



Honoré Ligarde Elementary  
**LIBRARY MEDIA CENTER**

2800 S. Canada Ave. \* Laredo, Texas 78046\* PH: (956) 273-3928\* FX: (956) 273-3995  
Ms. Tina D. Ramirez, Library Media Specialist \* [tdramirez@laredoisd.org](mailto:tdramirez@laredoisd.org)

2019-2020

Library  
Handbook



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Ms. Tina D. Ramirez, Library Media Specialist \* [tdramirez@laredoisd.org](mailto:tdramirez@laredoisd.org)

Ms. Elba Contreras

Principal

Mr. Joseph Byrd

Assistant Principal

Ms. Tina D. Ramirez

Library Media Specialist

Ms. María G. Hinojosa

Library Aide



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This Handbook is for faculty and staff members at Honoré Ligarde Elementary. 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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## **I. Library Hours**

### **Library Hours:**

Monday-Thursday  
7:15-3:30

Fridays  
7:15-3:15

### **Library Extended Hours**

Monday-Friday  
7:15-7:45

Wednesdays (Students must be accompanied by parents)

3:30-5:00



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## **II. Patron Policies**

### **a. Patron Rules:**

1. Enter, work, and leave quietly.
2. Keep hands, feet, and objects to yourself.
3. No food, candy, gum or drinks in the library.
4. Sit in designated areas.
5. Always walk in the library.
6. Take good care of library materials.
7. Return library materials on time.
8. All patrons must present their library card at time of check out. No exceptions!
9. Every patron is responsible for the library materials checked-out under their name.

**b. Library Cards**

Every patron will be issued a library card by library staff. Library cards for students will be issued to their homeroom teacher on their first library class visit. Homeroom Teachers are encouraged to make copies of library cards to replace lost or damaged cards. Please advise library staff of newly enrolled students. There will be a sign-up sheet for replacement cards available at the circulation desk. Most Laredo Independent School District employees can use their L.I.S.D. identification card to check out library materials.

### **c. Classes**

All classes must be accompanied by the classroom teacher. Lists of materials should be submitted a minimum of a week prior to ensure availability of library materials.



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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**

<b>Library Material</b>	<b>Call Number</b>	<b>Description</b>
Fiction Books	F	Fictional books aren't true stories; can be based on 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
Read Alongs	RAL	Read-Along Audio CD Included with story books; available for 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.
Big Books	BB	Big books content can fictional or non-fictional; large print; great for read aloud
Board Books	BDBK	Board books are meant for children ages 0-4 years; content mostly fictional
Magazines		(* See index for list of magazine subscriptions)
Newspapers		(* See index for list of newspaper subscriptions)
e-Books	EBK	Capstone, Follett Shelf, MackinVia

- 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 &amp; Clark, U. S. Presidents, Countries, and U.S. states</i>

### c. Circulation

<b>LIBRARY MATERIAL TYPE</b>	<b>CALL NUMBER</b>	<b>CHECK OUT ALLOTTED TIME</b>
EASY	E	2 WEEKS
FICTION	F	2 WEEKS
BIOGRAPHIES	B	2 WEEKS
SPANISH	SP	2 WEEKS
DEWEY DECIMAL	000-999	2 WEEKS
READ ALONGS	RAL	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 digital cameras, document cameras, projectors, laptops, camcorders, 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 ensure 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 librarian 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 librarian will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise.
- \* The librarian has the right to refuse services which violate current copyright laws, rules, or regulations.

## **g. Videos**

Movies are available for instructional use. Please fill out video request form and adhere to district polices. 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)



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### **V. Accelerated Reader Guidelines**

The Accelerated Reader program is a reading incentive program used by Laredo ISD to encourage and reward reading for pleasure. It also promotes a life-long love of reading and improves reading comprehension skills.

#### **Program Goals**

- To motivate students to improve their reading ability by increasing their reading practice.
- To offer a management system to teachers that allows every student to read at their independent level.
- To provide a tool to measure whether students have comprehended what they have read.
- To increase overall test scores as students become better learners and better readers.

To ensure the success of this program, the district is requiring that all students participate and follow the guidelines listed below:

#### **Student Guidelines**

- Students will read and quiz on books at their appropriate reading level.
- Students must take quizzes independently with the exception of PK3, PK4, and Kinder. If a student PK3-Kinder is reading at a pre-primer level or above, the student may quiz independently.
- Students are encouraged to meet and/or surpass their goal.
- The book being quizzed on must remain closed while the student is testing.
- Students may not take quizzes for other students and/or share answers to quizzes.
- Students are not required to take a quiz on every book they check-out; nevertheless, they must read the book in its entirety before taking a quiz.
- Students must keep their password PRIVATE.
- AR quizzes may be taken at the student's home campus, including the computer lab, the library, and the student's respective classroom(s). In addition, quizzes

may be taken at any elementary or middle school library during school hours including extended day.

- Students who choose not to follow these guidelines will face the following consequences:
  - The quiz or quizzes involved will be deleted.
  - The student will not be eligible to receive AR incentives/Awards.
  - Upon not following the guidelines for a second time and in addition to the above consequences, students will not be allowed to quiz for a period of 5 days.

### Parent Guidelines

It is recommended that parents help their child(ren) reach the district's reading goals and recognize them when they reach those goals. The district provides extended library hours at all campuses which offer a great opportunity for parents to support their child(ren) with this program.

- Parents should encourage their child(ren) to read books at their appropriate reading level.
- Parents may not assist their child(ren) with quizzes. They must remember that students are to quiz independently.
  - Parents are allowed to read the AR questions and answer choices out loud to their children enrolled in PK4 through 1<sup>st</sup> grade.
- Parents will be responsible for providing the Student Record Report generated from the AR program for points previously earned by their child(ren) at schools outside of Laredo ISD. This report must be signed by the librarian from the previous school.

### Administrator/Faculty Guidelines

- The Accelerated Reader program will run from the 1<sup>st</sup> day of school to the 1<sup>st</sup> week of the 6<sup>th</sup> Six Weeks.
- The administrators, teachers, and librarians will encourage and promote the Accelerated Reader program.
- The administrators, teachers and librarians will set high expectations for all students.
- Teachers may recommend PK3-Kinder students to be enrolled in the AR program.
- Students are not required to take a quiz on every book they check-out; nevertheless, they must read the book in its entirety before taking a quiz.
- Teacher and Librarian will ensure that students are taking a quiz at students' appropriate reading level.
- Teachers will allow the students to quiz at their Zone of Proximal Development (ZPD) determined by the STAR Reading Test.

- Books must remain closed while the student is taking the quiz (unless otherwise stated in a student's IEP).
- Teachers will provide English Language Learner (ELL) students (in U.S. schools, 1-3 years) the opportunity to read and quiz on books below grade level in their first language for a maximum of two six weeks.
- Teachers will provide ELL students the opportunity to read books in English at or slightly above their level of English proficiency in Reading (TELPAS Beginning, Intermediate, Advanced and Advanced High).
- Librarian will provide documentation (report indicating students' points and average) to the campus administrators and teachers during weekly planning to monitor participation.
- Teachers will include AR points, goal, and average in students' report card every six weeks.
- Each campus is required to have a minimum of 75% of students enrolled in the AR program meet their AR goal as specified in the chart below.

#### Goals and Incentives

- During the 2<sup>nd</sup> week of the 1<sup>st</sup> Six Weeks, a district wide Accelerated Reader kick-off will be held at each campus.
- Students will be expected to earn a minimum amount of points at the minimum percentage passing as indicated below by the end of the year.
- Incentives for students will be awarded at their respective campuses.

The chart below shows the goals per grade level for each student.

#### Laredo ISD Accelerated Reader Goals

<b>Grade</b>	<b>End of Year Minimum Points Per Student</b>	<b>Minimum Percentage Passing Per Student</b>	<b>Minimum Percentage Passing Per GT Student</b>
PK3 - K (whole class)	56	77%	85%
1 <sup>st</sup> Grade	56	77%	85%
2 <sup>nd</sup> Grade	66	77%	85%
3 <sup>rd</sup> Grade	81	77%	85%
4 <sup>th</sup> Grade	91	77%	85%
5 <sup>th</sup> Grade	101	77%	85%

Meeting these goals will have a positive impact on the student's reading success.



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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**
- **List of Periodicals and Newspapers**
- **Video Request Form**
- **A/V Equipment Checkout Form**



LAREDO INDEPENDENT SCHOOL DISTRICT  
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## 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

Title	Frequency	Issues	Start	Expire
Good Housekeeping	Monthly	12	04/01/2019	03/31/2020
Highlights for Children	Monthly	12	04/01/2019	03/31/2020
Humpty Dumpty's Magazine	Bi-Monthly	6	04/01/2019	03/31/2020
Jack & Jill	Bi-Monthly	6	04/01/2019	03/31/2020
Library Journal	Bi-Weekly	20	04/01/2019	03/31/2020
Mailbox Gold - Grade 1 (Single User)	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Gold - Grade 2-3 (Single User)	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Gold - Intermediate (Single User)	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Gold - Kindergarten (Single User)	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Magazine Grade 1 Edition	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Magazine Grades 2-3 Edition	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Magazine Intermediate Edition	Bi-Monthly	6	04/01/2019	03/31/2020
Mailbox Magazine Kindergarten Edition	Bi-Monthly	6	04/01/2019	03/31/2020
National Geographic Kids	Monthly	10	04/01/2019	03/31/2020
Ranger Rick	Monthly	10	04/01/2019	03/31/2020
Sports Illustrated For Kids	Monthly	12	04/01/2019	03/31/2020
Texas Monthly	Monthly	12	04/01/2019	03/31/2020

Caracola (Spanish Edition)	Irregular	10	04/01/2019	03/31/2020
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**LIST OF NEWSPAPERS**

	<b>Name</b>	<b>Start Date</b>	<b>End Date</b>
<b>1</b>	<b>The Laredo Morning Times</b>	<b>10/2/2019</b>	<b>06/01/2020</b>



## 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 12<sup>th</sup> 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):**

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**TEKS Addressed:**

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**Pre-scripted Level 2 or 3 Question:**

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**Writing Activity to follow viewing:**

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---

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:

---

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\_\_\_\_\_  
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