

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of the Plainview School Library Media Center. The manual will be updated as changes are made in the library media center.

Mission Statement of the DeKalb County Public School System

The mission of the DeKalb County Public School System is to produce healthy, happy, well-adjusted graduates who are academically competent and who have the career and life skills necessary to become contributing and productive citizens and to provide services for all students, regardless of disabling condition, in order to enable them to take their place in society.

Mission Statement of Plainview School

The mission of Plainview School is to provide a safe, positive learning environment for all students, which will empower them with confidence to meet the challenges of a rapidly changing society.

Mission Statement of the Plainview School Library Media Program

The mission of the Plainview School Library Media Program is to ensure that students are effective users of ideas and information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

Objectives

The goals of the media specialists are:

1. To teach students to access, evaluate, and use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information literacy to students and faculty.

5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
6. To manage a planned program and a welcoming environment.

Library Media Center Hours of Operation

The Plainview Library Media Center is open from 7:30 a.m. until 3:15 p.m. every school day. Students must come with a purpose for learning or a classroom pass for elementary checkouts. Faculty members are welcome to browse and pick up materials in person or notify a librarian of needs via email, phone or student messenger.

Student Conduct

Student patrons of the library media center must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

Rules

1. Use a quiet voice so as not to disturb other media center patrons.
2. Take care of all library media center materials.
3. Keep hands, feet, and objects to self.
4. Leave food and drink outside the library media center.
5. Follow Internet AUP guidelines. Sign in at the desk when using a computer.
6. Do not print from computers without permission.
7. Listen and follow directions from all library media center staff.

Consequences

1. Verbal warning from a media center staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

Scheduling

Elementary Students

Kindergarten and 1st grade classes have a weekly fixed time to visit the library media center for 30 minutes. These students may checkout one book for a period of two

weeks. Other elementary students are not allowed to visit the library during scheduled classes. Teachers should refer to the library schedule and avoid sending students during these class times. Visitation for students in 2nd -6th grades is flexible. Teachers may send up to 3 students at a time to checkout books as needed. These students may checkout two books for a period of two weeks. Elementary teachers are encouraged to schedule additional time for activities/lessons to enhance what students are doing in the classroom and foster information literacy. Additional time should be pre-scheduled with the library media specialist in order to ensure needed materials are readily available and other classes can be notified of the arrangement.

High School Students

There is no fixed schedule for grades 7-12. Teachers are encouraged to plan class lessons which include research and reference materials and to schedule time for classes to meet in the library and/or projects computer lab. Teacher and librarian collaboration beforehand assures the best use of resources and time. Students may visit the library individually to use computers or internet, to check out books, to use periodicals, or to browse between the hours of 7:30 a.m. and 3:00 p.m. Teacher permission is needed during class times. Checkouts are for two weeks and are limited to two books per student unless special requests are made. With teacher permission, students may use the library for study, make-up tests or small-group meetings.

Library Media Committee

An elementary media committee is formed at the beginning of each school year. Members include a volunteer teacher from each grade level. The committee will meet throughout the year to discuss library issues, programs, and activities. In the event of challenged material, one parent, one principal, and one faculty member non-representative of a classroom will join the group to review the complaint and take action.

A high school library committee is called in the event of challenged materials as described in the DeKalb County Schools Policies. Budget and technology decisions are made by the librarians and respective school committees. Adult and student volunteers are occasionally asked to evaluate content of new titles before the titles are circulated. Throughout the year, all faculty members are asked to submit suggestions for library, media and technology purchases.

Programs and Services

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time.

Channel One Broadcasts
Recording of Educational Video Programs through Channel One connection
Accelerated Reader/STAR
Book Fairs
Copying/Printing/Scanning
Ellison Machine
Laminating
Binding
Periodicals including newspapers and magazines
Computers/Internet
A-V Equipment
Professional Development
Information Literacy Skills
Equipment Repairs and Troubleshooting
Desktop Publishing
AVL Cards and Training
Technology Integration
Digital Cameras
School Scrapbooks
Presentation Equipment
Projects Computer Lab
Library Media Web Page

Management

Library materials are circulated using the automation program, *InfoCentre*. A web-based part of the program provides look-up stations in the media center and classrooms. A website (www.dekalbk12.org/plainview/lmc.htm) provides access to classrooms and homes for Accelerated Reader quiz lists, links to pertinent educational sites, and announcements, and media center events.

Books

Kindergarten may checkout one book per library visit. The loan period is two weeks. Students in the 1st -12th grades may checkout two books for a period of two weeks. Elementary books must be returned to the library to renew checkout. Renewals are limited to two. Special permission for more materials may be granted when necessary for an assignment.

Reference Materials

Reference materials are to be used by students in the library media center. Teachers may borrow reference materials for use in the classroom when necessary.

Audio Visual Materials/Equipment

Students are not allowed to checkout AV materials without special permission. Students may use audio visual materials in the library media center to make up a class assignment.

Periodicals

Magazines and newspapers are not to be taken out of the library media center by students, but may be checked out by faculty members. Copies of an article can be made if needed outside the library media center. Only current issues are displayed. Back issues must be requested at the circulation desk.

Faculty Checkouts

Faculty may checkout unlimited numbers of materials as long as needed. Periodicals and equipment must be signed out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them.

Overdues and Fines

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned. High school students are fined \$0.05 for each school day a book is late after 5 days.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

The Plainview School Media Center strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

Selection Policy

The needs of the Plainview School Media Center are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum.

The Plainview School Media Center adheres to the DeKalb County Board of Education's policy regarding selection of materials.

Selection Criteria

Along with the guidelines outlined in the district's policy, the following criteria are recommended as a guide to selecting the best resources for the library media center:

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Appeal to media center patrons
- Suitability for intended use

Request for Media Center Purchases

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.