

# Library Media Center Handbook

## Kingsley Elementary School

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### Mission

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

The Kingsley Library Media Center (LMC) supports this goal by

- Providing students and staff with resources, both print and electronic, to support the school's curriculum
- Collaborating with teachers and administrators
- Teaching information literacy skills to students and staff
- Encouraging reading
- Making the library accessible and attractive
- Providing a website that disseminates information to parents, students, staff, and the community via Destiny

### Hours of Operation

The LMC is open from 8:00 a.m. to 2:00 p.m. each day. Checkout ends at 2:00 p.m. A sign will be posted on the entrance if these hours change.

### Materials Available for Checkout

Students may select from a wide variety of picture books, fiction, and non-fiction books.

### Circulation of Materials

#### Checkout

The media center is an extension of the classroom, and certain policies and procedures are in place in order to maximize student achievement.

- Students in grades 1-5 may check out one book for a two-week period. They may return the book and check out another before the two-week period ends.
- Kindergarten students may check out one book each week which are kept at school.
- Pre-K students do not check out books.
- Students are taught, and are responsible, to check in and out their own books.

- Students will not be allowed to check out any materials if they have overdue items on their account.
- Parents may checkout items on their child's account with a limit of 5 items per family with the understanding that if any of these materials are overdue, the student will be unable to check out books.
- When a book is needed for research or other classroom project, students are allowed to check out additional books. Teachers may also check out books for students to use in the classroom.

## Overdues

- Overdue fines are not charged.
- Students will not be allowed to check out any materials if they have overdue items on their account.
- Overdue notices are printed and given to teachers for distribution to students.

## Renewal

Students have the option to renew the materials one time for an additional two weeks provided that they are renewed before they are overdue. Books must be brought to the library for renewal.

## Damaged Materials

Library materials are expected to be returned in the condition they are checked out.

- Students should check their books for damage **before they check them out** and show any damage to the library staff.
- If materials are returned to the Media Center with writing, torn pages, wet or sticky pages or covers, or damaged or wet or sticky covers or spines, fines may be assessed.
- Damaged materials must be paid for before additional materials may be checked out.

## Lost Materials

If media materials are lost, students have the option to "work off" the cost of the book by helping in the media center, or they can pay for the cost of replacement.

- If the student paid for a lost book and it is found before the end of the current school year, a student may bring in the lost book and receipt to the library for a refund.
- As with damaged materials, lost materials must be paid or "worked off" for before additional materials can be checked out.

## Other Resources Available

## Equipment

The media center has the following equipment available for checkout.

- Document cameras
- Video cameras
- USB microphones
- Listening centers
- Windows laptops
- Chromebook laptops and tablets
- HDMI cables
- Multiple plug power chargers

## Information for Teachers and Staff

### Library Visits

- Kingsley follows best library practices in maintaining a flexible library schedule. The understanding is that either the classroom teacher or the Teacher-Librarian can rearrange or lengthen the suggested lesson to provide a collaboratively-planned standards based lesson. Teachers are encouraged to collaborate with the teacher-librarian in planning lessons using library resources on a regular basis.
- Instruction on search strategies, reference skills, information literacy skills, cyber safety, or other applicable standards are to be planned collaboratively by the classroom teacher and the teacher-librarian.
- Teachers in 3<sup>rd</sup> – 5<sup>th</sup> grades may choose to send students individually or in small groups to the LMC for various reasons. Groups should not exceed three (3) students and should be sent with a note indicating the purpose of their visit (checkout, research, free reading.) The hours for small group check-out will be shared every day during morning announcements.
- Students who come to the media center in a small group and do not act appropriately in the library will be sent back to class.

### Staff Checkout

- Staff members may check out unlimited items at the discretion of the teacher-librarian. Staff members may use Destiny to check their accounts at any time to see what materials they have checked out (refer to Destiny brochure for instructions.)
- If books from the media center can be used to enhance a unit let the teacher-librarian know. Best practices is to identify materials in a Destiny Resource List that you would like to have pulled and delivered.
- Return materials when finished using. Do not pass them on to another teacher. If another teacher would like to use the item(s), simply let the teacher-librarian know, and the item will be checked out of your name and into the new patron's name and delivered to him/her.
- If there are materials you would like to have ordered for the library, let the teacher-librarian know, and it will be added to the Consideration File. The teacher-librarian can also assist in requesting materials from the Learning Resources Center (LRC),

or the DCSD Professional Library, which has materials to aid in classroom or graduate studies.

## Equipment

The LMC staff monitors and keeps track of certain equipment in each classroom. Some equipment is assigned to the room where it is housed and is not checked out to individual teachers. Other equipment is circulated from the LMC. Equipment is listed in Destiny for teachers to know what is available.

## 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.

## Media Committee

The Media Committee oversees the running of the LMC program, setting goals, and helping to implement them throughout the school. The Media Committee is also responsible for following the procedures set forth by the school district concerning challenges to books and materials in the LMC.