

**Library Information Services Handbook
Fairfax County Public Schools
August - 2005**

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PURPOSE OF HANDBOOK FOR LIBRARY MANAGEMENT

The objective of this handbook is to provide the basic information needed to run a successful program. It includes general background information on county procedures, state mandates, and the operations of the Library Information Services, the Multimedia Service Center and related offices.

Each library media specialist is responsible for keeping the handbook current, adding sections and updates as they are posted on the FCPS IS Library Media Specialists' web site <http://www.fcps.edu/DIS/LMS>. Suggestions about the content of the handbook may be sent to the Library Specialists in Library Information Services.

The Handbook for Library Management should accompany the library media specialist when transferring to another school within the county. The handbook should be returned to Library Information Services upon retiring or resigning from the county, so that it may be recycled.

OVERVIEW OF INSTRUCTIONAL SERVICES DEPARTMENT Fairfax County Public Schools, Virginia

The office of the Assistant Superintendent for the Instructional Services Department (ISD) is located at the Leis Center, 7423 Camp Alger Avenue, Falls Church, VA. Library Information Services is part of the Office of Elementary Instruction.

Ann Monday Assistant Superintendent, ISD
703-208-7700

Mary Ann Ryan Director, Office of Elementary Instruction
703-846-8616

The Library Information Services offices are located at the Instructional Program Support Center, 6732 Industrial Road, Springfield, VA. Susan Thorniley is the Coordinator of Library Information Services, 703 916-6922.

The Multimedia Service Center is located at the Sprague Technology Center, 4414 Holborn Avenue, Annandale, VA. Donna Franklin is the Coordinator of the Multimedia Service Center, 703-503-7503.

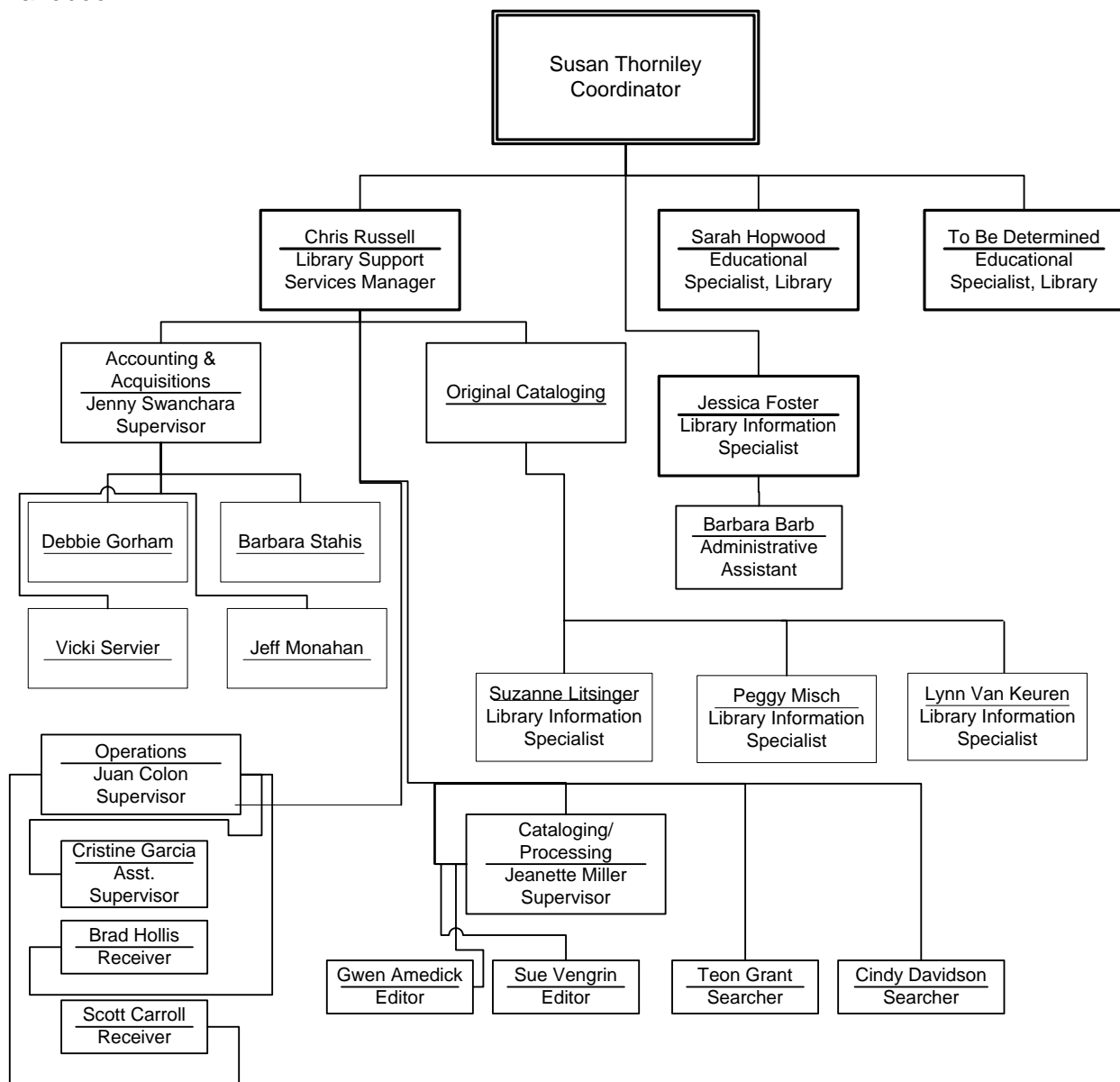
The FASTeam sections of the Office of IT Support Services, DIT, are located at Wilton Woods Center, 3701 Franconia Road, Alexandria, VA 22030. Alan Brody is the Coordinator of the IT FASTeam, 703-329-7552. The IT FASTeam phone number is 703-329-7437, fax: 703-329-9395.

To e-mail any staff member in Information Technology, use their First name.Last name followed by the trailer @fcps.edu (John.Smith@fcps.edu).

LIBRARY INFORMATION SERVICES

Library Information Services is comprised of three areas that support the school library media specialists. **Library Support Services** (LSS) includes accounting and acquisitions, cataloging, processing, and shipping and receiving. The **Education Library** houses a collection of over 16,000 books on education or related topics as well as providing 250 print professional journals and education related magazines. The **Library Educational Specialists** develop and implement staff development, training, and inservice programs for all FCPS library media specialists.

The following chart provides names of those individuals in Library Information Services. Additional information and contact information can be found on the Contact List found in this handbook.



EDUCATIONAL SPECIALISTS, LIBRARY

<http://www.fcps.edu/DIS/LMS/>

Sarah Hopwood
703-916-6930
Sarah.Hopwood@fcps.edu

To Be Determined
703-916-6931

The library media centers in Fairfax County Public Schools offer exemplary support to the instructional program, students, and teachers by providing supplementary materials, information retrieval skills, and reading enrichment guidance. The *Library Management Handbook* is designed to provide FCPS librarians with the information needed to operate their libraries. This publication, and the above Web Site, is maintained by the Library Specialists for Library Information Services in Instructional Services. They are responsible for developing and coordinating activities to support the FCPS librarians and the library program. Below is a partial list of the tasks and activities that the Library Specialists perform:

- ❑ Develop and implement a comprehensive staff development program to train librarians in applications and skills that are unique and necessary to fulfil their responsibilities. This includes all library in-services, curriculum presentations, and training for librarians new to FCPS.
- ❑ Provide information and feedback to the offices that support school libraries (Library Information Services, Multimedia Service Center, IT FASTeam, Field Services.)
- ❑ Assist in the recruitment and hiring of new librarians. This includes: interviewing librarian candidates, making recommendations to Human Resources, establishing relationships with library schools in the area, placing practicum student librarians, and advising principals.
- ❑ Coordinate and assign mentors to librarians new to Fairfax County Public Schools.
- ❑ Provide assistance in the renovation and opening of new school libraries.
- ❑ Assist in preparation and defence of the budget request for library materials and supplies.

ADVISORY COMMITTEES

Opportunities are available to librarians to serve in an advisory capacity on committees that help to form policy and discuss issues affecting various aspects of the librarian's job.

The list below describes the committees' role and structure and provides a contact name and number for further information. If you would like to be a member of a committee, or if you would like to recommend someone, please contact the person listed below. Serving on committees demonstrates a leadership role for the area of Professionalism in the FCPS Performance and Assessment cycle. Recertification points for Virginia Licensure may be available to committee members under Option 10, Professional Development Activity. See the <http://www.pen.k12.va.us/VDOE/newvdoe/teached.html> for details.

Cable Advisory Panel (CAP)

This panel is composed of representatives from a variety of FCPS departments and outside organizations such as Cox Communications and Cable in the Classroom. CAP membership also includes producers/directors, program developers, teachers, librarians, curriculum specialists, coordinators and directors from the Departments of Information Technology, Instructional Services, Special Services, and the Office of Community Relations.

CAP members meet quarterly to provide direction concerning which cable TV programs FCPS will produce each coming year. They are an integral and invaluable part of the planning process. CAP members also "adopt" and evaluate FCPS productions. Meetings are held at Sprague Technology Center from 4:00 - 5:30 p.m., with the exception of the half-day working retreat (scheduled to be held in the spring) that meets from 8:00 a.m. – 12:30 p.m.

Contact: [Laura Romstedt](#) 703-530-7426.

Cataloging Advisory Group (CAG)

This group consists of staff members from Library Support Services and a representative group of school librarians who are willing to contribute their suggestions regarding classification and/or subject heading decisions in FCPS library catalog. The school librarians also serve as liaisons for other FCPS librarians. The Cataloging Advisory Group meets approximately once every 2 months and communicates via email as needed.

Contact: [Peggy Misch](#) 703-916-6902

Librarians' Web Page Committee

The web page committee is comprised of librarians representing all levels of FCPS schools. The group, which meets quarterly, works on the design and maintenance of the FCPS Librarians' Web Page with the goal of providing all county librarians with quality web-based resources for professional use. The committee welcomes suggestions for updates and additions from all librarians.

Contact: To Be Determined 703-916-6931

Library Advisory Council (LAC)

This group of librarians advises on library program policies. There will be 16 school-based librarians on the committee: one elementary representing each of the eight clusters, four middle school librarians, and four high school librarians. LAC will meet three times during the year. The members must apply each year. The members will help coordinate the elementary, middle and high school staff development meetings. In addition, they will be involved in providing staff development opportunities for librarians and library paraprofessionals and for facilitating interest groups. LAC will be chaired by the Coordinator of Library Information Services.

Contact: [Susan Thorniley](#), 703-916-6922

Library Technology Committee

This group consists of staff members the ITFASTeam and a representative group of school librarians who are willing to contribute their suggestions regarding the library automation system (SIRSI Ecole). The school librarians also serve as liaisons to other FCPS librarians. The Library Technology Committee meets quarterly and communicates via email as needed.

For more information contact the [IT FASTeam](#), 703-329-7552

Media Advisory Workshop (MAW)

MAW is comprised of library media specialists and teachers, as well as representatives from IT at Sprague Technology Center and Field Services. This dynamic committee is responsible for the recommendation and selection of media equipment carried on annual contracts. MAW Members meet quarterly at Sprague Technology Center to preview and evaluate the latest technology to support the instructional program. MAW is also the committee of record for the media equipment section of the *Guidelines for Equipping Schools*.

For more information contact [Mark Hyer](#) at 703-503-7428.

Read and Review

Elementary and secondary librarians may volunteer to read and then write reviews for newly published books sent to Library Support Services by publishers as a promotional endeavor. The two groups of librarians, elementary and secondary, meet throughout the year to discuss these fiction and non-fiction books and to make suggestions of titles librarians may want to consider adding to the school's library collection.

Contact: [Meg Garber](#) 703-645-6611 or [Leanne Hart](#) (elementary) 703-912-4400; [Becky Burgee](#) 703-506-2304 or [Priscille Dando](#) 703-924-8370 (secondary)

Check the Librarians' Web Page Calendar for these meeting dates as well as other important dates for all librarians.

<http://www.fcps.edu/DIS/LMS>

CONTACT LIST
General Questions about FCPS Library Program

[Sarah Hopwood](#), Library Specialist, 703-916-6930
 To Be Determined, Library Specialist, 703-916-6931

[Susan Thorniley](#), Coordinator, Library Information Services, 703-916-6922
[Donna Franklin](#), Coordinator, Multimedia Service Center, 703 503-7503
[Alan Brody](#), IT FASTeam, 703-329-7552

SERVICE	CONTACT	PHONE NUMBER
ACIS (Inventory System)	IT FASTeam mailto:ITFASTeam@fcps.edu	703 329-7552
Account Inquiries	Chris Russell	703-916-6922
Acquisitions (specials, ISBNs, prices, encyclopedias)	Barbara Stathis	703-916-6920
Audiovisual/Video Equipment Contract www.fcps.edu/MTS/AV_Contract/index2.htm	Mark Hyer	703 503-7428
Barcodes - Ordering	Debbie Gorham	703-916-6921
Barcodes - Delivery	Juan Colon	703-916-6925
Bindery	Juan Colon	703-916-6925
CAP (Cable Advisory Panel)	Laura Romstedt	703 503-7426
Cable Channel Programming Questions	Angela Jenkins Laura Romstedt	703 503-7427 703-503-7426
Cable Reception Problems: <ul style="list-style-type: none"> • Master Control for FCPS Cable TV • Emergency work orders • Serious/routine work order requests 	Mike Bell Shelly Jones Kevin McDonnell Maintenance Work Order	703 503-7527 703 764-2415 http://151.188.241.252/sitenet/wodefault.htm
Call Center (Network and Hardware Problems)	Or contact your TSSpec	703 279-8772
Cataloging Advisory Group	Peggy Misch	703-916-6902
Cataloging/Classification	Peggy Misch Lynn Van Keuren	703-916-6902 703-916-6904
Channel 42 Programming	Joanne Bloomingdale Edna Judy	703 503-7490 703 503-7497
Computer-Based Training (SmartForce)Orders	Edna Judy Pepsi Vongprachanh	703 503-7497 703 503-7495
Copyright	Laura Romstedt Angela Jenkins	703 503-7426 703 503-7427
Direct Shipment Invoices and Payment	Jenny Swanchara	703-916-6919

Ecole/Workflows	IT FASTeam ITFASTeam@fcps.edu	703-329-7552
Education Library http://www.fcps.edu/DIT/CPS/EducationLibrary/	Jessica Foster Barbara Barb	703 503-7420
Electronic Media Library	Joanne Bloomingdale	703 503-7490
<ul style="list-style-type: none"> Approved Videocassettes, Videodiscs & Audiocassette Libraries 	Joanne Bloomingdale	703 503-7490
<ul style="list-style-type: none"> Approved Instruction Materials (AIM) Database http://fcpsnet.fcps.edu/it/aim/ 	Joanne Bloomingdale Edna Judy Pepsi Vongprachanh	703 503-7490 703 503-7497 703 503-7495
<ul style="list-style-type: none"> Video Booking 	Edna Judy Pepsi Vongprachanh	703 503-7497 703 503-7495
FCPS-Produced Television Programs	Donna Franklin	703 503-7503
Forms <ul style="list-style-type: none"> Electronic 	FCPS Electronic Forms Cabinet	Contact local school office http://fcpsnet.fcps.k12.va.us/it/records/forms/
Funding of Library Materials, general questions	Chris Russell	703-916-6912
Grants, Department of Financial Services	Pam Tobey	703 246-2114
iBistro	IT FASTeam ITFASTeam@fcps.edu	703-329-7552
Item Building; Holdings and Item Record Building	Peggy Misch Lynn Van Keuren	703-919-6902 703-916-6904
Interlibrary Loan for Outside FCPS	Jessica Foster	703 503-7420
Librarian Inservice/Training	Sarah Hopwood To Be Determined	703-916-6930 703-916-6931
Librarians' Web Page http://www.fcps.edu/DIS/LMS/	To Be Determined	703-916-6931
Loan Pool for Media Equipment http://www.fcps.edu/MTS/loan.htm	Llexell Evangelista	703 503-7421
MAW (Media Advisory Workshop)	Mark Hyer	703 503-7428
Media & Training Services www.fcps.edu/MTS	Laura Romstedt	703 503-7426
Network/Hardware Problems	Call Center or Contact your TSSpec	703 279-8772
New Librarians	Sarah Hopwood To Be Determined	703-916-6930 703-916-6931
Online Database Subscriptions	Chris Russell	703-916-6912
Order Cancellations	Debbie Gorham	703-916-6921
Order Discrepancies	Vicki Sevier Jenny Swanchara	703-916-6917 703-916-6919

Periodical Subscriptions (EBSCO)	Barbara Stathis	703-916-6920
Processing of Library Materials	Jeanette Miller	703-916-6915
P.O. Numbers for Local Purchases	Debbie Gorham	703 503-7460
P.O. Status	Debbie Gorham Barbara Stathis	703-916-6921 703-916-6920
Procedures for Sending Items for Processing	Juan Colon	703-916-6925
Read and Review	Chris Russell Meg Garber, elementary Leanne Hart, elementary Becky Burgee, secondary Priscille Dando, secondary	703-916-6912 703-645-6611 703-921-2307 703 506-2304 703 924-8370
Renovation of Libraries	Susan Thorniley	703-916-6922
REOC (Replacement Equipment Oversight Committee) for Media Equipment	Mark Hyer Laura Romstedt Terry Woolsey	703 503-7428 703 503-7426 703 503-7503
Returns and Shipping Discrepancies	Juan Colon Jenny Swanchara	703-916-6925 703 916-6919
Network/Hardware Problems	Call Center or Contact your TSSpec	703 279-8772
Tape Duplication	Tot Nguyen	703 503-7493
TMPC (Teaching Materials Preparation Center) http://www.fcps.edu/MTS/TMPC/index.htm	Glendora Douglas Llexell Evangelista Steve Ortiz	703 503-7432 703 503-7421 703 503-7422
TV Studio Design and Procurement	Todd Blakeman	703 503-7499
<i>Tune In</i>	Faithe Smith	703 503-7404

Contact List updated July 2005

For questions on who to contact for a service not listed:

[Sarah Hopwood](#), 703-916-6930
To Be Determined, 703-916-6931

WHO'S WHO AMONG LIBRARIANS

Due to privacy issues a directory of librarians by school will be posted on the FCPS Library Public Folder.

OTHER USEFUL WEBSITES

Note: For an extensive directory of useful websites compiled by the FCPS Librarians' Web Page Committee, go to http://www.fcps.edu/DIT/library_services/index.htm.

Service	URL
Copyright	http://www.loc.gov/copyright/
FCPS Net Site Index (Intranet)	http://fcpsnet.fcps.edu/siteadmin/searchindex.htm
FCPS Phone Directory	http://fcpsnet.fcps.k12.va.us/ocr/phonebk/index.htm
FCPS Program of Studies /SOL	http://www.fcps.edu/DIS/pos/
FCPS Regulations and Policies	http://www.fcps.edu/Directives
FCPS Resource Guide	http://fcpsnet.fcps.edu/siteadmin/searchindex.htm (Choose "R" in this index)
Grants	http://www.fcps.edu/DIS/OSDT/awardsgrants.htm
Information Technology	http://www.fcps.edu/DIT/
Instructional Management System	http://www.fcps.edu/IMS
Instructional Technology Services	http://www.fcps.edu/DIS/OITS/index.htm
Internet Filtering	http://www.fcps.edu/InternetFiltering/
Internet Guidelines	http://www.fcps.edu/DOC/guide.htm
Outlook Web Access	http://owa2k.fcps.edu
Recertification (VA Licensure Renewal)	http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/remanual.pdf
Schools by Pyramid Cluster	http://www.fcps.edu/pyramid.htm
Technology Standards for Instructional Personnel (TSIP)	http://www.fcps.edu/dis/OITS/tsip/
Technology Support Service Center	http://fcpsdbnet.fcps.edu/tssc/
Virginia Department of Education	http://www.pen.k12.va.us
Virginia Standards of Learning	http://www.pen.k12.va.us/VDOE/Instruction/sol.html
Web Services	http://www.fcps.edu/curator/index.htm

ABBREVIATIONS/ACRONYMS

AACR2	Anglo-American Cataloging Rules, second edition
ACIS	Automated Computer Inventory System
ASLFC	Associated School Librarians of Fairfax County
AUP	Acceptable Use Policy
AV	Audiovisual
BIP	Books in Print
BTSB	Bound to Stay Bound
CAG	Cataloging Advisory Group
CAP	Cable Advisory Panel
CASPS	County and School Purchasing System
CBIP	Children's Books in Print
CBT	Computer Based Training
CIJE	Current Index to Journals in Education
DIT	Department of Information Technology
DRA	Developmental Reading Assessment
EBSCO	Elton B. Stevens Company (periodical subscriptions vendor)
EDSL	Education Decision Support Library
ERIC	Educational Resource Information Center
ESOL	English for Speakers of Other Languages
FASTeam	Functional Applications Support Team, Information Technology
FLE	Family Life Education
GMD	General Media Designation
GPO	Government Printing Office
GT	Gifted and Talented
IA	Instructional Assistant
IB	International Baccalaureate
ICF	Internet Content Filtering
INV-10	Invoice for Tape Duplication
IPR	Individual Professional Responsibility (secondary schools)
IPS	Instructional Program Support Center
ISBN	International Standard Book Number
ISSN	International Standard Serials Number
IS	Instructional Services (Department of)
IT	Instructional Technology (Department of)
LAC	Library Advisory Council
LCCN	Library of Congress Card Number
LCOF	Long County Order Form
LIS	Library Information Services
LSS	Library Support Services
MARC	Machine Readable Cataloging
MAW	Media Advisory Workshop
MTS	Media and Training Services

OCLC	Online Computer Library Center
OLC	Online Catalog
OP	Out of Print
OPAC	Online Public Access Catalog
OSA	Online Selection and Acquisitions/TLC
OS	Out of Stock
PO	Purchase Order
POS	Program of Studies, FCPS
REOC	Replacement Equipment Oversight Committee
SASlxp	Student Information System
SBTS	School Based Technology Specialist
SOL	Standards of Learning
SR&R	Student Rights and Responsibilities
SSM-5	Standard form used FCPS for non-repairable equipment
TMPC	Teaching Materials Preparation Center
TPEP	Teacher Performance Evaluation Program
TSSC	Technology Support Service Center (Call Center)
TSSpecs	Technology Support Specialists
TTT	Time-to-Teach (elementary schools)
VSEN	Virginia Satellite Educational Network
WWC	Wilton Woods Center

PROFESSIONAL ORGANIZATIONS FOR LIBRARY MEDIA SPECIALISTS

AASL American Association of School Librarians
(ALA)
<http://www.ala.org/aasl>

AECT Association for Educational
Communications & Technology
1025 Vermont Avenue, NW, Suite 820
Washington, DC 20005
202-347-7834
<http://www.aect.org>

ALA American Library Association
50 E. Huron Avenue
Chicago, IL 60611
1-800-545-2433
<http://www.ala.org>

ALAN Assembly on Literature for Adolescents
(NCTE)
<http://english.byu.edu/alan.htm>
Alan Review:
<http://scholar.lib.vt.edu/ejournals/ALAN/alan-review.html>

ALSC Association for Library Service to Children
(ALA),
<http://www.ala.org/alsc>

ASLFC Associated School Librarians of Fairfax
County
Contact: Jeanie Bailey, President
Jeanie.Bailey@fcps.edu
<http://www.aslfc.org>

Children's Book Council (CBC)
568 Broadway, Suite 404
New York, NY 10012
<http://www.cbcbooks.org>

Children's Book Guild
<http://www.childrensbookguild.org/>

DC Library Association
<http://dcla.org>

Greater Washington Reading Council (GWRC)
PO Box 654
Springfield, VA, 22153-0654
<http://gwrc.net/index.htm>

IBBY International Board on Books for Young
www.ibby.org

IRA International Reading Association
800 Barksdale Road
PO Box 8139
Newark, DE 19714-8139
<http://www.reading.org>

NCTE National Council of Teachers of English
1111 Kenyon Road
Urbana, IL 61801-1096
217-328-3870
<http://www.ncte.org/>

Southeastern Library Association
1438 West Peachtree St. NW
Suite 200
Atlanta, GA 30309-2955
800-999-8558
<http://www.solinet.net>

USBBY United States Board on Books for
Young People
Secretariat, USBBY
800 Barksdale Road
PO Box 8139
Newark, DE 19714-8139
302-731-1600, ext. 274
<http://www.usbby.org>

VEMA Virginia Educational Media Association,
c/o Jean Remler,
VEMA Database Manager
4033 Trapp Road
Fairfax, VA 22032-1138
<http://www.vema.gen.va.us/>

VLA Virginia Library Association
669 S. Washington Street
Alexandria, VA 2234
703 519-7853
<http://www.vla.org>

VSTE Virginia Society for Technology in
Education, UVa Curry School of Education
405 Emmet Street
287 Ruffner Hall
Charlottesville, VA 29903
<http://www.vste.org/>

Virginia State Reading Association
<http://www.vsra.org/>

YALSA Young Adult Library Services
Association (ALA)
<http://www.ala.org/yalsa.html>

GENERAL GUIDELINES FOR SCHOOL LIBRARIES

Professional Guidelines

Librarians should be familiar with copies of the accompanying documents:

- *AASL Position Statement*
- *Library Bill of Rights*
- *School Library Bill of Rights.*
- *School Library Media Centers* ([FCPS Regulation 6801](#) and [FCPS Regulation 6760](#))

Roles of Library Personnel (Samples following this section)

- I. Role of the School Library Media Specialist in FCPS
- II. School Library Media Specialist Performance Standards
- III. Library Clerical Assistant 1 Job Description

Standards, Guidelines and Performance Indicators

- I. The Performance Evaluation process has been revised during the past year. The first phase included the revision in the performance standards for classroom teachers.
- II. The second phase includes the new performance evaluation standards for Librarians and is due to be released in August 2001. This information will be disseminated as soon as it is available and a notice will be posted in the Library public folder.
- III. If you have questions about the evaluation process and options available at this time, discuss this with your administrator or the Performance Evaluation Office (703 750-8537).

Operational Guidelines

- I. Hours of Availability ([FCPS Regulation 6801](#))
All library media centers shall be open a minimum of seven and one-half hours a day and shall at all times be staffed by responsible library personnel. Where two library media specialists are employed, the hours shall be staggered so that a professionally trained person is on duty at all times.
- II. Circulation of materials to students shall begin the first day that school is in session and shall end ten school days prior to the closing of schools. Research and reference materials shall continue to be available in the library media center to pupils with specific assignments until the last day that school is in session.

Scheduling (Program of Studies, Library/Media Rationale)

- I. Library/media center use should be scheduled jointly by teachers and librarians based upon the needs of the students. The center must be open for individual and group activities throughout the day, for circulation of material, independent study, recreational reading, research and creative activities. Scheduling should also assure that all classes periodically use the library resources.
- II. The flexibility of the library schedule is determined by the instructional program, class structure, and physical facilities. Librarians should consult regularly with the school administration to plan for maximum effective utilization of the library instructional materials.

Guidelines for Physical Environment

- I. The library should be an aesthetically attractive, friendly environment for all library users.
- II. The library should be organized so that users can readily utilize the center without confusion or frustration. Librarians can facilitate independent use by:
 - A. Displaying clear, legible locators
 - B. Affixing shelf markers for quick identification of materials
 - C. Using instructional or procedural aids throughout the center.

Fairfax County Program of Studies (POS)

Available through the Gateways at <http://fcps.blackboard.com>

Virginia Standards of Learning

Available at <http://www.pen.k12.va.us/VDOE/Instruction/sol.html>

OUTREACH TECHNIQUES

- I. Outreach efforts by the library staff can greatly increase utilization of the facilities and materials. Students, teachers, administrators and parents who are well informed about the library media center's services and feel welcome will support the library program.
- II. Successful strategies for public relations can be shared at Elementary, Middle and High School Librarian meetings, via the *MediaGram*, at ASLFC meetings, and other gatherings of library media personnel. (Send any special "PR" tips to your Library Advisory Council member.)
- III. Some suggestions for promoting the services and materials provided in the library media center follow:
 - A. Publicizing the library and its resources (newsletters, bibliographies, web pages)
 - B. Keeping volunteers informed
 - C. Providing functions (welcome coffee, open house for new materials, Library Night, etc.)
 - D. Offering special services for teachers (book club for recreational reading, using the library for display of classroom work, circulation of professional articles, etc.)
 - E. Informing the administration (oral/written reports of library highlights/status).
 - F. Serving on faculty advisory committee
 - G. Involving students in special activities (reading incentive programs, reading clubs, library and audiovisual aides, web development group, etc.)
 - H. Celebrating Library Week, Children's Book Week, etc.
 - I. Inviting authors and guest speakers for special programs
- IV. Creating and maintaining a library media center web page linked to the school's home page is an effective way to communicate information about the library program, staff, online databases, current projects, web links to research and reference pages, and so on.
 - A. Check with the school's curator for information about linking to the school's page.
 - B. FCPS policies, regulations, and forms can be found at the following site:
www.fcps.k12.va.us/curator/index.htm.

ISSUES AND ADVOCACY

Information about important issues and advocacy concerning libraries and school library programs can be found on both the American Association of School Librarians (AASL) site (<http://www.ala.org/aaslhomeTemplate.cfm?Section=aasl>) and the American Library Association (ALA) site (<http://www.ala.org/>). Resources and toolkits, such as the @Your Library campaign, can also be found at these sites.

Adopted June, 1991

LIBRARY 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.

For an Interpretation of the LIBRARY BILL OF RIGHTS,
See:

"Access to Electronic Information, Services and Networks"

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

THE ROLE OF THE SCHOOL LIBRARY MEDIA PROGRAM AASL Position Statement

The school library media program is not only integral to and supportive of the school curriculum, but also provides a mechanism for choice and exploration beyond the prescribed course of study. The school library media program provides a wide range of resources and information that satisfy the educational needs and interests of students. Materials are selected to meet the wide range of students' individual learning styles.

The school library media center is a place where students may explore more fully classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view.

The school library media center provides a setting where students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

The school library media program serves all of the students of the community--not only the children of the most powerful, the most vocal or even the majority, but all of the students who attend the school. The collection includes materials to meet the needs of all learners, including the gifted, as well as the reluctant readers, the mentally, physically, and emotionally impaired, and those from a diversity of backgrounds.

The school library media program strives to maintain a diverse collection that represents various points of view on current and historical issues, as well as a wide variety of areas of interest to all students served. Though one parent or member of the school community may feel a particular title in the school library media center's collection is inappropriate, others will feel the title is not only appropriate but desirable.

The school library media center is the symbol to students of our most cherished freedom--the freedom to speak our minds and hear what others have to say. I urge that the decision of this board be one which reaffirms the importance and value of the freedom to read, view, and listen and sends a message to students that in America, they have the right to choose what they will read, view, or hear and are expected to develop the ability to think clearly, critically, and creatively about their choices; rather than allowing others to do this for them.

Adopted October, 1990.

Last modified April, 1999

www.ala.org/aasl/positions/ps_roleschool.html
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POSITION STATEMENT ON FLEXIBLE SCHEDULING

AASL Position Statement

Schools must adopt the educational philosophy that the library media program is fully integrated into the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, students, teachers, and library media specialists become partners in learning. The library program is an extension of the classroom. Information skills are taught and learned within the context of the classroom curriculum. The wide range of resources, technologies, and services needed to meet students learning and information needs are readily available in a cost-effective manner.

The integrated library media program philosophy requires that an open schedule must be maintained. Classes cannot be scheduled in the library media center to provide teacher release or preparation time. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers.

Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrated library program work. The teacher brings to the planning process a knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills. Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments that encourage open inquiry.

The responsibility for flexibly scheduled library media programs must be shared by the entire school community.

THE BOARD OF EDUCATION endorses the philosophy that the library program is an integral part of the districts educational program and ensures that flexible scheduling for library media centers is maintained in all buildings and at all levels.

THE DISTRICT ADMINISTRATION supports this philosophy and monitors staff assignments to ensure appropriate staffing levels so that all teachers, including the library media specialists, can fulfill their professional responsibilities.

THE PRINCIPAL creates the appropriate climate within the school by advocating the benefits of flexible scheduling to the faculty, by monitoring scheduling, by ensuring appropriate staffing levels, and by providing joint planning time for classroom teachers and library media specialists.

THE TEACHER uses resource-based instruction and views the library media program as a integral part of that instruction.

THE LIBRARY MEDIA SPECIALIST is knowledgeable about curriculum and classroom activities, and works cooperatively with the classroom teacher to integrate information skills into the curriculum.

SCHOOL LIBRARY BILL OF RIGHTS FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. 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 the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic 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 literary, 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 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.

STAFFING

FROM: *REGULATIONS ESTABLISHING STANDARDS FOR ACCREDITING
PUBLIC SCHOOLS IN VIRGINIA*

§ 8.1. Staff Required.

A. Each school shall have the required staff with proper certification and endorsement. The following shall be the minimum staffing according to type of school and student enrollment:

Position	Elementary	Middle	Secondary
Principal	1 half-time to 299 1 full-time at 300	1 full-time	1 full-time at 300
Assistant Principal	1 half-time at 600 1 full-time at 900	1 full-time each 600	1 full-time each 600
Librarian	Part-time to 299 1 full-time at 300	1 half-time to 299 1 full-time at 300 2 full-time at 1,000	1 half-time to 299 1 full-time at 300 2 full-time at 1,000
Guidance Counselor	1 hour per day 1 full-time at 500 and 1 hour per day additional time per 100 or major fraction	1 period per 80 1 full-time at 400 and 1 additional period per 80 or major fraction	1 period per 70 1 full-time at 350 and 1 additional period per 70 or major fraction
Clerical	Part-time to 299 1 full-time at 300	1 full-time and 1 additional full-time for each 600 beyond 200 and 1 full-time for the library at 750	1 full-time and 1 additional full-time for each 600 beyond 200 and 1 full-time for the library at 750.

For a complete explanation of staffing, go to
<http://www.pen.k12.va.us/VDOE/Accountability/soafulltxt.pdf>
 and search (CTRL-F) on “Librarian.”

ROLES OF A SCHOOL LIBRARY MEDIA SPECIALIST

Fairfax County Public Schools

Information Power, a publication of the American Association of School Librarians (AASL) and the Association for Educational Communications & Technology (AECT), describes four roles for school library media specialists as follows: teacher, instructional partner, information specialist, and program administrator. Below, each of these roles is exemplified by typical tasks performed in that capacity.

As Teacher...

- Fully integrates the library media program into the curriculum.
- Teaches information retrieval skills through group presentations and individual instruction
- Promotes reading and appreciation of different types of literature
- Trains students and faculty to use print and electronic resources, online services and emerging information technologies
- Models and utilizes a variety of instructional strategies
- Provides instruction in accessing, evaluating and communicating information

As Instructional Partner...

- Plans instructional activities cooperatively with teachers to enhance the curriculum
- Collaborates with individual teachers to identify student information needs and incorporate age appropriate media materials into unit lesson plans
- Participates in school, district, departmental, and grade-level curriculum design and assessment projects
- Plans with teachers for the development of instructional activities involving information resources
- Provides leadership in the assessment, evaluation, and implementation of information and instructional technologies
- Alerts staff to new books, electronic, and other resources, including professional materials
- Acts as liaison with public libraries and outside resources

As Information Specialist...

- Evaluates, purchases, and processes information products, in print and electronic formats, to support local instructional objectives
- Ensures equity of access to resources for all students
- Links local school and global resources to the school's instructional program
- Provides accurate and efficient retrieval systems for gaining access to information
- Keeps staff and students aware of ethical use of materials

As Program Administrator

- Fosters a welcoming environment in the media center
- Plans and implements the total library media program to support school mission
- Selects, purchases, manages and maintains all library collections
- Coordinates, trains, and directs student and parent library volunteers
- Supervises and schedules personnel assigned to the media center
- Submits budget requests and seeks funds to support the library's prioritized goals
- Maintains accurate records and submits reports promptly
- Promotes public relations for the library program through the use of newsletters, periodic reports of activities to the administration, web pages and positive human relations with the staff and students.

LIBRARY MEDIA SPECIALIST PERFORMANCE STANDARDS

The FCPS Performance and Assessment Handbook: a Resource for All Teacher-Scale Employees has been updated for 2005-06 and includes a revised section with sample modifications for library media specialists on pages 46-50. The performance assessment and evaluation process is for all teacher-scale employees. Each library media specialist in the assessment and evaluation process should be given a copy of this handbook. At the Self-Assessment conference with the administrator, modifications should be established as the bases for evaluation.

A library media specialist may contact Human Resources (703-750-8537) directly or contact one of the Library Specialists (703-916-6930 or 6931) at any time for advice.

A copy of the handbook may also be found online at <http://www.fcps.edu/DHR/career/forms/handbooks/teacher.doc>.

TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL

The [Virginia Code](#) outlines eight technology standards for instructional personnel. FCPS has divided the eight standards into two competency skill areas: operational (standards 1 - 4) and integration (standards 5 - 8).

Because librarians typically work with students in instruction, they should use the Classroom Teacher guidelines for standards 5-8. The *Fairfax County Guide for Implementing the Virginian Technology Standards for Instructional Personnel* can be found at <http://www.fcps.edu/dis/OITS/tsip/>. The SBTS in each school can provide additional information.

The sample Library Clerical Assistant I job description found below is intended to serve as a guide. Each school should re-write this description to best fits its own needs. The nine major areas should be retained, but the detailed tasks may vary.

JOB DESCRIPTION: LIBRARY (CLERICAL) ASSISTANT 1

American Library Association. Information Power. Chicago. 1988.

All library media programs regardless of size, need an adequate level of support staff. The support staff works under the guidance and supervision of the professional staff and provides services which free the professional staff to work directly and closely with the students and faculty in the school. Support staff also may interact directly with the school community.

Support staff members require both a general knowledge of the library media program activities and specific skills necessary for the performance of duties. All support staff members must also demonstrate positive human relations skills.

Staffing of Library Media Centers: Virginia and Southern Association Standards.

Current minimum staffing for libraries appears in Standards for Accrediting Schools in Virginia: "A full-time library secretary shall be provided when enrollment reaches 750 students."

The library Educational Clerk Assistant I is instrumental in making the school library an integral part of learning for students. He or she must perform the "behind the scenes" jobs in a competent and timely fashion and must have the ability to assess what needs to be done and to carry out tasks with minimum supervision.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Position Description	Qualifications
<p>Under the general to specific supervision of the school librarian, provides support in library operations, maintaining media program and related databases and provides assistance to students and staff in use of media center.</p> <p>1. Performs general administrative duties in support of library operations</p>	<p>Any combination of education and experience equal to high school graduation, knowledge of business English and office procedures, practices and equipment. Demonstrates ability to type and input data at approved rate of speed, to operate computers and data terminals, and to communicate clearly and concisely, both orally and in writing. Ability to work well with students, teachers and other staff, and parent volunteers. Ability to retrieve and work with information. Initiative and flexibility</p> <p>1a. Assists with opening of library at start of school year, to include entering data on students and staff into library operations database and generating circulation cards.</p> <p>1b. Checks in/out materials for students and staff,</p>

<p>2. Handles accession and ordering of new media center and/or library materials, and performs conversion activities. (This may include periodicals, library books, professional and teacher resource books, AV equipment/software and computer software.)</p> <p>3. Provides clerical support to librarians.</p>	<p>using computerized library circulation system.</p> <p>1c. Shelves books, periodicals and other library materials. Reads shelves and rearranges misplaced items as necessary.</p> <p>1d. Maintains a computerized database for inventory, overdue library materials, book orders and other information, generates and distributes reports and listings as relevant.</p> <p>1e. Monitors library when it is necessary for librarian to be absent for professional purposes.</p> <p>1f. Assists in set-up of bulletin boards and other displays as needed.</p> <p>1g. Serves as receptionist, answers phones and assists visitors to accomplish the purpose of their visit.</p> <p>1h. Keeps updated fines list, if used, and distributes appropriately.</p> <p>1i. Assists in closing down the library at end of school year to include performing physical and automated inventory of all materials.</p> <p>2a. Prepares orders for new books, videos, software and other materials, using computer database to input orders.</p> <p>2b. Processes new materials. Affixes barcodes and spine labels, stamps materials with school identification and types spine labels if necessary.</p> <p>2c. Processes and inventories periodicals and displays or routes to appropriate staff. Pulls outdated periodicals and maintains storage. Keeps records of periodicals received and informs librarians if school is not receiving a periodical.</p> <p>2d. Converts and/or maintains separate records on materials not in the normal inventory.</p> <p>2e. Sends materials to Library Support Services to be processed and cataloged.</p> <p>3a. Demonstrates the ability to use all relevant office equipment as well as use of business correspondence format and editorial skills.</p> <p>3b. Types a variety of correspondence—teaching</p>
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<p>4. Orders, distributes and collects films.</p> <p>5. Provides support to librarians in maintenance of library's media equipment and computer systems and performs related services.</p> <p>6. Repairs library materials.</p>	<p>aides (pathfinders), memos, purchase orders and special reports. Makes inquiries/follows up by phone.</p> <p>3c. Maintains overdue library lists. Issues weekly overdue notices to students. Sends letters to parents as per school policy for all overdue items.</p> <p>3d. Distributes bi-annual lists for teachers of materials circulated to them.</p> <p>3e. Keeps school staff informed of new materials.</p> <p>4a. Assists teachers in using AIM catalog online to order.</p> <p>4b. Uses computers to order videos from the Electronic Media Library at Chapel Square.</p> <p>4c. Maintains records on video distribution, receives and distributes videos, and ensures that they are returned on time.</p> <p>5a. Assists in inventory and storage of school's media equipment, securing it when not in use. Locates missing equipment or reports loss to librarian.</p> <p>5b. Assists with circulation and maintenance records on school's audiovisual equipment, including media preparation equipment (such as laminator) and fax machine.</p> <p>5c. Performs minor repairs and routine maintenance on equipment, replaces printer cartridges and paper, and submits work orders for extensive repairs. Deposits copier money, fines, and lost book funds with financial officer. Maintains updated financial records.</p> <p>5d. Duplicates programs on VCR as requested by staff for school use. Labels for circulation.</p> <p>5e. Demonstrates ability to operate and maintain a broad range of AV equipment and to provide clear, effective training and assistance in materials preparation.</p> <p>5f. May train staff in operation of equipment.</p> <p>6a. Makes minor repairs to damaged library materials, including replacing plastic covers.</p>
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<p>7. Assists librarians to train and organize work of library aides, volunteers, and to oversee student use of library.</p> <p>8. Provides assistance to librarian to accomplish special events and projects.</p> <p>9. Assumes other responsibilities as required.</p>	<p>6b. Prepares materials for rebinding. Identifies, prepares lists, packs and transmits books and other items. Verifies return and inspects returned materials to ensure.</p> <p>7a. Explains established library procedures to teachers and students in absence of librarian.</p> <p>7b. Assists students in location and use of library materials.</p> <p>7c. Assists students and staff with use of the library equipment such as CD-ROMs, projectors and VCRs.</p> <p>7d. Assists librarian to ensure users adhere to rules.</p> <p>7e. Trains and monitors student aides and/or parent volunteers in basic library support procedures and activities such as book repair, data input, materials shelving etc.</p> <p>8a. Assists librarians is set up and operations of special functions such as a volunteer tea, book fair, author visit, etc.</p> <p>9a. Performs related tasks which may not be specifically listed, but which are within the general occupational area.</p> <p>9b. Adheres to FCPS rules and regulations, especially those related to leave and attendance.</p> <p>9c. Demonstrates the necessary physical and mental abilities to perform above tasks effectively and efficiently, including the ability to successfully use appropriate technology.</p>
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PROFESSIONAL DEVELOPMENT OPPORTUNITIES AVAILABLE TO LIBRARY MEDIA SPECIALISTS

Throughout the school year, FCPS library media specialists conduct workshops in areas of professional interest to their colleagues. In addition to these opportunities to extend your skills in the field, the following websites may lead you to other areas for growth:

Instruction

- Academy Catalog
<http://fcpsnet.fcps.edu/is/OSDT>
- Access Catalog
<http://fcpsnet.fcps.edu/is/OSDT>
- Distance Learning Resources
<http://fcpsnet.fcps.edu/it/train.htm>
- IMPACT II
<http://www.teachnet.org/impactii/Default.htm>
- Teacher Leadership Opportunities (to download booklet in PDS format)
<http://www.fcps.edu/DIS/OSDT/StaffDevelopment/teachers.htm#tlo>
- Washington Post Grants
<http://www.fcps.edu/DIS/OSDT/Awards&Grants/grants.htm>
<http://washpost.com/community/education/gea.shtml>

Technology

- DIT Support Services Training (ACCESS catalog)
<http://fcpsnet.fcps.edu/is/OSDT>
- e-learning (courses on CD-ROM for Windows)
<http://fcpsnet.fcps.edu/it/train.htm>
- FCPS Academy Technology Courses
<http://fcpsnet.fcps.edu/is/OSDT>
- FCPS Academy Technology Courses Online
<http://fcpsnet.fcps.edu/is/OSDT>
- FCPS Access Course Catalog
<http://fcpsnet.fcps.edu/is/OSDT>
- Technology Standards for Instructional Personnel
<http://www.fcps.edu/dis/OITS/tsip/>

Leadership

- Leadership Academy Seminars
<http://fcpsnet.fcps.edu/is/OSDT>
- National Board for Professional Teaching Certification
<http://fcpsnet.fcps.edu/is/OSDT>
<http://www.nbpts.org>
- National Board Certification in Virginia
<http://fcpsnet.fcps.edu/is/OSDT>
<http://www.pen.k12.va.us/VDOE/newvdoe/national.htm>

Virginia State Teacher Recertification

<http://www.pen.k12.va.us/VDOE/newvdoe/teached.html>

Resources

- FCPS Education Library
<http://www.fcps.edu/DIT/CPS/EducationLibrary/>
- Tuition Reimbursement Program
<http://www.fcps.edu/DIS/OSDT/StaffDevelopment/tr.htm>

BOOK SELECTION

[FCPS Regulation 6760](#) establishes guidelines for the development of the collections in school library media centers. Each school library media center should refer to this regulation in the policy for collection development on file in the library.

School library media collections are developed systematically, ensuring coverage of all curriculum areas, a wide range of materials on various levels of difficulty; a variety of media formats; and supporting the diverse interests, needs, and viewpoints of the school community. Students are able to select the library materials they will read and borrow from the school library media center. Parents desiring to restrict access to specific library materials for their own children must assume this oversight responsibility.

Responsibility for selecting school library materials resides with the professionally trained school library media specialist, under the direction of the principal, in accordance with the guidelines, criteria, and procedures listed in this regulation.

If you have any questions about this regulation or need a copy of this a word document format, please contact either [Sarah Hopwood](#) (703-916-6630) or To Be Determined (703-916-6931).

EDUCATION LIBRARY

[Jessica Foster](#), Library Information Specialist, 703 503-7415

[Barbara Barb](#), Library Assistant

<http://www.fcps.edu/DIT/CPS/EducationLibrary/>

The FCPS Education Library, formerly known as the Professional Library, is located at Sprague Technology Center. Established for the faculty and staff of FCPS and pre-service teachers, the library collection includes materials of various types. The purpose of the library is to provide materials for research, instructional improvement, and professional growth.

Full color brochures are available for school library display or distribution to school staff. Please call the Education Library to request copies. If you would like to download a black and white version for reproducing, see the online PDF file online in the Library Management Handbook.

FCPS REGULATIONS AND DIRECTIVES

Below is a listing of FCPS regulations and policies of importance to librarians. The Regulations and policies themselves are available in the “Blue Books” located in the main office and in the library of each school. They are also available online at <http://www.fcps.edu/Directives>.

Procedures for Maintenance of Directives	1102
Local School Organization and Administration-Fund Raising	1370
Reproduction and Use of Copyrighted Materials	1425
Management of FCPS Internet Presence (Web Curators Guidelines)	1505
Curriculum Advisory Committees	1707
Program and Supplemental Print Instructional Materials - Identification, Evaluation, Approval	3005
Program and Supplemental Nonprint Instructional Materials - Identification, Evaluation, Approval	3007
Challenged Library and Instructional Materials	3009
Instructional Materials—Treatment of Women and Minority Groups	3011
Curriculum Guides	3102
Family Life Education	3204
Controversial Issues in the Standard Instructional Program	3280
Teacher Work Assignments	4422
Evaluations	4440
Risk Management: Property Losses	5720
Reporting Procedures for Vandalism, Theft, or Break-in (rescinds Reg. 7306)	5780
Student Fees & Deposits (including loss, damage, vandalism of materials)	5922
Donations to Schools	5961
Repair and Maintenance of Telecommunications, Computer, Life Safety, Public Address, and Consumer Electronics Equipment	6350
Desktop Computer System Upgrades	N6350
Student Use of FCPS Network & Internet Resources	P6401
Appropriate Use of FCPS' Network and Internet Resources	6410
Information & Reports Pertinent to Closing School at End of the Year	6610
School Library Media Centers Collection Development	6760
School Library Media Centers	6801
Operational Guidelines--School Library Media Centers	P6801
School Library Media Center –Book Fairs	6803
Purchasing — Goods and Services Acquisition	7410
Purchasing and Supply — Advanced Appropriated Funds Programs	7412
Computer Hardware and Software Procurement	7456
Purchasing and Supply — Equipment Replacement	7465
Inventory — System of Inventory Management	P7501
Inventory — Equipment Ownership and Usage	P7510
Inventory — Conducting, maintaining, and reporting computer inventories	7515
Disposal of Surplus Books, Equipment and Supplies	P7540
Redistribution and Disposal of Library Books and Textbooks	7541

FORMS

Sample Forms		
Name	Use	Access
Acceptable Use Policy for Network Access (IT-121)	Declaration of Understanding and Adherence to FCPS/ Network.	Online
AV Equipment Inventory Record Card	Record AV equipment inventory in library (including repair and replacement history).	TMPC sells for 5 cents per card (order via phone, 703-503-7430).
Cataloging Aid for Foreign Language Materials	To catalog foreign language materials.	Reproduce the form provided at the end of the Library Support Services section in the Handbook
Cataloging Change Request	Recommend changes to the cataloging of materials received from LSS.	Reproduce the form provided at the end of the Library Support Services section in the Handbook
Equipment Loaned to Employee	Lend county-owned equipment to employees for use outside the building. Reg.5720.5, Attachment B	Refer to Regulation.
INV-10	Request a tape from the duplication library at Sprague Center	Check the main office.
Justification for Use, Rental, Purchase of Video Programs	Request the use, rental, or purchase of video(s) not approved for use in FCPS	A copy of Attachment A from Reg. 3007.
LCOF (IT-302)	Long County Order Form	Available at: http://fcpsnet.fcps.k12.va.us/it/records/forms
Opt-Out Form: Elementary, Middle, and High School	Parents must submit Opt-Out form if they do not want students videotaped, recorded, etc.	Form available to parents online at http://www.fcps.edu/media/pub/publicat/familygram/optout/esdirectory.pdf
Packing Slip	Document discrepancies in material sent to schools by LSS	Enclosed with LSS shipments.
SSM-5/Equipment Evaluation Report/Requisition	Recommendation for repair or replacement of equipment as evaluated by Field Services	Field Services will send the form to the school after evaluating equipment.

For online access to place a work order, go to <http://151.188.241.252/sitenet/default.htm>. The Department of Facilities Services maintains this site for submission of work orders for equipment (including computers, media and telephones). Someone in the main office has been trained by the Facilities FASTeam to enter non-emergency work orders electronically.