



Lakeview Fundamental Library Handbook



Library Media Vision: We foster discerning life-long learners by providing instruction and resources equally for all students.

Library Media Mission: The Mission of the Lakeview Library Media Program is to ensure that all students and staff are effective users of ideas and information. This mission is accomplished by:

- Providing intellectual and physical access to materials in all formats.
- Providing instruction that fosters competence and stimulates interest in reading, viewing, and using information and ideas.
- Working with other educators to design learning strategies to meet the needs of individual students.

--Information Power: Guidelines for School Library Media Programs (1988) p.1

Information for Students and Parents:

The library and lab are open from 8:00 to 2:45. Throughout the day the library is used by classes for storytime, labtime or checkout. Students may drop in the library if needed during the day at their teacher's discretion.

Materials available for checkout:

Our library has approximately 8,500 books for checkout. Additionally, ebooks and emagazines are available from three resources, the Lakeview collection, Sora, or MackinVia (provided by the County and accessed through CLEVER) Students may request books from other Pinellas County Schools through the librarian.

Primary students are asked to select one book only at a time in the Fall semester to help foster responsible return of books. As the year goes on, students may checkout several. Books for projects in the classroom are not restricted or counted as personal checkouts. Older students are only limited if they have overdue books.

Parents may checkout books on their child's account.

Overdue or Damaged books:

There are no fines for overdue books. Most students keep their books for 1-2 weeks. Reminders are sent out from time to time.

Parents are responsible for replacement of books either lost or damaged beyond repair. Replacement cost will depend on the age and condition of the book.

Payment must be made by check or cash before the end of April. If the book is found, please return it with the payment receipt for reimbursement. If there is a hardship, please contact the librarian.

Students with several overdues may not check out additional books until the record is clear.

Lakeview Library Lab

The library lab had 18 laptops for classroom use and testing. After school clubs may use them with permission. Students may use them before school if they need to look up a book or catch up on their schoolwork.

There are expectations outlined in the Pinellas County Student Handbook regarding responsible use of technology. You can access those rules here:

<https://www.pcsb.org/Page/33560#:~:text=Students%20and%20families%20sign%20an,technology%20and%20digital%20learning%20privileges.>

Students using the lab are asked not to access anything that is not within CLEVER. They are expected to not have food or drink near the computers and to not remove the laptops from the table.

The librarian will supervise computer use before school, the teachers supervise during labtime and afterschool use depends on the adult in charge.

Electronic Resources:

All county subscription-based resources are available through CLEVER. These resources are curated and deemed useful and safe for our students. Teachers may add links they find useful to CLEVER after carefully vetting the website. Students are not encouraged to use Google or commercial websites for safety and privacy reasons. There are times, when, for research, students may need to use resources not in CLEVER, but should do so with guidance from their teachers and parents.

Our library database is Follett Destiny Discover. Students can find this in Clever. In Destiny they can look up books, access ebooks, emagazines, and student databases. Students may put books on hold and make personal wish lists while logged into Destiny. From home, go to www.pcsb.org/Clever.

Information for teachers:

Please use the Follett Destiny Database in CLEVER to search for resources you need for instruction. Or you can email the librarian smithsar@pcsb.org to search for you. You have access to all the books and resources in the County. Planning ahead means you are likely to get all the resources you need in a timely way,

You may checkout materials for as long as you need. Teachers are not charged fines or replacement fees, but timely reporting of loss is appreciated so a replacement can be found.

If you have special requests, contact the librarian before monies are spent in October. After October requests will be met as long as Book Fair, Teacher Lead and PTA funds last.

Research support is available to you. I can teach various lessons on the IIM model of research, responsible use of intellectual property, collaborative and communication tools in O365 and help students access the many great subscription-based resources available in CLEVER. Reach out to schedule a visit.

Staff are expected to respect copyright when copying or using materials. Refer to the County manual here:

https://www.pcsb.org/cms/lib/FL01903687/Centricity/domain/170/board%20policy%20stuff/Copyright_Manual2014_Multi-Media%20Use.pdf

We have a well-stocked Literacy Circle Shelf for your use with small groups in your classroom. Please request certain titles early in the year. County funds cannot be used for purchase of multiple copies, so get your request in before extra funds run out.

