rests with the copyright holder. Modification of the original does not protect the user from liability.

### **Guidelines for reproduction and use of copyrighted music**

Teachers may make a single copy of a song, movement or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.

Teachers may make multiple copies for classroom use of an excerpt of not more than 10 percent of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical

work which would constitute a performable unit such as a complete section, movement or song.

In an emergency, teachers may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided purchased replacement copies will be substituted in due course.

Teachers may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

Teachers may make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.

Teachers may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics will not be altered or added if none exist.

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose will be instructional rather than for entertainment.

Performances of non-dramatic musical works which are copyrighted are permitted without the authorization of the copyright owner under the following conditions.

- The performance is not for a commercial purpose.
- None of the performers, promoters or organizers is compensated.
- Admission fees are used for educational or charitable purposes only.

All other musical performances require permission from the copyright owner.

## **Guidelines for off-air recording**

### *Instructional television programs*

Unlimited use designates a series that is leased or owned by the department of education. Programs in the series may be taped off-air and retained on tape for as long as the series is contained in the resources book.

Designated time period use designates a series that may be taped off-air and retained on tape for a long as that series airs on the school television schedule. Broadcast and record rights are negotiated periodically; school personnel are notified when the tapes are to be erased. The South Carolina State Department of Education Instructional Television in the Office of e-Learning prints in its resources catalog the specific rights for each series.

The Office of e-Learning has no copyright jurisdiction over programs not airing on the ITV schedule. It does, however, have jurisdiction over the use of state-owned equipment for airing these programs and has adopted the following policy concerning Distance Educational Services (DES).

State-owned and supplied equipment in these operations may only be used to record, transmit or broadcast state board of education approved resources (those contained each year in the ITV/R resources book or otherwise added during a year to the ITV schedule by the office of instructional technology).

### Non-school television programs

A broadcast may be recorded simultaneously with the broadcast transmission and retained for a period of 45 calendar days after the date of recording. Recordings must be erased or destroyed at the end of the 45 days.

Teachers may use broadcast recordings once in the course of relevant teaching activities and repeat the use once for instructional reinforcement during the first 10 consecutive school days within the 45-day retention period.

After the first 10 consecutive school days, recordings may only be used up to the end of the 45-day retention period for evaluation purposes by teachers. This evaluation is to be used to determine the likelihood of using programs in the series or in purchasing a copy of the program.

Broadcast recordings must be done only at the request of individual teachers. Recordings may not be made in anticipation of requests and no program may be recorded more than once at the request of the same teacher, regardless of the number of times the program is broadcast.

- A limited number of copies may be reproduced from each recording to meet the needs of teachers under these guidelines. Each such copy will be subject to all provisions governing the original off-air recording.
- The content of recordings may not be altered or merged, but recordings need not be used in their entirety.
- All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Off-air recording guidelines apply only to non-profit educational institutions.

### **Guidelines for use of commercial movies**

#### Instructional uses

Fair use guidelines allow for the use of commercial movies for instructional purposes without securing public performance rights as long as the following criteria are met.

- The recording (e.g., VHS, DVD) is a true and legal copy, not one dubbed from another source or from a premium television channel (e.g., HBO, Disney, TMC).
- The recording is used as part of face-to-face instruction during the instructional unit/lesson to which it applies.
- The recording directly relates to the teacher's curriculum and academic standards.

- The use of the recording is noted in the teacher's lesson plans as to how the viewing of the movie supports the goals and objectives of the unit/lesson.
- Students are involved in learning activities associated with the viewing of the movie.

Commercial movies may not be edited for showing in the classroom.

### Non-instructional uses

Public performance rights must be secured in advance for any non-instructional use of commercial movies on school property. This applies to school events and activities (e.g., school/ district-sponsored afterschool programs, PTO meetings, family literacy nights, fundraisers) and to community events and activities (e.g., afterschool programs sponsored by community organizations, churches, Scouts) held in district-owned buildings.

### **Guidelines for reproduction and use of copyrighted audiovisual material**

No type of audiovisual work may be copied in any form without permission from the copyright holder. However, a teacher may make a single copy of an entire recording or a portion thereof, but only for the purpose of constructing aural exercises or examinations. Such copies must be retained by the school and/or by the teacher and may not be used in a performance.

### Audiovisuals/Videos

The audiovisual section of the copyright provides a type of fair use exemption for schools. All of the following conditions must be met before a performance is considered exempt from public performance requirements.

- The performance must be presented by instructors of students.
- The performance must occur in the course of face-to-face teaching activities.
- The performance must take place in a classroom or similar place for instruction (including the library).
- The performance must be of a legally acquired (or legally copied) copy of the work. (The presenter is protected from liability for illegal copies if the presenter is unaware that the copies were not legally acquired or made.)

The teacher must use videotapes/DVDs in accordance with labels on audiovisual materials. Restrictions printed on videotapes/DVDs are binding. Use is subject to licensing or other written permission.

### **Guidelines for reproduction and use of copyrighted materials in media center**

A media center may make a single copy of the following.

- an unpublished work which is in its collection

- a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price

A media center may provide a single copy of copyrighted material at no cost to a student or staff member. The copy must be limited to one article of a periodical issue or a small part of other material, unless the media center finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy will contain the notice of copyright and the student or staff member will be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in the sections on material in print.

### **Guidelines for reproduction and use of microcomputer software**

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of that computer program under these circumstances.

- A new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and it is used in no other manner.
- Such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

### **Plagiarism and copyright infringement**

Employees will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the writer's.

Employees will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, employees must follow the expressed requirements. If an employee is unsure whether or not a work can be used, he/she should request in writing permission from the copyright owner.

Employees will not copy/install district owned software on personal computers at work or at home. This is a violation of the federal copyright law.

Employees will not install single user software on more than one machine. This is in violation of the federal copyright law.

Employees will not install personal software and/or personal computer equipment on district owned computers and/or the district network system. If an employee does install personal software on a district-owned computer, then he/she has transferred ownership of that software to the district.

## Copying limitations

Circumstances will arise when personnel are uncertain whether or not copying is prohibited. In those circumstances the superintendent (or designated copyright compliance officer) should be contacted. Nonetheless, the following prohibitions have been expressly stated in federal guidelines.

- Reproduction of copyrighted material will not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by district action, there will be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Personnel will not do the following.
  - Use copies to substitute for the purchase of books, periodicals, music recordings or other copyright material except as permitted by district procedure.
  - Copy or use the same item from term to term without the copyright owner's permission.
  - Copy or use more than nine instances of multiple copying of protected material in any one term.
  - Copy or use more than one short work or two excerpts from works of the same author in any one term.
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice.

### **THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.**

- Personnel will not reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.

## **Colleton County School District**