



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: LAUSD Student Success Library Card

NUMBER: REF-6711.0

ISSUER: Rene Gonzalez, Interim Executive Director
Student Health and Human Services

DATE: July 11, 2016

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Reference Guide is to provide information regarding the partnership with the Mayor’s Office, Los Angeles Public Library, and LAUSD. In addition, it is to ensure that schools provide the required Student Success Library Card Opt-In Form to parents and follow the process and procedures to indicate permission in MiSiS. The general process is outlined for all LAUSD schools and affiliated charters that use MiSiS.

MAJOR CHANGES: New Reference Guide.

INSTRUCTIONS: I. BACKGROUND

In April 2015, President Obama launched the Connect Library Challenge, calling on libraries and schools to work together so that every student receives a library card. Los Angeles City Mayor Garcetti and Superintendent Michelle King have made it a priority to ensure that every LAUSD student receives a Los Angeles Public Library card. The Student Success Library Card Pilot Program is the first step in reaching this goal.

II. LAUSD STUDENT SUCCESS LIBRARY CARD

LAUSD in collaboration with Los Angeles Public Library has agreed that starting in the 2016-17 school year, a Student Success Library Card Opt-In Form will be provided in the enrollment packet for all new students enrolling in K-12 (see Attachments A and A-1, English/Spanish). In addition, the Student Success Library Card Opt-In Form will be available at all LAUSD schools upon student and parent/guardian request.

By August 2016, MiSiS will provide a process to identify students who have opted to receive a library card. A MiSiS Job Aid will also be published outlining the steps for updating the information required for participating in the Student Success Library Card project.



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III. ADVANTAGES OF AN LAUSD STUDENT SUCCESS LIBRARY CARD

1. The Student Success Library Card provides access to all electronic resources offered by Los Angeles Public Library, including research and homework databases, live homework help on-line, learning resources, downloadable e-books, audiobooks, music and magazines, and also music and video streaming.
2. The Student Success Library Card has borrowing privileges of physical materials at the seventy-three (73) Los Angeles Public Library locations. A limit of three (3) books can be borrowed at one time and must be returned before additional books will be allowed to be borrowed.
3. Overdue fines or other fees will not be charged on any materials borrowed with the Student Success Library Card.
4. Lost, stolen, or damaged Student Success Library Cards may be replaced at any of Los Angeles Public Library locations at no cost to LAUSD or LAUSD students or their families or legal guardians.
5. Other advantages available are free, out-of-school learning workshops on topics ranging from How to Build a Robot to Improving Test-Taking and Study Skills. Summer Fun at the Library encourages kids and teens to read and learn all summer long.

IV. GUIDELINES

A. General Guidance

1. The Student Success Library Card Opt-In Form must be included in the 2016-17 new student enrollment packets starting July 1, 2016. In addition, the form must be available to all current LAUSD students and parents who request the form.
2. Ensure that the opt-in form is appropriately completed, as it provides parental consent to disclose personally, identifiable pupil information.
3. Retain all the Student Success Library Card Opt-In Forms until the field in MiSiS is available.
4. Once the field in MiSiS is available, schools are required to enter the Student Success Library Card Opt-In Form information into MiSiS. The MiSiS Job Aid will provide detailed instructions.



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5. The student's LAUSD issued identification number will be used as the Student Success Library Card account number. Noting this on the form will make it easier to find the student in MiSiS and indicate "Yes" on the "Opt-In" field once it is available in MiSiS.

B. Responsibility of School Administrator

1. Ensure the Student Success Library Card Opt-In Form is included in the enrollment packet and available upon request.
2. Identify a school staff member responsible for collecting and entering the Student Success Library Card Opt-In Form information into MiSiS.
3. Inform staff about the Student Success Library Card program and process to opt-in.
4. Identify a secure location where the Student Success Library Card Opt-In Forms will be kept while the MiSiS field is being built.
5. Ensure that the Student Success Library Card Opt-In Form is entered into MiSiS.
6. Form should be kept in the student's CUM folder once information has been entered into MiSiS.

C. Issuance of the Student Success Library Card

1. Once a month, LAUSD will automatically share the list of students with parent/guardian consent (indicated in MiSiS) for a Student Success Library Card with the Los Angeles Public Library.
2. The Los Angeles Public Library will create a Student Success Library Card for each student on the list and mail the Student Success Library Card to the student's home.

RELATED RESOURCES: REF-6554.1, *2016-2017 Opening Day Procedures: Supplemental Guide and Updates*, in progress.

ASSISTANCE: For assistance or further information, please contact Maria Castro, Coordinator, Student Health and Human Services, at 213-241-3840.

Student Success Library Card Program Opt-In Form

Dear Parents/Guardian:

The Los Angeles Unified School District, the Los Angeles Public Library (LAPL), and Mayor Garcetti's office have a district-wide partnership to offer the "*Student Success Library Card*" program as a new way for every LAUSD student to access the resources of the public library system.

The following are some of the LAPL services students can benefit from utilizing their "*Student Success Library Card*":

- Borrow up to 3 books from any LA Public Library at a time
- No overdue fines or other charges
- Use computers with internet access at any of the LA Public Library locations
- Receive free on-line homework tutoring services
- 24/7 access to downloadable e-books, music, magazines and other educational resources that can be accessed over the internet and at your local libraries

What student information will LAUSD share with the Los Angeles Public Library?

Student's name, school name, birth date, home address, parent's name, home phone number, grade level, parent's email address, and Student ID number. No other information will be shared.

Privacy: In order to accommodate families with privacy concerns, parents/guardians can complete the form below allowing LAUSD to share the above information with the Los Angeles Public Library **only**. This accommodation allows families the privacy requested, but enables enrollment in the "*Student Success Library Card*" program. To opt-in to program, please complete the information below.

Yes, LAUSD can share the above information with the LAPL allowing my child to participate in the "*Student Success Library Card*" program. I also understand that I am responsible for my child's use of all library materials and services, including the internet.

Child's Name (Print): _____ DOB: _____

Parent/Guardian Name (Print): _____

By signing this form, I understand my child will participate in the "*Student Success Library Card*" program.

Parent/Guardian Signature _____ Date _____



Los Angeles Unified School District
STUDENT HEALTH AND HUMAN SERVICES

ATTACHMENT A-1

Formulario de Inscripción para el Programa de Tarjeta de la Biblioteca para el Éxito Estudiantil
("Student Success Library Card" Program)

Estimados Padres/Tutor Legal:

El Distrito Escolar Unificado de Los Ángeles (LAUSD), la Biblioteca Pública de Los Ángeles (LAPL) y la oficina del Alcalde Garcetti han formado una asociación a través de todo el distrito para ofrecer el **Programa de Tarjeta de la Biblioteca para el Éxito Estudiantil** ("Student Success Library Card" program, por sus siglas en inglés), como una nueva medida para que todos los estudiantes del LAUSD tengan acceso a los recursos del sistema de las bibliotecas públicas.

Lo siguiente son algunos de los servicios que la LAPL ofrece para el beneficio de los estudiantes al utilizar la **Tarjeta de la Biblioteca para el Éxito Estudiantil**:

- Podrán tomar prestado hasta 3 libros a la vez de cualquier biblioteca pública de Los Ángeles.
- No habrán multas por devolución tardía u otros cargos.
- Podrán utilizar computadoras con acceso al Internet en cualquiera de las bibliotecas públicas de Los Angeles.
- Podrán recibir servicios de tutoría en línea gratis para hacer la tarea.
- Tendrán acceso 24 horas al día, 7 días a la semana a libros electrónicos, música, revistas y otros recursos educativos descargables que podrán acceder a través del Internet y en sus bibliotecas locales.

¿Qué información sobre el estudiante proporcionará el LAUSD a la Biblioteca Pública de Los Ángeles?

El nombre del estudiante, nombre de la escuela, fecha de nacimiento, domicilio, nombre de los padres, número telefónico del hogar, nivel de grado, dirección de correo electrónico de los padres y el número de identificación del estudiante. Ninguna otra información será compartida.

Privacidad: En consideración a las familias con asuntos relacionados a la privacidad, los padres/tutores legales pueden completar el siguiente formulario permitiéndole al LAUSD a compartir la información anteriormente indicada **solamente** con la Biblioteca Pública de Los Ángeles. Esto le permitirá a las familias la privacidad requerida, pero a la vez permitirá la inscripción en el **Programa de Tarjeta de la Biblioteca para el Éxito Estudiantil**. Para inscribirse en el programa, favor de completar la siguiente información.

Sí, el LAUSD puede compartir la información anteriormente indicada con la LAPL para permitir que mi hijo/a participe en el **Programa de Tarjeta de la Biblioteca para el Éxito Estudiantil**. También entiendo que yo soy responsable de todos los materiales y servicios de la biblioteca, incluyendo el Internet que utilice mi hijo/a.

Nombre del Niño/a (Letra de molde): _____

Fecha de Nacimiento: _____

Nombre del Padre o Tutor Legal (Letra de molde): _____

Al firmar este formulario, entiendo que mi hijo/a participará en el **Programa de Tarjeta de la Biblioteca para el Éxito Estudiantil**.

Padre /Tutor (Firma): _____ Fecha: _____



LOS ANGELES
PUBLIC LIBRARY

