

BOB MATHIS ELEMENTARY

LIBRARY MEDIA CENTER HANDBOOK

Ms. Christine King, Teacher-Librarian

Mission

It is the mission of the Library Media Center to assist in the selection and distribution of a diverse array of materials that are openly accessible to the entire community in order to create effective communicator's, critical thinkers, and lifelong learners.

The hours of operation are from 7:00am- 3:00pm.

Library Media Center Orientation

At the beginning of the school year, all homeroom teachers will bring their students to the library media center for an orientation prior to them checking out materials. During this orientation, the library media specialist will discuss rules, expectations, and care of materials.

Circulation

Kindergarten: Students are allowed to check out one book.

First Grade: Students are allowed to check out one book and may take it home.

Second - Fifth Grade: Students are allowed to check out two books and may take them home.

Teachers may check out any number of books and materials unless the items have been placed on reserved or a large number of students need the same materials.

The library media center subscribes to several periodicals for teachers and students. Also, we receive the Atlanta Journal Constitution. Students may read current issues of student magazines in the library media center. Teachers may check out magazine(s) and return the item(s) in a timely manner.

Students may checkout books for one week in grades K-2. Students may check out books for two weeks in grades 3-5. If the student desires more time to read a book, the checkout maybe renewed for an additional week. The teachers should give this information to the students. Fines

are not charged for overdue books. However, the students will not be allowed to check out additional materials until the overdue items have been returned. In the event the book is damaged or lost, the student will be responsible for paying for the book. Any lost or damaged book must be paid in cash.

Flexible Access Scheduling

Bob Mathis Library Media Center has a flexible schedule to ensure equal access for students, teachers and staff members in accordance with DeKalb County School District Policy. Flexible scheduling allows the library media center to be totally integrated into the school curriculum to strengthen the teaching/learning process. Collaborative planning between the Teacher-Librarian and the teachers to enhance student learning that results in the development of assignments that encourage critical thinking and open inquiry. Teachers select instructional time periods that connects with classroom lessons by signing up on a one or two week calendar. Upon **availability** students may come to the library for independent classroom work, leisure reading, group discussions, book check in/out and computer usage.

Scheduling Classes

Teachers have the opportunity to send students to the Library Media Center on an individual or small group basis. Please send a pass with the students. If sending a small group to the library media center, teachers may send up to three students. If the group is more than three students, the teacher should schedule a time with the Teacher-Librarian to bring the entire class.

The Library Media Center also conducts “**Open Checkout**” this relies on the honor system. Students and teachers are allowed to checkout library materials when the Teacher-Librarian is not available or in the Media Center. Please see Ms. King for further information.

Copyright Information

All teachers are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The Teacher-Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be brought to the Teacher-Librarian.

Other Services offered by the Department of Educational Media

Teachers also have access to the Learning Resources Center (LRC) for additional DVD's, CD'S, software, and sheet music. Please contact the Library Media Center staff for client

numbers and password information. For more information about LRC, please visit <http://lrc.dekalb.k12.ga.us>

Professional Library

In our library media center, there is a professional collection that is available to all teachers and administrators in order to keep them abreast of current educational issues and trends. In addition, teachers have access to a professional library at the Jim Cherry Center. For more information, about the professional library, please visit <http://plibrary.dekalb.k12.ga.us>.

Scheduling of Library Media Center

A Media Center calendar in Office 365 has been created for scheduling classes. The Teacher-Librarian is the only person granted permission to schedule classes on the calendar. Please see Ms. King for further instruction.

Library Media Committee

The library media committee is composed of teachers, parents, administrators, and students. The committee will meet once a semester unless there is an emergency meeting. Our duties are to discuss and prioritize purchases that are funded by federal and state monies and decide on media materials acquisitions that will benefit the school community. Also, if any materials are challenged, the media committee is responsible for handling the concern on a school level.

Volunteers

Volunteers cannot replace paid staff, but they can help relieve some of the duties of the Teacher-Librarian. They can check in/checkout out books, make copies, put up bulletin boards freeing up the teacher- librarian to work with students and instructional need. Training as needed will be provided throughout the school year by the Teacher-Librarian.

Computer/Internet Usage in the Library Media Center

When available teachers may send five students to the library to work on projects or use the Internet. Students must adhere to the DeKalb County School District Internet Policy. Students must have a pass listing all student names, assignment and time limit (max. 30 min.). If the

Library is in use or cannot accommodate, students they will be returned to class. Students are using more and more technology to communicate in the 21st century.

Digital Citizenship

Digital Citizenship is the component that we will integrate into the curriculum to ensure our students reflect the appropriate behavior in a digital environment. Digital Citizenship has been defined by Terry Hicks “as the self-monitoring habits that sustain and improve the digital communities that you enjoy and depend upon in terms of actions and habits: using, sifting, mastering, and creating the literal actions that ultimately define the tone of a student’s interactions with their digital environments.”

Technology Repair Policy & Procedures

Equipment problems must be reported to MIS by using the online service forms (telephone icon on desktop). Once submitted please do not resubmit. This will only cause a delay in response time from MIS servicing your request. Do not ask the technician to repair equipment if a ticket has not been submitted. You must fill out a ticket for computers, phone, promethean boards, laptops, iPads, Internet, and software problems. Document Cameras are distributed to the teachers during pre-planning by the Teacher-Librarian. Never remove any equipment from the library or your classroom without Administrative or Teacher-Librarian approval including damage or broken equipment.

Selection Policy

The Teacher-Librarian takes the leadership for coordinating the selection of library materials and seeks inputs from faculty, students and parents for recommendations to purchase library materials (Library Media/Technology). In developing the library collection, favorable reviews from professional journals and authoritative selection references are used. This strengthens the value of the collection. **The Library Media/Technology Committee** are asked to make recommendations of specific resources or subject areas where information is needed. Criteria for selecting library materials are: authority, education significance, readability, authenticity, factual content, presentation, physical formation, general suitability, age appropriateness, price, and technical quality. The selection process ensures the school community has access to a library collection that will produce skillful and discriminating users of information for career and college readiness.

Weeding Policy

Weeding is an essential part of maintaining the library collection and appearance. The Teacher-Librarian periodically reviews the collection to determine which materials should be removed or replaced.

The following criteria are used when weeding the collection at Bob Mathis Elementary School.

Reference Materials- including multi-volume sets, encyclopedias, atlas, almanacs, science computer and other resources which information is quickly outdated should be removed within 3 to 5 years. **Note:** incomplete sets or volume of books must be weeded immediately.

Fiction Books- no more than 10 years with the exception of classics.

Non-Fiction Books -should not reflect outdated stereo-types of racial and cultural groups. Any text that is providing distortion that would give the reader misleading information is removed.

Age- books that are outdated, worn and superseded copies are available are removed. Additional weeding consideration is given to library materials that are in poor physical condition and those library materials containing subject matter that is no longer needed to support the curriculum.

DVD/Video Usage Policy

DVD/Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program. The showing of any video must be included in the teacher's weekly lesson plan, with the related learning goals and Common Core Standards identified. CD's or DVD's can be checked out from the Library Media Center or the DeKalb Learning Resource Center (LRC). No illegal copies of DVD's or Red Box DVD's are permitted. Downloading videos must comply with **copyright guidelines**. Grades K-5, no videos with ratings other than "G" will be shown without parental consent. Movies may not be shown for classroom reward or entertainment.

Library Rules

Students must have a pass to come to the library.
Enter the library quietly to avoid disturbing others.
No food, drinks, candy or eating in the library.
Take care of library materials.
No printing from computers without permission.
Do not take anything out of the library without permission.
Do not go on unapproved websites.
Make sure your area is clean before leaving.

Let's Work Together @ the Library!!!!!!!!!!!!