Library Media Center Handbook

Edit 6254

Jennifer Adams

5/2/2011

Table of Contents

Philosophy and Mission Statement…….. 2

Hours of Operations…….. 2

Services…… 3

Circulations Policies and Procedures…… 4,5

Rituals and Routines…….. 6

Personnel…… 7,8

Materials Selection Objectives…….. 9,10,11

School Media/Technology Committee…….. 12,13

Internet Permission Form…….. 14

Volunteer Letter……. 15

Challenge to Materials Form……. 16

Copy Right Notices……. 17

Library Media Center Layout…….. 18

Bibliography……... 19

Media Center Philosophy and Mission Statement ~

Philosophy ~

It is this media centers philosophy to create a safe, welcoming environment conducive to learning. The media specialist will be an intermediary between the school and the community. The media specialist will keep a collection of materials that are relevant and interesting to the local community and that is in no way bias by the media specialist. The media specialist will keep all technology running and up to date so that the students, teachers, staff, and community have access to all the latest materials. The media specialist will collaborate with teachers to help stimulate and teach students how to become lifelong learners and educated citizens.

Mission Statement ~

This Media Center will be a gateway for learning and education not only for students but for other educators and community members and will strive to help produce intelligent, resourceful citizen that have a lifelong desire to learn.

Media Center Hours of Operations ~

Students – 8:00 am – 3:00 pm Monday through Friday

Teachers – 7:30 am – until Monday through Friday

Media Center Services ~

Students ~

The media center has several services that are specifically geared towards students. Students can check out book, magazines, and research material. They can do school related research at any of the computers. Teachers can send up to 4 students to the media center at a time. Students must have a pass and a clear idea of what their goal is for the trip. All students must sign in and out, every time. Any student entering the media center without a teacher must have a pass. Students not working on school related work will be sent back to class. Students are welcome in the media center before and after school without a pass but reason for trip will still have to be school related. Teachers should sign-up to bring the students to the library at least once every two weeks.

Teachers ~

The media center has several services that are specifically geared to teachers as well. Teachers may check out books for class, videos, technology, and professional material from our Professional Library. Teachers are welcome to use any of the computers in the library as long as it is school related work. All technology is checked out through the library. If teachers have a technology problem in their classroom they can come by the library to get a technology work order form. Conference rooms can be used for grade level or vertical planning sessions. Teachers are welcome to use the laminating machine as well as the Ellison machine. Teacher may also use the news room to create school related videos.

Circulation Policies and Procedures ~

- Check out ~

  Kindergarten and 1st grade – 1 book a time

  2nd and 3rd grade – 2 books at a time

  4th and 5th grade – 3 books at a time

- Books are checked out for
  - Kindergarten and 1st grade – 1 week at time
  - 2nd through 5th – 2 weeks at a time, but can be renewed for an additional 2 weeks at a time
- Teachers can sign up to bring their classes to the library for story time and/or checkout
  - Kindergarten and 1st grade – 30 minutes, for story time and check out time, every week
  - 2nd through 5th – 15 minutes to check out books as needed, every two weeks
- Every student should take the star test at least 3 times a year to determine their appropriate reading level. This should be done in the classroom or computer labs.
- Students should have library card with their name, the teacher's name, school id number, and reading level on it when coming to the media center.
- Students must check out books through librarian or assistant
- Fines are placed on lost or damaged books, no late fees
- Fine notices are sent out bi-monthly
- No student may check out a book if they have a book out or a fine waiting to be paid
- Students may not check out reference material or magazines
- Students are not allowed into Video library or Professional library
- Students may take AR or STARR tests on media center computers
- Teachers ~
  - If you need materials pulled, 1 week notice is required
  - If you would like materials to be available when you bring your students to the media center, 1 week notice is required

- Textbooks will be checked out to the teacher and the teacher will assign books to the students. It is the teacher responsibility to notify the media center about lost, stolen, or damaged textbooks.
- Any material taken from media center will be checked out in the teacher's name.
- Teachers will be responsible for returning all material checked out of media center by the end of the year.
- Videos must be rewound and turned back in the day they are checked out
- All technology equipment is checked out through the media center. Teachers, please do not pass equipment along. It all needs to be checked in and out of the media center.

Media Center Rituals and Routines ~

- Students are expected to follow all school and classroom rules when in the media center.
- Students must sign in upon entering the library and sign out when leaving.
- When looking for a book students will use placeholders to keep that book's place when removing it and looking at it.
- If a student removes a book without a placeholder, they will need to place it in to the book return slot.
- All returning books should be placed in the book return upon arrival in the media center.

Media Personnel ~

Librarian/Media Specialist

The *Teacher/Librarian* will be an individual who has completed the necessary schooling and passed the appropriate tests needed for certification. Main duties will include but are not limited to organizing and managing the library media center and running it to its fullest capabilities. His or her responsibilities are:

- Provide access to the Library Media Center
- Provide assistance in locating information
- Guide users in the selection of appropriate resources
- Develop flexible policies for the use of resources
- Provide retrieval systems
- Inform teachers, students, parents and administrators of new materials, equipment
- Instruct students, educators and parents
- Collaborate with teachers to plan, teach, and evaluate instruction
- Teach information literacy skills as an integral part of the content and objectives of the school's curriculum (Big6 and Super2)
- Instruct in the use of technology to access, use, and communicate information
- Promote a lifelong love of reading
- Participate on school-wide curriculum committees
- Participate in professional development activities
- Promote the use of technology
- Collaborate with staff and parents in planning programs that promote reading
- Promote understanding of the role of the library to administrators and department heads
- Oversee library material budget
- Supervise library personnel
- Evaluate and select materials that enhance the adequate resources to meet the needs of the instructional program
- Work with administrators in developing and meeting teaching and learning goals of the school
- Troubleshoot technology problems

Library Clerk/Assistant

Support personnel provide librarians the necessary assistance to maintain an efficient library program. Often the *Library Assistant* runs the library media center without the help of the Librarian. Her or his duties are:

- Monitor and/or assist checking materials in and out
- Shelve and shelf read materials on a regular basis to keep materials in proper order
- Compile circulation statistics, reports and overdue notices
- Assist in ordering materials
- Mend damaged materials
- Enter records in library automation system
- Keep records in library automation system up to date
- Assist with organization and maintenance of technological equipment
- Maintain and organize any and all library materials
- Assist students, teachers, and any other patron in the library
- Supervise adult volunteers
- Do daily computer backups
- Promote reading programs

Florida. Lely High School. Media Center Handbook. Retiieved from www.collier.k12.fl.us/lhs/**mediacenter**/**mediahandbook**.pdf in March 2011.

Georgia. Richmond County. Media Specialist's Handbook, Media and Instructional Technology Department. Revised August 2010. Retrieved from http://www.rcboe.org/www/rcboe/site/hosting/Educational%20Media/MediaSpecialistHandbookRevised10.pdf. in March 2011.

Material Selection Objectives

A quality School Library Media Center collection contains both fiction and nonfiction materials, including print and non-print formats. All of the various subject areas in the curriculum should be included. Materials should be as current as possible. Evaluation of the collection should be made periodically in order to maintain a good balance.

To insure that materials included in the library collection are an integral part of the school educational program, the following material selection objectives are to be considered:

- Provide up-to-date materials that will enrich and support the existing curriculum, taking into consideration the varied interest, reading abilities, and maturity levels of the students served
- Provide materials that will stimulate growth in factual knowledge, encourage literary appreciation, and fulfill recreational and emotional needs
- Provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical analysis
- Provide materials representative of the many religious, political, ethnic, and cultural groups and their contributions to our American heritage
- Place principle above personal opinion, and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection appropriate for the users
- Provide faculty with support materials that will enrich the curriculum they teach

Purchase Selection Specifics

Format Considerations

All Formats	Age appropriate in interest and reading levels. Format appropriate for content. Engage students' interests. Reflects cultural diversity. Supports curriculum and school programs. Invites repeated use. Materials are comprehensive and clear. Challenging and creative in its approach to content. Complements or supplements other materials. Reference features are well organized. An abridgment or adaptation should be faithful to the original work. Positive review in professional selection tools.
Picture Books/Easy Books	Use of rich, rhythmic language, appropriate for intended audience. Stimulating plot. Quality of text and illustrations. Book design, including type size, style, and placement. Paper quality and durability. Themes and settings that enrich students' sense of the world. Include a variety of multicultural literature.
Beginner Books	Visual appeal. Engaging plot. Short sentences. Controlled vocabulary encourages the reader, but not monotonous. Variety of subjects including sports, history, animals, and crafts.
Middle Readers/ Chapter Books	Appealing characters. Short chapters with inviting and accessible chapter headings. Fiction/Novels Interest to children or young adults. Believability, coherence, and creativity of plot. Authenticity of setting. Characters are well developed. Intellectually and emotionally stimulating. Use of rich and beautiful language
High Interest/ Low Vocabulary	Short paragraphs. Easy vocabulary. Logical grammatical constructions. Fast paced stories. Themes must be age-appropriate. Interesting subject matter. Includes a glossary and/or index. Clear captions and subject headings.
Reference	Information is accurate and current. Reference features (index, glossary, appendix, etc.) are well organized and easy to use. Layout is visually appealing. Anticipated usage justifies the cost. Support curriculum and core collection.
Biography	Biographee's life supports curricular and student personal needs. Important dates are chronologically accurate. Documentation of notes, sources, and citations of primary source materials are accurate. Illustrations are appealing. Focus is on the person's life not the events.
Poetry	Literary quality. Anthologies represent a variety of poets. Various types of poems, poetic forms, and themes are included. Poems are well organized. Usefulness of indexes and table of contents.
Science	Clear writing without oversimplification. Adheres to the scientific method. Distinguishes between fact, theory, and opinion. Avoids attributing human emotions and values to animals. Illustrations are carefully labeled and provide understanding of textual information. Includes primary source material where available. Indexes provide thorough access to the information by a variety of access points. Current copyright date.
World Cultures	Currency of information. Accurate portrayal of events-historically correct. Sensitivity to the customs and traditions of different cultures. Quality of illustrations and photographs. Inclusion of material of special interest to children and young adults. (eg. information about school life, games, sports, holidays, and how children spend their time). Reference features include maps, indexes, and bibliographies. Organizational features such as chapters and subheadings are logically arranged. Correlation of text and

	illustrations.
Globes/Maps	Accurate scale of countries and place names. Legends and indexes are clearly indicated. Effective use of color contrasts to portray dimension and topography. Surface finish that can be marked and easily erased. Readable print. Portable and durable.
Visual Media Video DVD	Effective visuals or photographs. Excellent animation. Visuals work well with text. Sound should complement the visual and not overpower the narration.

Purchase Selection Specifics adapted from Power Up Your Library *by* Sheila Salmon, copyright 1996.

Basis for **exclusion** of materials:

- Materials that are highly offensive to good taste or contrary to moral and ethical standards.
- Materials on controversial issues that are written in a violent, sensational or inflammatory manner.
- Materials displaying blatant stereotypes concerning gender, race, sexual preference, ethnicity, religion, age, or disabilities.

Note: Materials are **not** necessarily excluded because of coarse language or frankness if presented as an honest picture of a social problem or aspect of life.

California . Covina-Valley Unified School District. Library Personnel Handbook. Revised 2004. Retireved from http://www.cvusd.k12.ca.us/pdffiles/CVUSD_Libraryhandbook.pdf on April 26, 2011.

School Media/Technology Committee

The Georgia Board of Education's Rule 160-4-4-.01 (IFBD) requires that each school have a media/technology committee. This committee shall be composed of the principal, media specialist, technology specialist, teachers, students, parents and community representatives. The make-up and functions of the committee shall reflect the needs of the particular school that it represents. The committee addresses building media concerns within the framework of the system's media/technology policies. Committee responsibilities include:

- planning the media/technology program for the particular school building which it serves;
- functioning as the first review of reconsideration of materials;
- assessing needs and recommending acquisitions for media/technology to support the school's instructional program;
- recommending media/technology program objectives and priorities;
- assuring that the school media/technology program is in compliance with state and SACS standards, and with established system policies;
- evaluation of the program and its effectiveness as an integral component of the building instructional plan;
- recommending and developing individual school policy and implementation procedures;
- establishing and applying a decision-making process for selecting, acquiring and weeding within established system policies;
- fostering good public relations; and
- maintaining communication with other schools, the community, and other appropriate agencies.

Composition of the School Media/Technology Committee

The principal will annually appoint the School Media/Technology Committee. The principal, media specialist, tech specialist, and instructional lead teachers are members of the committee by virtue of their positions. Other teachers, students, parents and members of the School Council shall be appointed annually.

Media/Technology Committee Involvement in Selection and Appeal

Two important roles of the school and system media/technology committees are (1) participation in media/technology selection and (2) response to formal complaints/challenges involving school/system instructional media.

Georgia. Bibb County. THE POLICY AND PROCEDURES FOR SELECTION AND UTILIZATION OF INSTRUCTIONAL MATERIALS, MEDIA AND EQUIPMENT . Retrieved from http://www.bibb.k12.ga.us/images/media_policies.pdf on April 24, 2011.

Internet Permission Form ~

It is the policy of this media center that teachers and students should be furnished educational opportunities and resources to have access to programs and services available for "online" computer services offered by various vendors. In this connection, the Department of Instructional Technology is authorized to provide for procedures with various online suppliers to ensure that these online services do not cost the student or the school district any funds; to ensure that there is access limited to instructional and curriculum related matters; and to provide procedures for other similar matters to ensure that the rights of the online provider and the school district are protected. Particular attention should be given to ensuring that the students are not granted access to anything other than educational and instructional materials and resources.

Acceptable Use Policy ~

1. Internet is accessed only for support of the instructional program and the curriculum as outlined in the Richmond County Curriculum Guides.
2. Transmission of any material in violation of any US or state regulation is prohibited, including copyrighted material, threatening or obscene material or material protected by trade secret.
3. Use for commercial activities is prohibited.
4. Use for product advertisement or political lobbying is prohibited.
5. Netiquette - Generally accepted rules of network etiquette shall include, but not limited to the following; Be polite, use appropriate language, no swearing or vulgarities; E-Mail is not necessarily private, therefore be careful about what you say about others; no disruptive use of the network, such as "chain letters" or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Richmond County Schools.
6. Internet usage is a, privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may result in disciplinary action.
7. Security - Students are not to reveal their personal information (home address, telephone number, social security number, etc.) to other individuals on the Internet. On E-Mail, use only school addresses.
8. Vandalism - Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, Internet or any agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.
9. No software of any kind may be brought from the student's home for use on any school computer.
10. Each school media/ technology committee shall establish an individual school Internet policy in accordance with this Richmond county policy.

STUDENTS SIGNATURE_____DATE_____CLASS/GRADE_____

Dear Volunteer:
Thank you for your interest in a voluntary position in the _____ School Library. There will be many opportunities for you to play a vital role in the lives of students and staff, both directly and indirectly. Please answer the following questions so we can best use your knowledge and interests. You will be able to modify the information you provide at any time in the future.

PERSONAL INFORMATION

Name_____

Association to school_____(father, mother, relative, etc.)

Children in school: Name_____ Teacher _____

Name_____ Teacher _____

Name_____ Teacher _____

Address_____

Phone: Home_____ Work_____

I am available: Day(s)_____ Time_____

I cannot work at school, but I can work at home doing_____

_____

INTERESTS

1. What hobbies, talents, and/or specialties do you have that you would like to share with students, teachers, and/or parents? For example: computers, desktop publishing, dance, opera, folk music, cooking, languages, poetry, crafts, needlework, science, reading aloud, story telling, history, geography.

_____

2. Are you interested in performing clerical tasks in the library media center?

_____

3. Have you worked with groups of children before? _____

In what capacity? _____

4. In what other localities, states, or countries have you lived? _____

5. Would you like to speak to children/classes about your experiences? _____

6. What languages do you speak? _____

7. Would you like to talk or write with children in this (these) language(s)? _____

Please add any comments or additional ways that you would like to be involved. I look forward to working with you in the library.

_____

Sincerely,

Challenge to Materials Form

Title: _____

Author:_____

Book: Video: Cassette: Magazine: Other:_____

Publisher:_____

Request initiated by:_____

Telephone: Address:_____

City: Zip Code:_____

Complainant represents: _____Self _____Organization or other group

Name of organization or group:_____

1. What do you find object ional in the material? (Please be specific; cite pages.)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about the book?

5. Did you read the entire book? If not, what parts?

6. Are you aware of the judgment of this book by literary critics?

7. What do you believe is the theme of this book?

8. What would you like the library to do about this book?

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant Date_____

Copyright Notice Samples ~

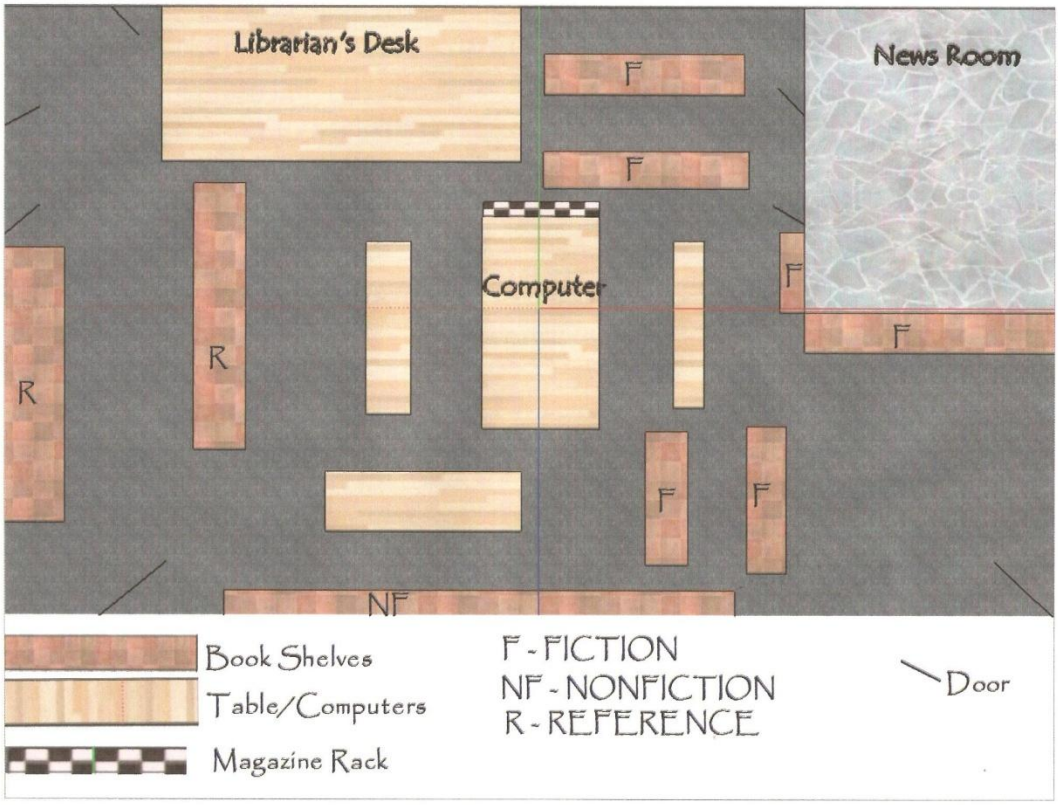
For general posting and use:

NOTICE
Warning Concerning Copyright Restrictions
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.
Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "Fair Use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its involve violation of copyright law.

For Posting on all copies:

NOTICE
This Media Center adheres to the "Fair Use" doctrine with regards to the Copyright Laws of the United States
The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials.
The person using this equipment is liable for any infringement of the law.

Library Media Center Layout



Bibliography

- California . Covina-Valley Unified School District. Library Personnel Handbook. Revised 2004. Retireved from http://www.cvusd.k12.ca.us/pdffiles/CVUSD_Libraryhandbook.pdf on April 26, 2011.
- Florida. Lely High School. Media Center Handbook. Retiieved from www.collier.k12.fl.us/lhs/**mediacenter**/**mediahandbook**.pdf in March 2011.
- Georgia. Bibb County. THE POLICY AND PROCEDURES FOR SELECTION AND UTILIZATION OF INSTRUCTIONAL MATERIALS, MEDIA AND EQUIPMENT . Retrieved from http://www.bibb.k12.ga.us/images/media_policies.pdf on April 24, 2011.
- Georgia. Richmond County. Media Specialist's Handbook, Media and Instructional Technology Department. Revised August 2010. Retrieved from http://www.rcboe.org/www/rcboe/site/hosting/Educational%20Media/MediaSpecialistHandbookRevised10.pdf. in March 2011.