

John R. Lewis ELEMENTARY
LIBRARY MEDIA CENTER HANDBOOK
Ms. Catherine Holton, 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 to create effective communicators, critical thinkers, and lifelong learners.

The hours of operation are from 7:20 am- 3:00 pm.

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. Students should keep the book at school.

First Grade: Students are allowed to check out one book and may take it home if allowed by the homeroom teacher.

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

Fourth and Fifth Grade: Students are allowed to check out three books and may take them home.

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

Students may check out books for two weeks. If the student desires more time to read a book, the checkout may be renewed. 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

John R. Lewis Library Media Center has a hybrid/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 connect with classroom lessons by signing up on the posted 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

The JLES Media Center operates on a hybrid schedule. Homeroom classes come every other week with their teacher, which is scheduled near the beginning of each school year.

Kindergarten classes visit the library every week for story time and book check out. Students may visit the Media Center on **Mondays** and **Fridays** individually or in a small group with a pass. Mondays and Fridays can also be scheduled for extra class sessions or 'make up' days.

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. Please refer to the following website for general copyright guidelines. <https://www.connectsafely.org/copyright/>.

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 student 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 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. Please see Ms. Holton for further instructions.

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 concerns 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 shelve books and laminate. Training as needed will be provided, as needed, 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. If the Library is in use or cannot accommodate, students will be returned to class.

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 DIIT by using the online service forms (telephone icon on desktop). Do not ask the technician to repair equipment if a ticket has not been submitted. You must fill out a ticket for computers, phone, ViewSonic, 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 to coordinate 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 is 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 John R. Lewis 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

Fiction Books- no more than 15 years with the exception of classics.

Non-Fiction Books -should not reflect outdated stereotypes 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

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 DeKalb Learning Resource Center (LRC). No illegal copies of DVD's or Red Box DVDs 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

Enter the library quietly to avoid disturbing others. No food, drinks, candy, or eating in the library. Take care of library materials. Make sure your area is clean before leaving.