



Student Rules

- ❑ Students are required to enter with an **official standard pass** (no scraps of paper please!)
 - The **official standard pass** must include their names (**only one name per pass**), time, date, destination, and your signature.
- ❑ Show library staff your pass and sign-in.
- ❑ Students **must be engaged in constructive work**—homework, browsing, reading, etc.
- ❑ Students **must work quietly**, not necessarily silently, in order to not disrupt others
- ❑ **All of the individual schools' rules apply in the library** as well as in the respective school
- ❑ **No food or drink in the library.**
- ❑ Treat the library space, materials, staff, and fellow students with respect.

- ❑ **Leave materials on desks after using them**—the library staff will reshelve books.
- ❑ Students may check out 3 books at a time for 2 weeks. If they have an overdue library book, from any library in the district, they will not be able to check out any more books until either that book is returned or is settled with the librarian.
- ❑ Students **must use their ID's** (when they become available) to check out library books.

Teacher Policies

- ❑ Teachers **must sign-up** on the SharePoint calendar (http://intranet/personal/rcsd_2009011/Lists/Cybrary%20Schedule/Class%20Schedule.aspx), **in advance**, to use the library and/or Cybrary (Library Lab).
- ❑ If you are planning a project in the library, **please fill out a Library Collaborative Planning Form** and submit it to the school librarian or plan a time to sit with him and fill it out. Add a copy of your assignment that you will pass out to the students. This should be done a week ahead of time to be sure all resources needed are available. The library can obtain additional resources through Interlibrary Loan

if enough advance notice is given. In addition, the librarian will be using these forms to plan for future library-collection development.

- ❑ Students are required to enter with an **official standard pass** (no scraps of paper!)
- ❑ Their passes must include their names (**only one name per pass**), time, date, library (or any variation of that—i.e. lib, etc.), and your signature.
- ❑ Teachers may only send four student down per period, and they must be **engaged in constructive work**
- ❑ If students need supplies or materials, send them with the students; **materials, such as staples, glue, scissors, marker, and paper will not be provided.**
- ❑ When students come in with a staff member, it is expected that the **staff member will monitor the students' behavior.**
- ❑ All **materials removed from the library must be checked out** to ensure equitable access to materials and to ease your students and fellow teachers' search for materials.



Library Computer Policy

We have eleven computers in the library for student use and thirty-one computers in the Cybrary for class use. The computer policy is as follows:

Students must:

- ❑ Have an Internet-Acceptable Use Policy (AUP) signed by a parent/guardian on file.
- ❑ Use the computer for **educational purposes only**.
 - NO MUSIC, EMAIL, GAMES, CHAT ROOMS, or DOWNLOADING
- ❑ Print information for **school projects only**.
 - NO GAME CODE CHEATS, MUSIC LYRICS, and PICTURES (unless related to a school project—ask first!)
- ❑ Be the only one at your computer (unless working with a partner on a project—ask first)



FDC Library Mission Statement

The philosophy of the school library recognizes the student as an individual with an inquiring mind who needs a wide variety of media to meet his needs, interests, and abilities. The student further needs to develop the ability to select, use, and evaluate all types of media to become an independent user of the library and a life-long learner.

The professional staff responsible for the philosophy of the library is the school librarian. The school librarian implements the library program by:

- ❑ Serving as instructional resource consultant and materials specialist to students, teachers, staff, and parents.
- ❑ Involving students, teachers, and other professional staff in the selection of materials for the library and its program.
- ❑ Making all materials easily accessible to students, teachers, staff, and parents.
- ❑ Assisting teachers and students to acquire materials that supplement those available from other sources.
- ❑ Working with teachers in curriculum development and planning.
- ❑ Working with teachers to design instructional experiences.
- ❑ Teaching effective use of media and instructional technologies to students, teachers, and staff.
- ❑ Assuming responsibility for providing instruction.
- ❑ Assisting students in developing competency in listening, viewing, and reading skills.
- ❑ Helping students to develop good study habits, to acquire independence in learning, and to gain skill in the techniques of inquiry and critical evaluation.
- ❑ Guiding students to develop desirable reading, viewing, and listening patterns, attitudes, and appreciation.
- ❑ Providing teachers with pertinent information regarding students' progress, problems, and achievements, as observed in the library.
- ❑ Acting as a resource person in the classroom when requested by the teacher.

Welcome to Our Library



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*The Northeast College
Preparatory High
School and the
Northwest College
Preparatory High
School at the Frederick
Douglass Campus
Library*

Library hours:
8:30-3:00pm Monday-Friday

Staff:
Carl Gouveia, School
Librarian
Phone: x1180
E-mail:
carl.gouveia@rcsdk12.org

Circulation Desk Phones:
x1170 & 1171

School
Librarian