



Brown Mill Elementary School

Media Center Handbook





Introduction

The Library Handbook is a compilation of policies, procedures, and guidelines prepared by the teacher-librarians and the local library/technology committee to facilitate the use of educational media. We have developed this handbook to make teachers more aware of the services and materials available and the procedures used, thereby creating a more comfortable atmosphere for you and your classes. The Library is a primary support system to enrich the learning process for the students at Browns Mill Elementary. By turning to resource-based education, we hope to make our students life-long readers and achieve academic

Mission

The mission of the Browns Mill Media program is to empower students to be critical thinkers, lifelong readers, skillful researchers, and effective users of ideas and information. This mission is accomplished through direct instruction with students, collaboration with staff, and a media program that provides a variety of programs, services and resources.

Program and Philosophy

The Browns Mill Elementary School Media Center is here to provide you with resources and services to support and enhance your instructional needs. The collection includes books, magazines, newspapers, Internet access, Internet databases, CD-ROM reference materials, audio-visual materials and equipment to meet your needs. We encourage and welcome all students, faculty, and staff to use the media center for research projects, pleasure reading and other instructional needs..

Hours of Operation

The Media Center is open from 7:30 a.m. to 2:00 p.m., Monday through Friday. Students are

allowed to come to the media center as often as they like provided they have a library pass from their teacher. Students can come individually or in groups of no more than five unless accompanied by a teacher.



Individual students and small groups working in the library need to have a note from their teacher indicating what they are to be doing. Students without a Library pass or behaving inappropriately will be sent back to class.

Teachers will have access before and after published hours.



When comparing schools with and without librarians, the study indicates that the presence of a qualified school librarian can make a tremendous difference in reading achievement. This difference ranges from eight percent for high schools to 35 percent for elementary schools. For instance, schools with librarians have 35 percent more fourth graders who score proficient or above than schools without librarians.

Rodney, Marcia J., Keith Curry Lance, and Christine Hamilton-Pennell. 2003. *The Impact of Michigan School Libraries on Academic Achievement: Kids Who Have Libraries Succeed*. Lansing, MI: Library of Michigan.

Library Schedule

The Library schedule is a flexible one. While teachers can reserve a specific time/day for whole-class book checkout and/or information literacy lessons, these times may be changed as needed. Teachers can schedule additional library time for whole class information literacy lessons or research using computers and/or print materials. When space is limited, scheduled classes have priority over small groups or individuals using library resources. Whole class time can be scheduled either in person or by sending an email to the Teacher-Librarian.

Instruction/Collaboration

Teachers are encouraged to collaborate with the teacher-librarian to develop instruction that supports the standards being taught in the classroom. Instruction on using Destiny, research strategies, reference skills, information literacy skills, respecting copyright and content standards can be planned by the teacher-librarian in collaboration with grade levels or individual teachers. Library lessons can introduce, reinforce and/or extend the standards being taught in the classroom.

Teacher input into acquisitions and collection development is also encouraged so that library materials are correlated with and support instruction.

When specific print materials are needed for whole class research, teachers are asked to make their request at least two days in advance of needing them.

Teachers are required to stay with their classes during library time; any misbehavior is handled by the teacher. Please remind students to push in chairs, pick up any dropped items, and to take all belonging with them.

Check Out Procedures

Teacher Check-Out/Check-In Procedure

1. All books and other materials are checked out using the barcode for the book and teacher's name.
2. Books and materials may be kept as long as necessary.
3. Classroom collections should be changed frequently to keep all books and materials available for everyone to use.
4. Teachers should check out their own books at the circulation desk.
5. Teachers should personally return checked out books. Students should not return books for teachers.
6. Library books should be placed in the return book slot.

Student Check-Out/Check-In Procedure

1. Students in PreK-2nd grade are allowed to check out 1 book and students in 3rd-5th grade may checkout up to 2. However, teachers may decide on the number of books student's may checkout based on the individual student's need.
2. Books are checked out for duration of two weeks. Teacher's help is requested in encouraging students to return books in a timely manner.

Equipment

1. All equipment should be checked out before it is taken from the library media center.
2. Equipment that is kept in the classroom should be kept in a "secure" area of the classroom.
3. **Equipment must NEVER be left in the hallway overnight.**
4. Title 1 equipment is kept in the equipment room of the library media center and may be checked out each day for use. This equipment must be checked out and returned by 1:45 p.m. each day
5. **Students are never allowed to move equipment on carts.**

Overdue, Damaged and Lost Materials

There is no daily charge for overdue books;

however, student check out privileges will be suspended whenever a student has overdue, lost or damaged materials. Students can again check out once their library obligations are met.

Overdue -- Once a book is overdue, students should return the book to the media center to renew it or check out another book. Students will not be able to check out another book until the overdue material has been turned in or renewed.

Lost -- Parents are responsible to pay the replacement cost for any lost items. Payment must be made in cash or by money order made out to Browns Mill ES. If repayment would cause financial difficulties, the parent needs to speak with the Teacher-Librarian. All payments are receipted and receipts are given to students to bring home to their parents. Should a student find and return a lost book, the book and the original white receipt must be returned before May 1 of the current school year in order to receive a refund. Books found and returned after May 1 of the current school year are no longer eligible for a refund. The original white receipt must be presented along with the returned book in order to receive a refund.

Damaged -- Fees can vary depending on the extent of the damage. The extent of damage and fees are determined by the Librarian. Should library materials be damaged beyond reasonable repair parents are responsible for paying the replacement cost.

At the discretion of the Teacher-Librarian, students may be allowed to check out one older paperback book during the time that their library privileges are suspended.

At the Library Orientation at the beginning of the school year, and through out the year, students are instructed to never 'lend' their library materials to another student. The responsibility for payment of lost or damaged materials belongs to the parent whose child checked them out.

Other Resources Available in the Library



Browns Mill Destiny Online Catalog

Students can access the Destiny Online catalog from the media center and off site as long as there is an Internet connections. These locations include local libraries, home computer, personal hand held devices and smartphones.) The catalog can be accessed by going to BME homepage at: <http://www.brownsmill.dekalb.k12.ga.us/>. Click on the media center tab and then click on Destiny Catalog.



Computer/Internet Use

Fifteen library computer stations can be used by students to access Browns Mill's Destiny Online Library Catalog for online research, typing reports or taking STAR quizzes. Students are expected to abide by the guidelines outlined in the DeKalb County Schools Code of Student Conduct, which can be found in the DCSD Student/Parent Handbook, which is distributed at the beginning of each school year. Computers are for educational use only. Gaming sites, personal email, and chat sites are not allowed. Students found to be accessing inappropriate websites, non-academic websites or games can lose their computer privileges.



Printing

A printer is available for printing out student work for class assignments only. Any non-assignment printing is not allowed. In cases of misuse of printing privileges, students can be charged five cents a page.



Copyright

Teachers and staff 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 each school year conducts a copyright in-service. Questions concerning copyright issues should be brought to the teacher-librarian.



Services Available through the Department of Educational Media DeKalb Learning Resource Center (LRC)

The LRC collection has been developed and is provided to enhance the K-12 Curriculum of the DeKalb County School District. Compact Discs, DVDs, Sheet Music, and Videos are available. Materials are reserved online at the LRC webpage and are delivered via courier. The LRC assigns user IDs to teachers and staff.

Video usage policy

- A. **Video recordings should be selected for the direct relevance to the approved curriculum** and specifically relate to the instructional program.
- B. The showing of any video must be listed by the teacher in their weekly lesson plan, with the related learning goals identified, and the video's Motion Picture Association of America's Rating or the Producers Rating for district owned video recordings.
- C. Grades K-5: No videos with ratings other than G will be shown without parental consent.
- D. Movies may not be shown for reward or entertainment use only.

Other Services offered by the *Browns Mill* Library Media Center Staff

- A. Set up of AV Equipment (i.e., carts with projectors/laptops)
- B. Train staff to set up and operate media center equipment
- C. Instruct staff in the use of resources and computer programs

Powerpoint, Wikis, Weebly, Google Maps, iMoive, Destiny, GALILEO, and other databases and word processing.
- D. Facilitate Helen Ruffin Reading Bowl

Interested students in the 4th and 5th grade are encouraged to join the Browns Mill Elementary Helen Ruffin Reading Bowl Team. Students will be selected based on their reading and comprehension of the HRRB books as well as their conduct in class.
- E. Provide bibliographic/work citation assistance
- F. Place materials on special reserve for classroom assignments
- G. Operate the closed circuit video distribution system



The mission of Browns Mill Elementary School is to educate, cultivate and inspire the whole child through a balanced approach of best educational practices, and the support of educators, parents, and the school community