

DRESDEN ELEMENTARY LIBRARY MEDIA CENTER HANDBOOK



PRINCIPAL
MRS. DOMINIQUE TERRELL
TEACHER/LIBRARIAN
MS PHYLLIS SMITH

DRESDEN DRAGONS



LIBRARY MEDIA CENTER HANDBOOK

Ms P. Smith Teacher-Librarian

MISSION

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. The teacher-librarian collaboratively plans with teachers to prepare college and career readiness students.

HOURS OF OPERATION

The Dresden Library Media Center hours of operation is Monday-Friday 7:15am-3:15pm. Students must come with a purpose for learning. Faculty members are welcome to browse or notify teacher-librarian of needs via email, phone or student messenger. We have 24/7 availability using Destiny, our online library.

LIBRARY MATERIALS & CHECKOUT PERIODS

Materials that are available for students, teachers and staff to checkout are books, eBooks, audio books, CD's & DVD's. Interlibrary loans are available for DeKalb County teachers and staff only. For assistance contact Ms Smith, Teacher-Librarian @678-676.7202 via email @ phyllis_d_smith@fc.dekalb.k12.ga.us . Students may checkout books for a two week period (Grades 1-2 two books, Grades 3-5 three books. Teachers and staff members' library loan period is 3 weeks. **Parents may checkout books in Spanish and English under their children name. See Mrs. Smith for more information.**

OVERDUE, DAMAGED AND LOST MATERIALS

Library materials must be returned on time to check out additional books. There is no charge for overdue books. **Students, teachers, staff members and parents must pay for all lost and damaged library materials before additional books can be checked out.** This includes replacement cost if the book is now at a higher price than the original purchase price. Students that cannot check out books may continue to use any resources in the library.

PERIODICALS

Magazine and newspapers cannot be taken out of the library media center. Copies of an article can be made if needed outside of the library media center. Only current issues are displayed. Back issues must be requested at the circulation desk.

RESOURCES

In addition to the DeKalb County School District resources, the Dresden Library Media Center provides access to World Book Online, Social Studies & Science databases, Renaissance Learning Computers, Laptops, iPads, Playways, Flip Cameras, CD's, and a DVD's Library Collection in Spanish and English. Orientation will be provided to new teachers on the Destiny Online Catalog, Discovery Education, Copyright Procedures, Galileo, and Technology Passwords.

LIBRARY MEDIA /TECHNOLOGY COMMITTEE

The Library Media/Technology Committee consists of the following school and community representatives.

They are:

- Principal
- Teacher-Librarian,
- Teacher from each grade level,
- Teacher for special area department,
 - Parent
 - Student

This committee is an advocate for the school library media center program discussing concerns and issues, reviewing the library budget, recommending book titles, reviewing book removals, and library celebrations.

LIBRARY ASSISTANTS

Student library assistants can fill some of the void when there is a lack of volunteers or paid assistants. They can pull books for teachers, shelve books and other materials check in/checkout books, give student overdue notices to teachers and other task. Training will be given at the beginning of the year (4th & 5th gr. students only).

VOLUNTEERS

Volunteers cannot replace paid staff, but they can help relieve some of the duties of the teacher-librarian. They can check in/checkout books, make copies, put up bulletin boards freeing up the teacher-librarian to work with students and instructional need. Training as needed, will be provided throughout the school year by the Teacher-Librarian.

COMPUTER/ INTERNET USAGE IN THE LIBRARY MEDIA CENTER

The Library Media Center has 12 student workstations one MAC computer (12) Laptops and (30) iPads (1 cart when available) computers for independent student and instructional usage. When available, teachers may send four 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 listing all student names, assignment and time limit (max. 30 min.). If the Library is in use or cannot accommodate, students they will be sent back to class. All students must sign in. Students are using more and more technology to communicate in the 21st century. In education it is our responsible to teach how to use social media tools correctly.

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 Heick “as the self-monitored habits that sustain and improve the digital communities that you enjoy or depend on.” Digital Citizenship will be discussed further in Grade 3-5 library orientation.

PARENT COMPUTER

Located in the Dresden Library Media Center is a computer designated for Parents usage only. We are requesting that no student, teacher, staff member or volunteer use this computer. The computer is located by the second door in the library on a desk. A printer is also available for their usage only. Parents are required to sign in and out and shut down the computer. Parents must comply with the DeKalb County School District Policy and Procedures relating to technology. For additional assistance, see the teacher- librarian.

INFORMATION FOR TEACHERS

HOURS OF OPERATION

The Dresden Library Media Center hours of operation is Monday-Friday 7:15am-3:15pm. Students must come with a purpose for learning. Faculty members are welcome to browse and pick up in person library materials or notify teacher-librarian of needs via email, phone or student messenger.

(Teacher-Librarian Lunch 1:30pm-2:00pm no services available during this time)

We have 24/7 availability using Destiny, our online library

FLEXIBLE ACCESS SCHEDULING

Dresden Library Media Center has a flexible access 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 enhance student learning that results in the development of assignments that encourage critical thinking and open inquiry. Teachers select instructional time periods that connects with classroom lessons by signing up on a two week calendar. Upon **availability** students may come to the library for independent classroom work, leisure reading, group discussions, book check in/out and computer usage.

LIBRARY SCHEDULING

Teachers are asked to schedule class time for book check in/checkout and collaborative instructional classes. **Class book checkout only available at this time.** Class time is a 40 min. block with a 5 min. transitional time. **Teachers may not leave students unattended at this time for making copies, meeting, etc.** Teachers are expected to assist students with correct reading levels to avoid unnecessary removal of books from shelf. Teachers are also expected to assist with lessons that have been cooperatively planned to ensure students are totally engaged with lesson. Students must have a **pass** when coming to the library with names of students, assignment, and returning time to classroom (max time 30 min. upon availability).

Morning student checkout is available for 20 students only from 7:15am to 7:30am.

The schedule is:

- Monday 1st Gr.
- Tuesday 2nd Gr.
- Wednesday 3rd Gr.
- Thursday 4th Gr.,
- Friday 5th Gr.

Students **must have books** to return to come to the library. **Students must eat breakfast first before coming to the library.**

SCHEDULING OF LIBRARY MEDIA FACILITIES

The Dresden Library Media Center provides a small conference area for meetings, parent conferences and small classroom instruction. We ask that you schedule your usage with the teacher-librarian to avoid conflicting times. There is no scheduling for the use of the laminator. Teachers are advised to never leave the machine on. Turn off after usage. Never use the laminator in the same area where students are sitting, or near a class session to avoid distraction to sessions. Laminating film is only loaded once a month. Use sparingly. The poster maker machine and cold laminator requires administrative approval.

See the teacher-librarian before using these machines.

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. Teachers are required each year to sign a copyright release form after the in-service. Questions concerning copyright issues should be brought to the attention of the teacher-librarian. A Copyright PowerPoint Presentation, is located the Dresden Schoolhouse Teacher's Lounge.

MATERIALS AVAILABLE FOR CHECKOUT

All materials located in the Dresden Library Media Center Collection are available for teacher checkout.

NUMBER OF CHECKOUTS ALLOWED & LIBRARY LOAN PERIOD

Checkout materials that are available for teachers and staff members include books, eBooks, audio books, CD's & DVD's. Interlibrary loans are available for DeKalb County teachers and staff only. For assistance call Ms Smith, Teacher-Librarian @678-676.7220. Teachers and staff members' library loan period is 3 weeks. Reference Books have a check-out period of 3 days (note: max.10 books not including encyclopedias, almanacs, dictionaries and atlas reference books sets).

EQUIPMENT POLICY & PROCEDURES

Equipment problems must be reported to IT by using the online service forms (Help Desk icon desktop). Once submitted to do not resubmit. This will only cause a delay in response time from the CTSS servicing your request. Do not ask the CTSS to repair equipment if a ticket has not been submitted. They have their tickets per day they must complete. If they do not attend to your problem that day that means you were not on their schedule for that day. You must fill out a ticket for computers, phone, smart boards, laptops, iPads, Internet, and software problems. Document Cameras are distributed to the teachers during pre-planning at one time 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. Equipment will be collected before Christmas vacation and at the end of the school year. **Keep your equipment clean and accessible for the CTSS to access and work on.** Long Term Laptops or iPads requires approval from Mrs. Terrell with proof of insurance. You will be asked to sign a disclaimer accepting personal liability for lost or damage to equipment that you checked out. The disclaimer will be given prior to receiving equipment. Daily Laptop and iPad equipment will be delivered by the custodians to the grade level chairperson for distribution. They will be responsible for scheduling equipment and reporting cart problems to IT for their grade level. Pick up time is 2:00pm daily. If equipment is not ready for custodians to return to the library, the Assist Principal will still be notified immediately. The Library Media Center closes @ 3:15 daily. Any equipment that is out you must speak to Mrs. Terrell for storage location. **Equipment may not be left in the library overnight unsecured.**

COLLECTION DEVELOPMENT POLICY

The library media center program is an integral part of the instructional process. Its primary function is to support the curriculum/instruction and enrichment of student resources to enhance student achievement. The collection contains all formats of print and non-print materials available for leisure reading, special interest, vocabulary, and reading levels of students within Dresden Elementary School. Collection Development identifies the strength and weaknesses of the library media collection in terms of student needs. It also demonstrates that funds are being spent wisely and that the collection meets the informational needs of the curriculum.

THE SELECTION POLICY

The Teacher-Librarian takes the leadership for coordinating the selection of library materials and seeks inputs from faculty, students and parents for recommendations to purchase library materials (LibraryMedia/Technology). In developing the library collection, favorable reviews from professional journals and authoritative selection references are utilized. To strengthen 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 resources that are used are: Children's Books, Book List, Coretta Scott-King Book Awards, Children Literature Web Guide, Follett School Solutions, Baker & Taylor Library Resources, Caldecott and Newbery Book Awards, School Library Journal, Media and Methods, Best Books for Elementary Students, School Library Monthly Horn Book and Bulletin of the Center for Children's Books. 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 Dresden 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. **Note:** incomplete sets or volume of books must be weeded immediately.
- **Fiction Books**- no more than 10 years with the exception of well known children authors and classics.
- **Non-Fiction Books** -should not reflect outdated stereo-types 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 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.

VIDEO USAGE POLICY

Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program. 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 Library Media Center or the DeKalb Learning Resource Center (LRC). No illegal copies of DVD's are permitted. Red Box DVD's Rentals are permitted if they are being used for Educational purposes under the Fair Use Guidelines. 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 without a public performance license.

DONATIONS

The acceptance of donations will be determined by the Principal and the Teacher-Librarian on the basis of their suitability to the library purpose and needs. Gifts will only be accepted if there are no strings attached. They must meet the same criteria as those applied to the selection of other materials.

LIBRARY RULES

- Students must have a pass to come to the library.
- Enter the library quietly to avoid disturbing others.
- No food, drinks, candy or eating in the library.
- Take care of library materials
- No printing from computers without permission.
- Do not take anything out of the library without permission.
- Do not go on unapproved websites.
- Make sure your area is clean before leaving.
- Turn computer to icon screen after usage.
- Teachers may not use the library areas for lunch breaks.

CONSEQUENCES

Verbal warning from teacher-librarian
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 the library with a group.

SEE YOU @ THE LIBRARY!!