

State of Vermont
Department of Libraries
109 State Street
Montpelier, VT 05609-0601

Tel: 802-828-3261
Fax: 802-828-2199

Agency of Administration

TO: Vermont School Librarians/Media Center Directors

FROM: Sybil Brigham McShane, State Librarian

DATE: September, 2007

RE: Department of Libraries' Resources for Schools

Enclosed is a packet with information about Department of Libraries' (DOL) resources and services for schools.. Please ensure that this information is distributed to the appropriate personnel in your school.

Vermont Online Library (VOL) – The contract for the statewide "Vermont Online Library" (VOL), a selection of full-text, electronic resources available to your students and faculty from the school or home was renegotiated in the Fall of 2006. The membership year is the calendar year. If you are currently a VOL member and what to continue after January 1, 2008, please complete, sign and return the form on page 9 by October 31. If you are not currently a VOL member and would like to join, you may complete the form and accounts will be activated in January or you may pay a prorated amount for the months remaining in 2007 plus the 2008 amount for immediate access. If your school needs to issue a Purchase Order, give a *copy* of the agreement to your business office, NOT the original (mail the original to DOL). All members need to complete the agreement. And a friendly reminder, you should not post VOL passwords to school websites, nor publish in newsletters that are posted on the school website.

School Library Report – As in previous years, we ask that you complete the "School Library Report" form. DOL collects many statistics from public libraries which we use to justify expenditures, budget requests, as well as to provide information to state and federal officials and legislators. School libraries are substantial users of DOL services and your statistics are equally important. Please complete and return the "School Library Report" form (also available online in Word Format or PDF Format). Any school library using DOL services should return this report with as much data as available. Without this information, DOL services to schools could be jeopardized. A copy of the statistics reported by school libraries for the 2005-2006 school year will be available on the DOL website after November 1 at: <http://www.libraries.vermont.gov/libraries/stats/slstats.html>. This report is also valuable for comparison purposes between school library/media centers. The more schools that respond the better the ability to make comparisons.

K12cat/Vermont Union Catalog (VUC) – In order to participate in the Vermont Automated Libraries System (VALS) (see Pages 6-8) and interlibrary loan (ILL) (see Pages 13-14), school libraries are required to submit either MARC records or catalog cards reflecting their recent material purchases to DOL for addition to the union catalog K12cat. Previously the deadline had been June 30 but was changed permanently to October 31. Unfortunately, the VALS email/ILL accounts of schools that have not contributed by the deadline will have to be deactivated.



WebJunction Vermont – DOL has continued its membership in this online community for libraries and library staff (see Page 23). There is no cost to join. It's as simple as logging on and setting up an account. Features include online discussion groups, technology support, and technology-related online workshops for librarians and library staff. WebJunction is funded in part by a grant from the Bill and Melinda Gates Foundation and maintained by OCLC (Online Computer Library Center). See: <http://vt.webjunction.org>.

Public Performance Motion Picture License – The Department of Libraries has agreed to manage a contract for public performance motion picture licenses for schools in order to offer discounted prices to Vermont public and approved independent K-12 schools. The discounted pricing is available and the contract will be implemented *only* if at least fifty (50) schools sign up for and remit payment to the DOL for the licenses. The licenses will begin on October 1, 2007 (provided that 50 schools sign up before then). If the contract is implemented, additional schools may sign up after the deadline but will not receive a price reduction for late sign-up. See Pages 25-26.

Additional copies of this packet are available from my office, from the regional libraries, or at: <http://www.libraries.vermont.gov/libraries/schools/slguide.html>.

I hope the following material answers any questions you have about DOL services. If not, please don't hesitate to contact me or the appropriate member of the DOL staff. Best wishes to all of you for a successful school year.

enclosures



This program supported by the Institute of Museum and Library Services,
a federal agency, through the Library Services and Technology Act
as administered by the Vermont Department of Libraries.

DEPARTMENT OF LIBRARIES' RESOURCES FOR SCHOOL LIBRARIES

Introduction

Schools are invited to make use of DOL's regional library public services by:

- borrowing short-term collections of books
- requesting materials unavailable at the local regional, from other regional libraries

Other DOL resources include interlibrary loan and access to the Vermont Automated Libraries System (VALS) -- both contingent on contribution of school library/media center holdings to the Vermont Union Catalog (VUC) or K12cat online catalog.

In response to many inquiries in our Special Services Unit from school personnel who work with children who may be eligible for the services, we are enclosing the National Library Service policy for the use of talking books. Eligible users are those with visual or physical disabilities which prevent their use of regular print materials, and, in certain cases, those individuals with reading disabilities.

This packet is organized as follows:

- Borrowing from the Regional Library (library cards, length of loans, overdue books, bills, and suspension of privileges) (pages 2-3)
- Information for Borrowers (page 3)
- Department of Libraries' addresses and hours (page 4)
- Department of Libraries' Web-Based Catalog—Web2 (page 5)
- Access to the Vermont Automated Libraries System (VALS) (page 6)
- VALS Agreement/Guidelines for General Use (page7-8) (green)

☞All school libraries planning to use VALS during the 2007-2008 school year must complete and return the VALS Agreement forms by October 31.

- Vermont Online Library (VOL) Membership Agreement and information (page 9-12)
- Vermont Union Catalog and interlibrary loan (page 13-14)
- School class visits to the Regional Libraries (page 14)
- K12cat – Information to include each time records are submitted – sample form (page 15) (orange)
- Vermont Public Television (VPT) Scholastic ITV Consortium (page 16) (orange)
- OCLC FirstSearch –available through VALS (page 17)
- ERIC Services via the Dept. of Libraries (pages 18-19)
- Talking books – National Library Service policy at the Special Services Unit (pages 20-22)
- WebJunction – online community for Vermont librarians and library staff (page 23)
- Public Performance Motion Picture License for Schools (page 25)

- 2006-2007 School Library Report Form – separate packet enclosed

☞All school libraries planning to use ANY DOL services during the 2007-2008 school year should complete and return the School Library Report Form by December 15.

- Vermont School Libraries/Media Centers – Statistics – 2005-2006 School Year – available online after November 1 (<http://www.libraries.vermont.gov/libraries/stats/slstats.html>).

SCHOOL USE OF THE REGIONAL LIBRARIES

OPTIONS FOR CARDS

A computerized library card is required to use the regional libraries. Cards are issued at each regional library without charge. School personnel may choose to use an institution card or an individual may choose to register personally for his/her own card. When registering, schools and individuals will receive a copy of "Information for Borrowers" (sample attached).

Institution/school card

It is expected that a school card will be retained by a designated individual, preferably the librarian, and the regional staff will assume that the bearer is authorized to charge out books for the school. No materials may be borrowed with the school card unless the card is brought to the regional library. Use of the card means the school will assume full responsibility for all charges for all lost or damaged materials charged to its card.

A collection is charged out for 120 days with one renewal on a school card, and should be returned promptly.

Individual library card

Books are loaned to individuals for 30 days with one renewal. Teachers are considered individuals under the borrowing policies.

Materials loaned to all borrowers should be returned promptly at the end of the loan period in order to insure availability to other borrowers. The individual borrower assumes full responsibility for all charges for lost or damaged materials borrowed with his/her card.

Borrowing collections

1. School librarians and teachers should generally plan to visit the regional libraries to choose their own collections. Regional Libraries generally cannot choose a collection for you or mail a collection. However, if a school librarian in an area with no regional library needs a small collection (less than 25 items), s/he may call the Midstate Regional Library to make arrangements to have such a collection selected and mailed to them
2. Although the size of a collection is not limited, selectors should avoid exhausting subject areas or taking duplicate titles because others may need similar materials.
3. The card(s) in the book pockets may be used by the school to keep a record of regional books. They should be replaced in the pockets before the books are returned.
4. After you have borrowed a collection, you may request the regional staff to mail you a computer produced list of the books which you have charged out. The list, arranged by date-due and then author, may be useful in tracking books charged.
5. We especially need your cooperation: please plan your time wisely at the regional library when you are choosing a collection and please don't return large collections in the book boxes when the regional library is closed. A schedule of hours and holidays is posted for your convenience.

Overdue Books

Overdue notices are mailed on the following schedule:

- 1st notice - 10 days after due-date
- 2nd notice - 30 days after due-date
- Bill - 60 days after due-date

Note: Questions about an overdue notice or bill should be directed to the regional library immediately.

Bills for lost or damaged materials

1. Checks for lost or damaged materials should be made payable to the Vermont Department of Libraries and sent to the regional library where the book was borrowed. A list of the items being paid for should be attached to the check. We cannot accept personal checks for items charged to an institution/school card.
2. The Department of Libraries will not refund payments for lost books.
3. Each summer, final notices for outstanding charges for the prior school year will be mailed.

Suspension of privileges

1. Borrowing privileges will be suspended if a school or individual has a delinquent record (i.e. 5 overdue books or a bill of \$100.00 outstanding), or if payment is not made for items due in the previous school year.
 2. A school with a delinquent record will also be unable to access the Vermont Automated Libraries System (VALS).
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Information for Borrowers

A registered borrower of the Department of Libraries is responsible for all materials (books, cassettes, etc.) charged out by the borrower, or by individuals authorized by the borrower to use his or her borrower's card.

The borrower is responsible for the return of material(s) by the due date. The Department of Libraries does not charge overdue fines, but a borrower will receive two overdue notices and when material is 60 days overdue, will receive a bill for the replacement cost of the item(s).

The borrower is responsible for prompt payment of replacement costs of unreturned, lost or damaged material(s) borrowed from the Department of Libraries, as well as material(s) loaned by other libraries to the borrower via interlibrary loan. The borrower should be aware that a processing fee, in addition to the replacement cost, may be charged by some libraries for interlibrary loan material(s). The borrower is responsible for payment of any such additional fees.

Failure to pay outstanding bills will result in suspension of borrower privileges as well as possible legal action.

Lost or stolen borrower cards should be reported to the Department of Libraries immediately.

NOTE: Children under the age of 18 may not borrow material(s) without permission of a parent or legal guardian who agrees to assume the above mentioned responsibilities.

Your signature on the borrower's card indicates that you have received a copy of this information and that you agree to the above mentioned responsibilities. (In the case of children under the age of 18, a parent or legal guardian must initial the borrower's card adjacent to the child's signature to indicate receipt of information and acceptance of responsibility for material(s) charged out by the child.)

Vermont Department of Libraries'

Addresses and Hours

Midstate Regional Library (MRL) 578 Paine Tpke N Berlin, VT 05602 (802) 828-2320	HRS: Monday - Friday 8:00 a.m. – 4:30 p.m.	LOCATION: on Paine Turnpike at I-89, exit 7 in Berlin
Northeast Regional Library (NERL) 23 Tilton Rd St. Johnsbury, VT 05819 (802) 748-3428	HRS: Monday - Friday 8:30 a.m. – 5:00 p.m.	LOCATION: on U.S. Route 2-B, 2 miles west of St. Johnsbury
Special Services Unit (SSU) 578 Paine Tpke N Berlin, VT 05602 (802) 828-3273 1-800-479-1711	HRS: Monday - Friday 7:45 a.m. – 4:30 p.m.	LOCATION: on Paine Turnpike at I-89, exit 7 in Berlin (located in the same bldg. as MRL)

Closed on Federal and State holidays. (Check posted list at each library for exceptions).

Reference and Law Information Services
(includes Interlibrary Loan, Law & Documents
Library)
109 State Street
Montpelier, VT 05609
(802) 828-3268; FAX: (802) 828-1481

LOCATION: Governor Davis Ave. Entrance, Pavilion
Office Bldg. Montpelier
(Visitors please sign-in at Security Desk)

Department of Libraries Central Offices
(includes Business Office, Children's & Technical
Services, VALS & State Librarian)
109 State Street
Montpelier, VT 05609
(802) 828-3261; FAX: (802) 828-2199

LOCATION: Governor Davis Ave. Entrance, Pavilion
Office Bldg., Montpelier
(Visitors please sign-in at Security Desk)

PAVILION OFFICE BLDG. HOURS:

Monday - Friday 7:45 a.m. - 4:30 p.m.

Closed on Federal and State holidays. (Check posted list at each library for exceptions).

DEPARTMENT OF LIBRARIES' WEB-BASED CATALOG: WEB2

The Department of Libraries' (DOL) Web-based Catalog: Web2 is located at <http://web2.libraries.vermont.gov> for locating materials in a variety of libraries' catalogs including DOL's and, for participants in the resource sharing network/VALS, for requesting materials on interlibrary loan.

Help documentation is available from links on all pages of the catalog (upper left-hand corner of all pages) and should assist you in all aspects of using Web2. Regional librarians are prepared to assist you in learning to use Web2 and will be arranging mini-workshops to provide training for using Web2.

Basic step-by-step overview:

1. From the Welcome screen, click on the <Catalog> button.
2. To search the web-based catalog, enter the search terms and then choose the type of search you wish to perform. You should note that the steps for filling out the search forms are numbered and you should follow these steps in sequence in order to complete your search.
3. You are able to search multiple library catalogs and databases simultaneously by clicking on the "Other Libraries" link in the banner at the top of the initial DOL search page. You can choose to search simultaneously DOLcat, PUBcat, K12cat, the catalogs of many VALS partner libraries, and other databases. The Other Libraries Search currently includes all VALS libraries with whom we have been able to work out certain technical requirements and we will be adding others as soon as the details of these requirements can be arranged.
4. You are able to make requests for items found in searching Web2 by viewing the full record of the item to be requested and clicking on the Request Title via ILL or Request Title link that appears just above the title of the item in the full record display. You are required to enter a "Library Card Number" and PIN, and if you need assistance in finding out your library card number and/or PIN, you may call your regional librarian. A copy of your request will be sent to your VALS email and you will need to check your email to see if your request was submitted successfully. Detailed instructions for making requests can be found in the Help documentation. If you click on the Help link at the top of the Interlibrary Loan Request page, you will be taken directly to these instructions.

*Please note that the ability to request items on interlibrary in Web 2 is available to VALS participants in good standing – those libraries who have made the annual contribution to the VUC or K12cat **and** who check their VALS e-mail as agreed, on a twice per week basis when school is in session.*

5. In Web2, the link to "My Account" is found in the banner at the top of most pages of the catalog. On this page (after entering a valid library card number and PIN), you may view the list of items that you have checked out, renew items that are not overdue and that have not been renewed previously, and view a record of current fines and fees charged against your account.

If you have any questions about using the new catalog, please contact your regional librarian or Sheila Kearns (phone: 828-3261; Email: sheila.kearns@mail.dol.state.vt.us) or the DOL ILL office (phone: 828-3268; Email: dol_ill_mail@mail.dol.state.vt.us).

SCHOOL ACCESS TO THE VERMONT AUTOMATED LIBRARIES SYSTEM (VALS)

Access to VALS is available to school libraries that make the yearly contribution of cards to the Vermont Union Catalog or MARC records to K12cat. This access is for online interlibrary loan and electronic mail. The Dept. of Libraries (DOL) does not charge schools for VALS access. Access to VALS is via the Internet using either a private internet provider (ISP) or the State's GOVnet/K12net network. Librarians should check with their principals and/or technology coordinators to see what type of internet access the school has or plans.

Libraries that used VALS last year and wish to continue in the 2007-2008 School Year

ALL schools that wish to use VALS in the **2007-2008** (i.e. this) school year **MUST** contribute current acquisitions either in the form of catalog cards to the Vermont Union Catalog **OR** MARC records to K12cat online catalog. Cards or records must be postmarked **NO LATER than October 31, 2007** (this deadline was formerly June 30). The October 31 deadline is firm for participation in the 2007-2008 school year (unless an extension is requested in advance).

If your library is automated please complete and return the "K12cat – Information to include each time records are submitted" (orange sheet) on page 13 whenever you submit records. Records cannot be processed without the necessary information.

Libraries that participate in VALS must log on and check e-mail twice per week when school is in session. This is a requirement of the resource sharing network. Libraries that don't log on will be deactivated for the remainder of the school year. Please complete and return the annual VALS Agreement (page 7-8)(green sheet).

**ALL LIBRARIES THAT PLAN TO USE VALS DURING THE 2007-2008 SCHOOL YEAR MUST
COMPLETE AND RETURN THE VALS AGREEMENT on pages 7-8 (green sheet)
and SUBMIT HOLDINGS
by October 31.**

Libraries New to VALS or Libraries seeking reinstatement

New VALS participants or VALS users wishing to have their accounts reinstated must apply for a user account in writing as well as submit holdings **by October 31** or wait until the following school year. (NOTE: Please complete and attach the VALS Agreement (green) sheet, to your letter of application.)

Again, libraries that choose to join VALS must log on and check e-mail twice per week when school is in session. This is a requirement of the resource sharing network. Libraries that don't log on will be deactivated for the remainder of the school year.

For equipment/software guidelines or other information, contact the DOL at 828-3261.

2007 – 2008
(Current School Year)
VALS ACCESS AGREEMENT FOR SCHOOL LIBRARIES

VALS access and online interlibrary loan are cooperative services of the Department of Libraries. In order for the resource sharing network to remain vital all participating libraries must do their share.

VALS access assumes a high level of cooperation. Therefore, continued use of VALS is based on the requirement that a school library’s **VALS E-MAIL ACCOUNT** will be accessed **AT LEAST TWICE PER WEEK** when school is in session. School library e-mail accounts not accessed according to this requirement will be deactivated, as well as the school library's access to Web 2 for interlibrary loan, for the remainder of the current school year.

Please sign this sheet below (keep a copy, including reverse side, for your records) and return to:

VT Dept. of Libraries - VALS
ATTN: Sheila Kearns
109 State Street
Montpelier, VT 05609

- My library contributed cards to the Vermont Union Catalog or MARC records to K12cat by the October 31, 2007 deadline.
- I understand that my school library must access its **VALS E-MAIL ACCOUNT AT LEAST TWICE PER WEEK** when school is in session or the account will be deactivated for the remainder of the current school year.
- I also understand that the school library’s VALS account is for the exclusive use of library staff for conducting library business and agree to the Guidelines for General Use of DOLSYS/VALS (see over).
- I hereby assume responsibility for all library business transacted with my school library’s VALS account. I also understand that the school is responsible for all materials borrowed via its VALS account.
- I understand that the library is responsible for maintaining up-to-date anti-virus protection on any and all computers used the access this VALS account.

By: _____ Date: _____
Signature

Name: _____ VUC Symbol: _____

Title: _____

School: _____
(please print)

(See reverse for Guidelines for General Use of DOLSYS/VALS)
(All libraries planning to use VALS should return this Form by October 31, 2007)

GUIDELINES FOR GENERAL USE OF DOLSYS/VALS

PURPOSE AND POLICY STATEMENT:

DOLSYS/VALS Internet services and e-mail capabilities are a resource to facilitate the work of the Department of Libraries and Vermont's local libraries.

This policy will be interpreted to allow a limited degree of personal use of DOLSYS/VALS internet services and e-mail capabilities where personal use meets all of the following tests. No such use will be allowed where any of the following is not met.

The State of Vermont purchases Internet services for use by State agencies to meet the operational and programmatic needs of their units. This policy provides guidelines for acceptable access and use and prohibits any Internet use that violates Federal or State laws or regulations.

As defined by this policy, systems and information are State property. All systems and information therein are, and shall remain, the property of the Department of Libraries, subject to its sole control. The Department of Libraries owns all legal rights to control, transfer, or use all or any part or product of its systems. All uses must comply with this policy. Nothing in this policy shall be construed to alter the Department of Libraries' rights or obligations under the Vermont public records law (1 V.S.A. § 315, et seq.).

The Department of Libraries has full control and access as defined below:

Control. The appointing authority of the Department of Libraries reserves and intends to exercise all rights relating to information used in its systems. The Department of Libraries may trace, review, audit, access, intercept, block, restrict, screen, delete, recover, restore, publish or disclose any information at any time without notice.

Access. Passwords, scramblers or various encryption methods may not be used without Department approval, access and control. No user may attempt to access, copy, forward, delete, or alter the messages of any other user without Department authorization. The Department of Libraries system (DOLSYS/VALS) may not be used to attempt unauthorized access to any information system.

DEFINITIONS:

"Agency" means the Department of Libraries.

"Agency systems" or "systems" means all Department of Libraries software, electronic information devices, interconnections, intranet and technical information related to them. Systems include other systems accessed by or through those devices, such as the Internet, e-mail, or telephone services. Systems include designs, specifications, passwords, access codes and encryption codes.

"Electronic communications" means electronic mail and Internet service access.

"Information" means information of any kind, used in any way, in the Department of Libraries system(s) (DOLSYS/VALS). Examples include messages, communications, e-mails, files, records, recordings, transmissions, signals, programs, macros, and data.

"Local library" means any Vermont library of any type that is authorized to use the Department of Libraries system(s) (DOLSYS/VALS).

GUIDELINES FOR USE OF ELECTRONIC COMMUNICATIONS AND INTERNET VIA DOLSYS/VALS:

1. Local library staff with access to DOLSYS/VALS or the Internet via DOLSYS/VALS has the responsibility not to disclose their access codes or passwords.
2. No local library staff member shall send e-mail that is, or appears to be, sent from another's e-mail or that attempts to mask identity.
3. Local library staff must conform to reasonable professional standards for use of Internet services and e-mail as detailed in this guideline. This includes a prohibition against any activity that impairs operation of any state computer resource. Such activities include, but are not limited to, sending junk mail or chain letters, injecting computer viruses or mass mailings via e-mail.
4. The Department of Libraries is not responsible for any impairment or damage to local library systems that may be caused by the spread of a virus or other malicious computer code through e-mail systems that DOL operates. Local libraries are responsible for employing technology measures to protect the security of their own systems.
5. Local library staff must respect intellectual property rights at all times when obtaining information over the Internet. Copyrighted or licensed information shall be used only with full legal right to do so.
6. Use of the Internet via DOLSYS/VALS and of VALS e-mail services is for Department of Libraries and local library business. The only exception is for personal use that fully complies with the limited personal use described by this policy. Any use that is not for Department of Libraries and local library business or authorized limited personal use consistent with this policy may result in revocation of Internet access, other appropriate corrective action.
7. Use of DOLSYS/VALS for offensive or disruptive purposes is prohibited. Inappropriate reference to race, color, age, gender, sexual orientation, religions, national origin or disability is prohibited.
8. The Department of Libraries has the right to monitor its systems and Internet activities of its employees and local library staff users. Monitoring may occur, but is not limited to, occasions when there is a reason to suspect that an employee or local library staff user is involved in activities that are prohibited by law, violate State policy or regulations, or jeopardize the integrity and/or performance of the computer systems of State government. Monitoring may also occur in the normal course of network administration and trouble-shooting, or on a random basis.

The Department of Libraries will ensure that systems administrators and technicians involved in monitoring, or who otherwise have access to systems and records that contain information that is subject to any statutory, regulatory, or common law privilege or obligation to limit access, are appropriately trained on the requirement to respect such privilege or confidentiality and directed to do so.

9. Prohibited activities also include, but are not limited to the following: lobbying public officials or asking others to lobby in their behalf.

10. Using or allowing others to use DOLSYS/VALS Internet services or e-mail accounts to conduct transactions or advertising for a personal profit-making business is strictly forbidden.



VUC Code: _____

Vermont Online Library (VOL) Membership Agreement - 2008

This is a voluntary agreement by and between the

_____ (Name of Library/School)(Participant)

and

the Vermont Department of Libraries (DOL) for participation in the Vermont Online Library (VOL).

VOL's purpose is to ensure statewide, online access for all students and citizens to a core set of full-text information resources through the licensing of online/electronic information database products.

Participants in VOL have unlimited access to the licensed materials and are authorized to provide onsite, walk-in access or remote access via computer to the licensed materials to their patrons.

Participants in VOL are authorized to display, download, print and/or make paper or electronic copies of citations, abstracts, full text or portions thereof provided the information is used solely for personal, noncommercial use.

Participants in VOL are authorized to use hard or electronic copies derived directly or indirectly from the electronic edition of the publications for the purpose of fulfilling interlibrary loan requests from other institutions.

Participants in VOL agree to fulfill such requests in compliance with Section 108 of the United States

Copyright Law (17 USC §108, "Limitations on exclusive rights: reproduction by libraries and archives") and the Guidelines for the Proviso of Subsection 108(2g)(2) prepared by the National Commission on New Technological Uses of Copyrighted Works.

Participants in VOL will take actions they deem reasonable to limit unauthorized access to the licensed materials.

Participants will not post VOL passwords on websites. License is for above-named school only.

Participants in VOL shall not be liable in any manner for any acts of their Authorized Users or any other person or entity that may access or utilize licensed materials through a VOL participant.

Licensed materials available under the terms of this agreement are listed in Attachment A (Pages 11-12).

Participant, _____ (Name of Library/School) agrees to make a membership payment of \$_____ (see membership cost schedule on Page 10) to DOL on or about December 1, 2007. Highest grade level: _____. School enrollment per Dept. of Education: _____.

The term of this membership agreement is **01/01/2008 to 12/31/2008** (DOL will invoice you for your membership in December, 2007). **Note: no invoice can be issued until this signed agreement is returned.** (If your school needs to issue a Purchase Order, give a copy of this agreement to your business office, NOT the original.) Also keep a copy for your records)

The VOL participant reserves the right to terminate its membership with 30 days notice to DOL. VOL participant will be entitled to a prorated refund of its membership payment.

Authorizing Signature: _____ Date: _____

Name/Title: _____ Email: _____

(Official school email or VALS, not hotmail or yahoo, etc.)

(Please print clearly or type)

Check One: Renewing Member New Member

Membership cost schedule:

- **\$700** - Highest grade level is **G12**, Student Enrollment of 700 or over
- **\$500** - Highest grade level is **G12**, Student Enrollment of 300-699
- **\$300** - Highest grade level is **G12**, Student Enrollment of under 300

- **\$350** - Highest grade level is **G8**, Student Enrollment of 700 or over
- **\$250** - Highest grade level is **G8**, Student Enrollment of 300-699
- **\$150** - Highest grade level is **G8**, Student Enrollment of under 300

- **\$100** - Highest grade level is **G6 (or lower)**

Your enrollment figures should be taken from:

http://education.vermont.gov/new/excel/data/enrollment/enrollment_07_table_04.xls

VT Dept. of Education FY2007 Public School Enrollment Report, **Table 4, Column Y** (Vermont Public School Enrollment Across Grade For School Year 2006-2007, Total)

**Fill out, sign & return by October 31, 2007 to:
VT Dept. of Libraries - VOL
109 State St.
Montpelier, VT 05609**



This program is supported in part by the Institute of Museum and Library Services, a federal agency, through the Library Services and Technology Act as administered by the Vermont Department of Libraries.

Attachment A

Licensed Materials available to members of the Vermont Online Library to be provided by the Gale Group:

General OneFile

and the following related collections:

- Business and Company Profiles ASAP
- Gardening, Landscape and Horticulture Collection
- General Business File ASAP
- General Reference Center Gold
- General Science Collection
- Home Improvement Collection
- Insurance and Liability Collection
- Military and Intelligence Database
- Small Business eCollection
- Tourism, Hospitality and Leisure Collection
- Vocations, Careers and Technical Education Collection

Academic OneFile

and the following related collections:

- Agriculture Collection
- Communications and Mass
- Media Collection
- Computer Database
- Criminal Justice eCollection
- Diversity Studies eCollection
- Educator's eCollection
- Environmental Studies and Policy Collection
- Expanded Academic ASAP
- Gay, Lesbian, Bisexual and Transgender Issues Collection
- Health Reference Center Academic
- Information Science and Library Issues Collection
- LegalTrac
- Nursing and Allied Health Collection
- Physical Therapy and Sports Medicine Collection
- Pop Culture eCollection
- Psychology eCollection
- Religion & Philosophy eCollection
- U.S. History Collection
- War and Terrorism Collection
- World History Collection

InfoTrac Student

InfoTrac Junior

Kids InfoBits

Business and Company Resource Center

Opposing Viewpoints Resource Center

Health and Wellness Resource Center with Alternative Health Module

InfoTrac Custom Newspapers

Gale Virtual Reference Library - following titles only:

- Beacham's Guide to the Endangered Species of North America, 6v, 2000
- Biology, 4v, 2002
- Encyclopedia of Espionage, Intelligence, and Security, 3v, 2004
- Encyclopedia of Population, 2v, 2003
- Encyclopedia of Small Business, 2nd ed., 2v, 2002
- Fashion, Costume, and Culture: Clothing, Headwear, Body Decorations, and Footwear through the Ages, 5v, 2004
- Gale Encyclopedia of Alternative Medicine, 2nd ed., 4v, 2005
- Gale Encyclopedia of Cancer, 2v, 2002
- Gale Encyclopedia of Genetic Disorders, 2v, 2002
- Gale Encyclopedia of Medicine, 2nd ed., 5v, 2002
- Gale Encyclopedia of Multicultural America, 2nd ed., 3v, 2000
- Gale Encyclopedia of U.S. Economic History, 2v, 1999
- Renaissance: An Encyclopedia for Students, 4v, 2004
- St. James Encyclopedia of Popular Culture, 5v, 2000
- U*X*L Encyclopedia of Landforms and Other Geologic Features, 3v, 2004
- World of Earth Science, 2v, 2003

Licensed Materials available to members of the Vermont Online Library to be provided by H.W. Wilson

Biography Reference Bank

includes the following subsets:

- Wilson Biographies Plus Illustrated
- Current Biography Illustrated
- Junior Authors & Illustrators

***CONTRIBUTING TO THE VERMONT UNION CATALOG
AND USING INTERLIBRARY LOAN***

Vermont Union Catalog (VUC)

The Vermont Resource Sharing Network, which is coordinated by the Department of Libraries, is the mechanism that provides the means for libraries of all types and sizes to share library materials through interlibrary loan. To be successful and fair, interlibrary loan must be viewed as a partnership in which the participants are willing to lend materials as well as borrow materials for their patrons.

In order to participate fully in the Vermont Resource Sharing Network and to be eligible to request interlibrary loans, schools must not only lend their materials, but they must also regularly contribute their holdings to the Vermont Union Catalog (VUC). **Cards MUST be sent to DOL's Technical Services Unit at least once per school year (between November 1 – October 31).** (Schools that miss the **October 31** deadline (this deadline was formerly June 30) will be ineligible for participation in ILL/VALS).

New union catalog participants must apply before October 31 of the school year or wait until the following school year to join.

School personnel who wish to apply for a VUC symbol - the initial step in the resource sharing process -- or who have any questions about the VUC should contact Lorraine B. Lanius, Head, Technical Services Unit, Department of Libraries, 109 State Street, Montpelier, VT 05609-0601 (828-3261).

Interlibrary loan

School libraries that make the yearly contribution of cards to the Vermont Union Catalog may participate in the interlibrary loan network and/or VALS (Vermont Automated Libraries System). Location for materials (specific author/title or subject) will be supplied if an item is unavailable from the regional libraries.

Schools which do not contribute to the Vermont Union Catalog may request materials unavailable at the local regional from other regional libraries only--these requests, if not available at the regional level, will NOT be routed through the interlibrary loan network.

Interlibrary loan request forms are available at the regional libraries. Requests for interlibrary loan for the following are inappropriate and cannot be accommodated:

- long lists of books (or of other materials) either on one subject or many (5 books on one subject is the maximum)
- multiple copies of the same title.

Books loaned by participating libraries will have different loan periods. Strict adherence to the specific loan period is very important. Interlibrary loan materials cannot be renewed except in special circumstances. Renewals should be requested in writing well before the due date. Renewal requests after the due date will be refused.

Automated School Libraries

ALL schools wishing to use the Department's interlibrary loan and VALS services in the **2007-2008** school year **MUST** contribute MARC records for current acquisitions to K12cat online catalog. Records must be postmarked **NO LATER than October 31, 2007** to be eligible for the 2007-2008 school year. Contributions cannot be made retroactively. That October 31 deadline (formerly June 30) is firm for participation and is identical to the requirement for submitting cards above. Please return the "K12cat – Information to include each time records are submitted" on page 13 (orange sheet) whenever you submit records. Records cannot be processed without the necessary information.

You need an assigned VUC symbol to contribute MARC records (see how to obtain a symbol above). Information on where your VUC symbol should be located in each MARC record is available in the handout, "Vermont Library Guidelines for MARC record input," by Lorraine Lanius (contact information above). This handout is also available at the Department's web site, <http://www.libraries.vermont.gov> (see Librarians' Resources).

SCHOOL TOURS OR CLASS VISITS TO THE REGIONAL LIBRARIES

It is impossible for the regional libraries to accommodate school class visits/tours regardless of the size of the group or the purpose of the visit. Small staffs and the design of regional library services compel us to say "no" to these kinds of visits.

We recommend that school groups visit their public library to acquaint students with lifelong learning possibilities through the public library including the elements of accessing statewide library services. Regional library staffs are able to suggest available area public libraries.

INFORMATION TO INCLUDE EACH TIME RECORDS ARE SUBMITTED TO "K12CAT"

NOTE: In order to expedite loading your library's records, please enclose the following information **each** time you submit records to "K12cat."
(Photocopy this page or include this information in an e-mail message.)

School Name: VUC Symbol: Date:

Librarian: Library system software in use (vendor):
Software Version #:

Phone: E-mail:

In what field/subfield is your VUC symbol located (this must be the same field in every record submitted):

MARC field (e.g. 049, 852): _____ subfield (e.g. a,b): _____

Your VUC symbol should be entered in the above listed field/subfield in uppercase only (e.g. B733E, NOT B733e)

Please make a note here if you VUC symbol varies in any way, and indicated how it varies (e.g. "lowercase used," "school name used instead of VUC symbol," etc.)(We can make certain type of "global" fixes to this information if you are notified before your records are loaded.)

Variation: None Otherwise, please describe: _____

Approximate number of records in this submission: _____

Cautions:

Please make a note of the last record in your current submission so your next submission does not overlap and add unnecessary duplicates to K12cat.

Please avoid submitting locally input/brief (i.e. "home-made") records. Submit records from reputable vendors only.

Do not submit diskettes from your vendors, extract the records from your local database using your local library system's "extract" program into a single file or file(s) as appropriate.



**VERMONT PUBLIC TELEVISION'S
SCHOLASTIC ITV CONSORTIUM**

The Department of Libraries is an underwriting partner of Vermont Public Television's (VPT) Scholastic ITV Consortium, a new part of VPT's Educational Outreach Service. Other partners include the Department of Education, the Chittenden Bank, the University of Vermont College of Education and Social Services and the Vermont Lottery.

The Scholastic ITV Consortium is a library of nearly one thousand video program titles. Many have won awards or are critically acclaimed as being both effective curriculum and entertaining instructional material.

VPT's Scholastic ITV Consortium will be able to provide teachers with the following benefits:

- *High quality curriculum-based programming.*
- *On-line programming support materials including video streaming preview clips and electronic lesson plans and teacher guides.*
- *Digitized programs. Many of the titles are ready to be streamed via the Internet and are available in both Quick Time and RealPlayer formats at three different bit-rates.*

In addition, many of the Scholastic ITV Consortium programs are available on videocassette and may be purchased from VPT's Television Library Services (TLS). Purchase of videotapes from the TLS permits the school to use the programs for the duration of the license agreement and subsequent renewal. Teacher's guides may also be order from the TLS and are also available on the web.

For additional information, see VPT's website: <http://www.vpt.org/townschool/scholastic.html> and its *Instructional Programs Resource Guide*.

Other contact information:

VERMONT PUBLIC TELEVISION
Educational Outreach
 88 Ethan Allen Avenue
 Colchester, Vermont 05446-3129
 1-800-639-3351 or 802-654-3912
 www.vpt.org • email: learning@vpt.org

OCLC FirstSearch 3-User License for Libraries

DOL offers a 3-user license (this year we have increased the license from 2 to 3 users) for public and school library staff to search certain OCLC FirstSearch databases at no cost to you:

- **WorldCat:** a cooperative database/union catalog of bibliographic records contributed by more than 57,000 libraries with owning library locations.

DOL has discontinued its license for the WilsonSelectPlus database because of overlap with the Vermont Online Library databases and extremely low usage.

Library staff should not release the logon authorization and password to the general public, students or faculty. At the FirstSearch logon screen, "Logon to FirstSearch with an authorization and password."

Only 3 libraries may use simultaneously, try again later if not available. (Also, DOL staff and regions will NOT be using this account so you will not have to compete with the Department).

Certain features are disabled, like ILL, and databases not highlighted, are not available under the terms of our license.

To obtain the URL, logon authorization and password send an email message to: **vss@mail.dol.state.vt.us** with the subject line "Request 1st Search Info." The information will be emailed to you.

Use of FirstSearch is very simple, with on-screen help. The regional librarians and Marj Zunder, Director of Library & Information Services, are reasonably experienced FirstSearch users and may be able to help. Online documentation is available, and each region has a hard copy set of documentation.

ERIC via the Department of Libraries

Over 100,000 full-text ERIC documents (issued 1993 to 2007) are available at no cost in PDF format at www.eric.ed.gov. Use "advanced search" in the online ERIC directory at www.eric.edu.gov to locate ERIC materials by author, title or subject. When the ERIC material needed is not available in this full-text database, use the following procedures.

(1)

ERIC documents not available at www.eric.ed.gov and all ERIC journal articles are provided via interlibrary loan. Any request by a teacher should originate at the school library. Requests from students should also originate at the school/college library. School librarians, who for the most part are already familiar with interlibrary loan procedures, will follow the procedure normally used for requesting books and articles on interlibrary loan (ILL). School libraries that use VALS for ILL should follow the procedure outlined in Section (2) below. For libraries that don't use VALS, school libraries submit requests on DOL ILL forms to their DOL regional library. The regional library then transmits the requests electronically to the DOL Central Office in Montpelier.

Requests for ERIC documents should be treated as book requests. The school librarian should provide complete author and title information as well as date and verification (source of citation). The ERIC document (ED) number should be included as verification if known. If the ED number is not available, but the school librarian knows the item being requested is an ERIC document, that information should be included on the ILL form. ERIC documents are held in microfiche format. DOL will provide paper copies of documents up to 30 pages at no charge. Documents of more than 30 pages will be offered in two formats. The first is a loan of the document in microfiche format. As a second option, DOL can send a longer document as an email attachment. DOL expects turnaround for 30 page paper copies and microfiche loans to be 3-5 days, once the request is received at the DOL Central Office. (Of course, turnaround times do depend on the accuracy of the information provided on the ILL request form and the volume of non-ERIC ILL requests being processed by the DOL Central Office at any given time.)

To request an ERIC journal (EJ) article, the school librarian should complete an ILL request just as would be done for any photocopy of a magazine/periodical article. An ILL request for an article includes journal title, volume/no., pages, and year, article author and title, verification (source of citation), and appropriate copyright compliance. Again, if the school librarian has the EJ number that should be included as verification or at least the fact that it is an EJ article lacking the number. DOL cannot process requests for photocopies of journal articles that do not include the appropriate copyright compliance. DOL obtains the photocopies of articles from other libraries in Vermont that own the journals. Costs for EJ articles will be: less than 30 pages -- free, \$.10/page thereafter. Turnaround time will be 7-10 days. Turnaround time depends on the accuracy of the citation provided and the volume of ILL traffic at the time of the request. Again, school libraries that use VALS for ILL should follow the procedure outlined in Section (2) below.

Requests for subject searches of www.eric.ed.gov should be submitted on the DOL ILL form in the same format used for general subject/information requests. School librarians should provide a detailed explanation of the information needed and specify that they would like an ERIC search. If the DOL Central Office does not receive enough detail to perform the search, the request will be returned with a more extensive search form designed to provide more complete information. All formats for ILL requests are explained in the "Vermont Interlibrary Loan Handbook" available from the DOL website. A reminder that all types of requests: ERIC documents, journal articles, or subject searches should be sent to the appropriate regional library. The ERIC Index is also available as a database on the "Other Libraries" search page at DOL/VALS Web2 online catalog:

<http://web2.libraries.vermont.gov>

or

http://170.222.4.6/web2/tramp2.exe/log_in?SETTING_KEY=English&guest=guest&screen=advancedsearch.html

(2)

School libraries that use the Vermont Automated Libraries System (VALS) to transmit interlibrary loan requests should follow the formats they normally use for book, article or subject/information requests. ERIC document requests should be treated as book requests, ERIC journal article requests like any periodical request and ERIC subject searches like general subject/information requests. Each request should be identified as an ERIC document, article or subject request and include ED or EJ number if known. As with other ILL requests, ERIC ILL requests should be transmitted to the DOL Central Office, to the email address DOL_ILL@dol.state.vt.us. All formats for electronic ILL requests are explained in the "Using VALS" handbook. Documents will be supplied as described in (1) above except for ERIC journal articles, DOL will provide libraries using VALS with the locations of libraries owning a particular journal. The school library should then use VALS to request the EJ article directly from the owning library.

(3)

Ordinarily the Dept. of Libraries does not provide ILL service to school libraries that do not participate in the Vermont Resource Sharing Network/Vermont Union Catalog. DOL will make an exception for these school libraries for ERIC documents, articles and subject searches only. All requests should originate at the school library and be sent to the appropriate DOL regional library in the formats described in (1) above. Use of VALS to transmit requests electronically is not available to nonparticipating libraries. The Department of Libraries Central Office cannot accept written or telephone requests directly from teachers or students, nor can the regional libraries. Direct contacts from teachers and students will be referred to the school libraries. Telephone requests from school libraries to the DOL Central Office or regional libraries can only be accepted infrequently and under special circumstances.

For specific information about use of the ERIC collection at UVM please contact the DOL/UVM Access Office at 656-2293 or the Reference Dept. there at 656-2022.

If you have questions about ERIC and the Department's ERIC services, please call Marjorie Zunder, Director, Library and Information Services at (802) 828-3261.

Other useful information:

- ERIC database via VALS Web2 Online Catalog:

<http://web2.libraries.vermont.gov>

or

http://170.222.4.6/web2/tramp2.exe/log_in?SETTING_KEY=English&guest=guest&screen=advancedsearch.html

- EDRS Customer Service: (800) 538-3742; ericssupport@csc.com
- ERIC database: <http://www.eric.ed.gov>

**VERMONT DEPARTMENT OF LIBRARIES - SPECIAL SERVICES UNIT
NATIONAL LIBRARY SERVICE (NLS)
POLICY FOR USE OF TALKING BOOKS**

Background

The Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS), administers a free national library program for visually and physically disabled persons who cannot use normal print library materials. With the cooperation of authors and publishers who grant permission to use copyrighted works without royalty, NLS selects and produces unabridged books and magazines in braille and recorded format. Reading materials are distributed to a network of cooperating regional and subregional libraries where they are circulated to eligible borrowers. Special cassette players are needed to listen to these books on cassette. Reading materials and playback machines are sent to borrowers and returned to libraries by postage-free mail. The book collection consists of recreational and general informational reading for adults and children at all grade levels. Books are selected on the basis of their appeal to a wide range of reading interests and include bestsellers, biographies, and general fiction and non-fiction.

The NLS collection is recorded primarily for visually or physically disabled adults and children. Each book is read by a single reader, without background music or special sound effects. The materials at any given reading level are not geared to children or adults with short attention spans or to those who need high-interest, low-vocabulary books. Textbooks and curriculum-oriented and remedial reading materials are not included in the NLS book collection.

Also see: <http://www.loc.gov/nls/> for additional information and online catalogs.

Public Law 89-522

The NLS program was established by an act of Congress in 1931 to serve blind adults. The program was expanded in 1952 to include blind children, and in 1966 by Public Law 89-522 to include individuals with physical impairments that prevent the reading of regular or normal print materials.

Eligibility of Persons with Reading Disabilities

Public Law 89-522 states that materials will be loaned to readers "certified by competent authority as unable to read normal printed material as a result of physical limitations, under regulations prescribed by the Librarian of Congress for this service." The current federal regulation for this program is set forth in the Federal Register for June 7, 1974, as amended October 2, 1981. Individuals with reading disabilities are not expressly covered by this statute. Under Public Law 89-522, only persons whose reading disabilities are physically based are eligible for the NLS talking-book program. Furthermore, the reading disability must be certified by a competent authority, as described below, as having a physical basis before an applicant is considered eligible for the talking-book program. An individual whose reading disability does not have a physical origin is not eligible.

Applications for service from individuals claiming a reading disability based on a physical disability must establish the following facts:

1. the reading disability must be of sufficient severity to prevent reading regular or normal printed material in a normal manner,
2. the cause of the disability must be physically based, that is, it must be an organic dysfunction, and
3. the person certifying the application must be medically able to judge whether the disability has a physical or organic basis.

The following groups of individuals are not automatically eligible: those who have learning disabilities, dyslexia, attention deficit disorder, attention deficit-hyperactivity disorder, chronic-fatigue syndrome, autism, functional illiteracy, or mental retardation, unless there is a specific accompanying visual or physical disability.

Competent Authority

For most eligible people served by this program, the cause of the inability to read printed material--such as blindness, paralysis, loss of arms or hands, extreme weakness, or palsy--is readily observable. In these cases, professionals in various fields related to health care, education, or rehabilitation are acceptable as certifying authorities. With persons classified as reading disabled, usually only the effect is readily apparent. The cause, when physical, lies within the central nervous system. Under the existing regulation, this cause can be determined only by competent medical authority.

The signature of a doctor of medicine or doctor of osteopathy is required by federal regulation on the application to certify not only that a reading disability exists and is serious enough to prevent reading regular printed material in a normal manner, but also that the identified condition has a physical basis. Nonorganic factors--such as emotional or environmental causes, intellectual or educational deficiencies, mental retardation, or other possible nonorganic or nonphysical causes--must be ruled out and cannot be taken into consideration. When certifying applications for service for persons with reading disabilities, certifying medical authorities are encouraged to consult with colleagues in associated disciplines.

Application Procedure

A standard application form and additional information about this free library service may be obtained from The Vermont Dept. of Libraries, Special Services Unit, 578 Paine Tpke. N, Berlin, VT 05602. Telephone: (802) 828-3273 or 1-800-479-1711. The completed application, signed by a competent authority (a doctor of medicine or doctor of osteopathy in the case of a reading disability), should be submitted to the Special Services Unit.

Recording for the Blind Program

Recording for the Blind and Dyslexic (RFB&D) is a private organization that lends recorded textbooks and other educational materials to blind and visually handicapped people or those with specific learning disabilities who are eligible under its own policies. There is a registration fee and an annual membership fee for RFB&D service. Some applicants for NLS service with reading disabilities are already receiving service from RFB&D, and they expect that the RFB&D certification will suffice for the NLS talking-book program; however, RFB&D has its own eligibility criteria for persons with specific learning disabilities that differ from the NLS requirements. (RFB&D has more flexibility in its policies because it is a private, nonprofit, voluntary organization; NLS, however, can provide service

only to those who meet the federal statutory requirements.)

Detailed information about the RFB&D program and its availability for reading disabled persons, and application for the service are available from:

Recording for the Blind and Dyslexic,
20 Roszel Road, Princeton, NJ 08540
(609) 452-0606, 800-221-4792
<http://www.rfbd.org>

RFB does not loan playback equipment to its patrons, but does sell compatible machines.

Summary

To fulfill the NLS statutory obligations, assure the continuity of this program, honor agreements that furnish NLS with cost-free copyright permission, and protect the free-matter-for-the-blind-and-handicapped mailing privileges, NLS must ensure conformance with the regulations governing this program. If you have any questions about the eligibility and certification of those with reading or learning disabilities, please refer them to:

Vermont Department of Libraries
Teresa Faust, Librarian
Special Services Unit
578 Paine Tpke N
Berlin, VT 05602

(802) 828-3273
1-800-479-1711



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WebJunction Vermont

a place for Vermont librarians

WebJunction Vermont is an online community for Vermont librarians and library staff.

Continuing Education

- Vermont Public Librarian Certification Information
- Department of Libraries Workshops
- Free Online Workshops—Computer Troubleshooting, Web Development, Using the Internet, Networking, Word, PowerPoint, Excel...
- Information and resources for managing basic computing, public access computers, using the Internet, applications, sustainability, advocacy, and outreach

Technology Support

- Practical tips, tools, and information about accessibility, basic computer support, Internet, security, and networking
- Buying guide with hardware and software information and reviews
- Technology planning tools

Sharing Ideas

- Vermont-specific and national online discussion forums
- Topics include: hardware, software, the Internet, networking and security, policies and practices, funding and advocacy

Resources

- Guidance on technology planning, budgeting, fundraising, space planning, and marketing strategies
- Policies and practices for your library: acceptable use, computer use, accessibility
- In-depth coverage of timely library topics with articles, reports from the field, and discussion boards
- Resources for rural and small libraries

A service of the Vermont Department of Libraries

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Agreement between the State of Vermont Department of Libraries and

School Name: _____

**For a Public Performance Site License to Exhibit Motion Pictures
(October 1, 2007 – September 30, 2008)****Terms of License**

Movie Licensing USA (a division of Swank Motion Pictures, Inc.) under the terms of its contract with the State of Vermont Department of Libraries will provide Vermont K-12 public schools (as defined by 16 VSA § 11 (a)(7)) and approved independent schools (as defined by 16 VSA § 11 (a)(20)), with Public Performance Site Licenses to Exhibit Motion Pictures (in VHS or DVD form) of the copyright owners listed below in full compliance with 1976 U.S. Copyright Act (Title 17, Pub. L. 94-553).

- Movie Licensing USA has exclusive rights to license these motion pictures to Vermont K-12 public and approved independent schools on behalf of the following copyright owners:

Columbia Pictures,	Paramount Classics	Warner Brothers
Dreamworks Pictures (Go	Paramount Pictures	(Lorimar Telepictures)
Fish Pictures)	(Republic)	Warner Independent Pictures
Fine Line Features Focus	Sony Pictures	Buena Vista Pictures
Features	(Revolution)	Touchstone Pictures
Lions Gate Films	Tristar Pictures	Hollywood Pictures
Artisan Films	United Artists	Miramax Films
Metro Goldwyn Mayer	Universal Pictures	Dimension Films
(Pathe Cinema)	(Polygram)	Walt Disney Pictures
New Line Cinema		

- These motion pictures may be shown only inside a Vermont school building.
- Advertising the motion picture title: 1) through the general media such as public radio, public television or public newspapers, etc. or 2) on websites (except through school publications such as newsletters that are posted on websites), is prohibited.
- Advertising the motion picture title through school newsletters and/or posters inside the school is permitted.
- These licenses do not cover showings where admission is charged.
- These licenses cover motion pictures presently licensed "For Home Use Only."
- There may not be any duplication, editing, altering or digital transmission of the video cassette and/or DVD's in any manner.
- The copyright of the motion picture remains the property of the copyright holder, who reserves all rights to protect its intellectual properties.
- All copyright notices must remain on the motion picture.

The above named school understands and agrees to the Terms of License:

Signed: _____ Name/Title: _____

Date: _____ Enrollment: _____ (See next page for where to find enrollment figures).

Amount to be Invoiced: \$ _____ (See next page for License Costs)

(Please return this signed agreement directly to the State Librarian's Office at the address on the next page. If your school needs to issue a Purchase Order, give a **copy** of this agreement to your business office, **NOT** the original. Also keep a copy for your records)

ANNUAL LICENSE COSTS

The Department of Libraries has agreed to manage a contract for public performance motion picture licenses for schools in order to offer discounted prices to Vermont public and approved independent K-12 schools. This contract will be implemented only if at least fifty schools sign up for and remit payment to the DOL for the licenses. The licenses will begin on October 1, 2007 provided that 50 schools sign up. If the contract is implemented, additional schools may sign up after the deadline but will not receive a price reduction for late sign-up.

Student Enrollment (per school)	Price (per school)
150 and under	\$150.00
151-300	\$175.00
301-500	\$187.50
501-1000	\$200.00
1001-1500	\$212.50
1501-2000	\$225.00
2001 and above	\$237.50

Enrollment figures (use last school year) for public schools can be found at:
http://education.vermont.gov/new/excel/data/enrollment/enrollment_07_table_04.xls.

Enrollment figures for approved independent schools can be found at:
http://education.vermont.gov/new/pdfdoc/pgm_independent/directory_020807.pdf.

For additional information about movie licensing, see: <http://www.movlic.com/k12/index.html>.

Refunds for Existing Customers.

For Vermont K-12 public and approved independent schools that have an existing license with Contractor, Movie Licensing USA will afford a prorated refund based upon the time and value remaining in the existent license.

Return agreement to:

State Librarian's Office
VT Dept. of Libraries
109 State St.
Montpelier, VT 05609