



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn A. Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

# Handbook



**Dr. Leo G. Cigarroa High School**  
**LIBRARY MEDIA CENTER**

2600 Zacatecas Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn A. Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

Ms. Laura Flores	Principal
Mr. Robert Chaney	Assistant Principal
Mrs. Loretta Cisneros	Assistant Principal
Mr. Matias Ydrogo III	Assistant Principal
Mr. Alfredo Perez	Director of Engineering Magnet
Ms. Sandra Trevino	Facilitador
Mrs. Marilyn Moncivais	Librarian
Mr. Jesus E. Ballesteros	Library Clerk
Mrs. Anita Hernandez	Library Clerk
Ms. Florinda Lara	Library Clerk



## Dr. Leo G. Cigarroa High School

### **LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

This Handbook is for faculty and staff members at Dr. Leo G. Cigarroa High School. 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.



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian [\\*mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

TABLE OF CONTENTS

- I. Library Hours
- II. Patron Policies
  - a. Patron Rules
  - b. Student ID Cards
  - c. Classes
- III. Library Materials
  - a. General
  - b. Description of materials
  - c. Circulation
  - d. Newspapers/Magazines
  - e. Audio-Visual Equipment
  - f. Audio-Visual Services
  - g. Videos
- IV. Index



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn A. Moncivais, Librarian\* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

## **I. Library Hours**

### **Library Hours:**

Monday-Friday  
7:30-5:00

### **Library Extended Hours**

Monday-Friday  
7:30-8:15  
4:00-5:00



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian [\\*mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

## **II. Patron Policies**

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

1. Respect everyone and everything in the library.
2. Students must have a signed hall pass from their teacher to come during class time.
3. Students must sign in and out anytime they are in the library.
4. Students should be engaged in reading, research or other school related work.
5. Two books may be checked out at a time for a period of two weeks.
6. Circulation privileges will be limited when items become overdue.
7. Items returned damaged as well as lost books must be paid for.
8. All school computers are to be used for school related work only.
9. Every patron is responsible for the library materials check-out under their name.

**b. Student ID Cards**

Incoming students will be issued a library card by library staff. Library cards for students will be issued through their ELA class at the principal's discretion. VMT students must come to the CHS library to pick up their CHS ID card. Replacement student ID's will cost \$3.00.

**c. Classes**

Teachers must collaborate with the CHS librarian to determine the date of library reservation and discuss lesson and materials needed for class projects. All classes must be accompanied by the classroom teacher unless otherwise directed by the CHS administration.



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

### **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 checking out 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.
Reference Books	REF	Has reliable and accurate information; types of reference books includes almanac, atlas, dictionary, encyclopedia, thesaurus, etc.
Read Alongs	RAL	Read-Along Audio CD Included with story books; available for 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.
Magazines	Located in the periodical section	(* See index for list of magazine subscriptions)
Newspapers	Located in the periodical section	(* See index for list of newspaper subscriptions)
e-Books	EBK	(* See librarian for list of e-Books)

- 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	How people think	<i>Near Death Experiences, Ghosts, Honesty Counts</i>
	Psychology	What people think	
200-299	Religion	What people believe	<i>Three Kings Day, Chinese Myths</i>
	Mythology		
300-399	Social Sciences	How people live together	<i>Children from Australia to Zimbawee, 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 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 insure 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' notice will be required for requests for equipment's 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 policies. 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)



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

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



LAREDO INDEPENDENT SCHOOL DISTRICT  
904 Juarez\* Laredo, Texas 78040\* (956) 795-3465  
Fax: (956) 795-3297 \* E-mail: [mpaez@laredoisd.org](mailto:mpaez@laredoisd.org)

## 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:



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas\* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-7095  
Mrs. Marilyn Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

**LIST OF PERIODICALS**

Title	Start	Expire
Arts & Activities	04/01/16	03/31/17
Better Homes & Gardens	04/01/16	03/31/17
Buena Vida	04/01/16	03/31/17
Consumer Reports	04/01/16	03/31/17
Country Living	04/01/16	03/31/17
Diabetes Self-Management	04/01/16	03/31/17
Discover	04/01/16	03/31/17
ESPN Magazine	04/01/16	03/31/17
Family Handyman	04/01/16	03/31/17
Food Network Magazine	04/01/16	03/31/17
Golf Digest	04/01/16	03/31/17
Health	04/01/16	03/31/17
History Magazine	04/01/16	03/31/17
Instrumentalist	04/01/16	03/31/17
Make: Technology on Your Time	04/01/16	03/31/17
Mother Earth Living	04/01/16	03/31/17
Motor Trend	04/01/16	03/31/17
National Geographic en Espanol	04/01/16	03/31/17
New Republic	04/01/16	03/31/17
Popular Mechanics	04/01/16	03/31/17
Popular Woodworking Magazine	04/01/16	03/31/17
Power Engineering	04/01/16	03/31/17
Texas Monthly	04/01/16	03/31/17
Prevention	04/01/16	03/31/17
Psychology Today	04/01/16	03/31/17
RC Driver	04/01/16	03/31/17
Rolling Stone	04/01/16	03/31/17
Science News	04/01/16	03/31/17
Scientific American Magazine	04/01/16	03/31/17
Seventeen	04/01/16	03/31/17
Southern Living	04/01/16	03/31/17
Teen Vogue	04/01/16	03/31/17
Texas Monthly	04/01/16	03/31/17
Texas Parks & Wildlife	04/01/16	03/31/17
Time Magazine	04/01/16	03/31/17
Wired	04/01/16	03/31/17



Dr. Leo G. Cigarroa High School  
**LIBRARY MEDIA CENTER**

2600 Zacatecas \* Laredo, Texas 78046\* PH: (956) 273-6880\* FX: (956) 273-397095  
Mrs. Marilyn Moncivais, Librarian \* [mamoncivais@laredoisd.org](mailto:mamoncivais@laredoisd.org)

**LIST OF NEWSPAPERS**

	<b>Name</b>	<b>Start Date</b>	<b>End Date</b>
<b>1</b>	<b>The Laredo Morning Times</b>	<b>10/2/17</b>	<b>06/03/18</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 extracurricular.

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):**

---

---

---

**TEKS Addressed:**

---

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

---

---

**Writing Activity to follow viewing:**

---

---

---

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: \_\_\_\_\_

---

---

\_\_\_\_\_  
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