

Hawthorne Elementary School Media Center



LIBRARY MEDIA CENTER

HANDBOOK

Ms Sue Levine, Teacher-Librarian

Mission

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

Information for Students

The Hawthorne Elementary Library Media Center Staff, including Ms Levine, Teacher-Librarian and Media Squad, is available to provide all students with print and non-print information they need and additional assistance if requested.

Hours of Operation

Students may visit the Hawthorne Media Center with teacher permission as long as space, resources, and services permit:

- Before school, from 7:30 AM until 7:55 AM Monday-Friday.
- During class time from 8:05 AM until 2:15 PM of no more than two people at a time from each class with a pass for book checkout. The students may need to select their books and leave a post it note with their name on the books to have them checked out and delivered later in the day when the Teacher-Librarian is not teaching a class.
- After dismissal, with teacher or parent permission until 3:00 p.m. It is very important that students keep track of time so that they do not miss their transportation home.

Materials available for checkout

Students may select from a wide variety of easy fiction, fiction and non-fiction books; however, they can only checkout one book in a series or by a specific author at one time. Some exceptions are made for books in a series that are being underutilized by the rest of the student body.

Number of checkouts allowed/Checkout period

All materials are circulated for a two week loan period with the option to renew the materials once for an additional two weeks. The number of checkouts depends on the student's grade level:

Pre-K & Kindergarten-2nd	one book
3 rd -5 th	Two books
Parents may checkout up to five items on their child's account	

Overdue, Damaged and Lost Materials

Overdue Materials

Students who keep materials longer than the allotted two weeks without renewing (once is permitted) have overdue materials.

- Periodically, overdue notices are sent home through the Hornet Express.
- The Teacher-Librarian may call a student's home if overdue materials persist.
- If a student believes he/she has received an overdue notice by mistake, please contact the Teacher-Librarian as soon as possible.
- No fines are charged, but students with overdue materials are not permitted to checkout additional materials until the overdue items have been returned.
- Please make every attempt to return materials on time so that all library patrons can utilize them.

Damaged Materials

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

- Students should point out damaged library materials to the Media Center Staff as soon as they notice them.
- If materials are returned to the Media Center with writing, torn pages, or damaged covers, additional fines may be assessed.
- As with overdue materials, damaged materials must be paid for before additional materials can be checked out.

Lost Materials

If media materials are lost, they must be paid for at the cost of replacement.

- This will not be less than \$10.00 for a hardback book and not less than \$5.00 for a paperback book.
- Students must pay in cash only and will receive a receipt.
- If a lost material is found before the end of the current school year, a student may bring the lost item and receipt to the library and receive a refund.
- As with overdue and damaged materials, lost materials must be paid for before additional materials can be checked out.

Other Resources Available

Computer/Internet use in the library

The Media Center offers computers for student and teacher use. These computers are **for educational use only**, and students are expected to abide by the guidelines outlined in the DeKalb County Schools *Code of Student Conduct* distributed each year. Gaming sites, personal email, and chat sites are not allowed.

Media Center computers may be used for the following purposes:

- Online research using the sites bookmarked on the Destiny Sybmaloo Webmix (on Destiny), teacher bookmarked sites
- Finding library materials using Destiny
- Word processing and creating presentations

If students would like to print, they should ask the Media Center Staff first. Students should not attempt to print without permission.

Accessing Destiny off campus

Destiny may be accessed using any internet connected computer. Go to Hawthorne's website (<http://www.dekalb.k12.ga.us/hawthorne>), hover the Library Media Center link on the left navigational bar, and click Destiny.

Media Squad

Each year, fifth grade students are selected to serve on the Hawthorne Media Squad based on the positive characteristics and good judgment that they have displayed. Therefore, our expectations of students chosen to serve their school community are understandably high. Media Squad members have a great deal of responsibility in our school and interact with both faculty and staff and students, so it is a very important and respected job.

Service time for Media Squad members is 7:25 AM to 7:55 AM in the mornings. Transportation to school is not provided; all Media Squad members must be able to get to school independently. For more information about Media Squad, please contact the Teacher-Librarian.

Information for Teachers and Staff

The Hawthorne Elementary School Library Media Center Staff, including Ms Levine, Teacher-Librarian and Media Squad, is available to provide all teachers and support staff with materials and services that will help them in planning and executing standards-based lessons.

Hours of Operation

The Media Center is open for use by teachers and staff from 7:15 AM to 3:30 PM on Mondays, Tuesdays, Wednesdays and Thursdays and 7:15 AM to 3:00 PM on Fridays. If the door is closed between 7:15 AM and 3:30 PM, teachers and staff are welcome to come in. The door is closed each day for lunch (usually between 12:00 and 12:30) and if Ms Levine needs to step away from the library to deliver books/lamination or assist a teacher in a classroom. For safety reasons, if the door is closed students are not permitted in the library without another teacher or staff member.

Materials available for checkout

Teachers are welcome to check out books, reference materials, magazines, journals, videos, and equipment from the Media Center during regular Media Center hours. If books, magazines, or videos are needed after hours, please place them on the circulation desk with the teacher's library card (located behind the circulation desk). The items will be checked out as soon as the library opens and delivered to the teacher.

If there is a print or video resource that you need for your class that our library does not have, please let Ms. Levine know so that she can request materials from other DCSS libraries, help you order a video from the LRC (Learning Resource Center), or assist you with searching the Professional Library for materials that might be helpful for classroom instruction or graduate studies.

Number of checkouts allowed/Checkout period

Teachers may checkout the materials that they need for instructional purposes. Unlike students, there is no limit to the number of materials that teachers and staff may checkout, but please be considerate of others who may also wish to utilize the materials by checking out only what you need and returning items as you finish with them. If the items are requested by another patron, Ms Levine may contact them about sharing the materials.

Teachers and staff are responsible for **all** library media center materials checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

Please make every attempt to return materials as soon as you are finished with them so that all library patrons can utilize them.

Equipment

Media Center equipment, including laptop carts (PC & Mac), (laptops have aged and are a bit slow) one LCD projector, ActiVotes, ActiExpressions, and TIENET laptops (which have aged and may not work reliably) The media center does not currently have reliable digital cameras or digital video cameras for checkout. In order to ensure maximum service and use for everyone:

- Reservations are requested by 7:30 AM the day the equipment is requested. Equipment can be reserved by emailing Ms. Levine or coming to the Media Center.
- All equipment except can be delivered daily by Media Squad; laptop carts should only be picked up and returned by teachers and staff.
- Equipment should be returned each day by 2:30. Please make sure all components are included (ex. remotes and cables).
- Cancel all reservations promptly by 7:25 AM if you find you will not need the equipment.
- Report all technical problems and/or missing parts of the equipment to Ms Levine as soon as possible.
- Avoid leaving equipment unattended.

Teachers and staff are responsible for **all** library media center equipment checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

Instruction/Collaboration

Teachers are encouraged to bring their classes to the Media Center for reference work, research, and check out. Instruction on search strategies, reference skills, information literacy skills and other applicable standards can be planned collaborative by the teacher librarian and classroom teacher.

When bringing classes to the Media Center, teachers should:

- Collaborate with the teacher librarian about the purpose of the visit and standards being taught so that appropriate print and nonprint materials will be available.
- Please be as specific as possible about what you will need. The following technology resources are available: ActivBoard teaching space, small group space, 12 student/teacher computer workstations, scanner, and laptop cart.
- Remain with the class while they are in the Media Center and see that all materials, including chairs and tables, are returned to their proper place.
- Maintain adequate discipline with the class. The teacher maintains responsibility for the class.
- Remind substitute teachers in pre-planned and emergency lesson plans that they do not bring classes to the Media Center or issue library passes unless prearranged by the classroom teacher and teacher librarian

Sending students

As long as the space, resources, and services permit, students may be issued passes to the Media Center.

- Passes can be issued to individuals or small groups (no more than five per teacher).
- Students should know their purpose in the Media Center. However, if students have a specific task (other than checkout) to accomplish, please include it on a note to the Media Staff.
- If students are coming for checkout, please make sure they have their library cards if they have been issued.
- Please do not send students to the Media Center during morning announcements (between 7:55 and 8:00).
- As much as possible, make sure that each student in your class is provided equal opportunities to visit the Media Center.

Other services

Lamination services are available from the Media Center on Tuesdays and Thursdays. In order to ensure maximum service for everyone:

- The deadline is 11:00 AM on Tuesdays and Thursdays.
- Leave items to be laminated with something identifying the items – your name or initials on each item is preferred – on the labeled brown cart under the American flag in the Media Center.
- Please come by the library to pick up your completed lamination.

Help for technology problems

When you need help for technology problems, please utilize the red phone icon available on any school computer's desktop when you are logged in as yourself. If you need immediate assistance, email or call Ms Levine, and she will try to assist you if her schedule and knowledge permit.

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.

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 listed by the teacher in his/her weekly lesson plans, 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.
- As per DCSS guidelines, no videos with ratings other than G will be shown without prior written parental consent for each specific video in grades K-5.
- Movies may not be shown for reward or entertainment use only.

Other Services offered by the Hawthorne Library Media Center Staff

- Train staff to set up and operate media center equipment
- Instruct staff in the use of resources and computer programs such as Destiny, ActivInspire, Discovery Education/video streaming, all resources on the Symbaloo Webmix (found on Destiny Homepage) and GALILEO.
- Provide readers' advisory service to students and staff using NovelList and/or Destiny Quest
- Provide bibliographic/work citation assistance
- Place materials on special reserve for classroom assignments

Other Services offered by the Department of Educational Media Learning Resource Center (LRC)

If you peruse Hawthorne's video collection and still can't find exactly what you need, try the LRC. You can access the LRC from the convenience of any internet connected computer. Just follow these simple steps:

1. Go to <http://lrc.dekalb.k12.ga.us> (there is a link on the Destiny home page)
2. On the left hand navigational menu select **LRC Catalog**

3. On this page there are several options to choose from depending on what you would like to do. **Search** is a great way to start.
4. Type in whatever keyword/topic you would like to search and click **submit**.
5. The next screen will provide any selections that fit your search criteria. To find out more about an individual selection just click it.
6. If you decide you like a selection, click the green **PICK** button.
7. Next you will encounter a login screen. If you don't know your client number and password, Mrs. Levine can help you.
8. After you enter this information, you will see the Media Shopping Cart. On this screen, you need to first click **Test Availability** to find out when your choice is available for your use.
9. If the availability works with how you've planned to use the material, then click the **Submit** button.
10. After you make selections, make sure you log off.

If you experience any difficulties, Mrs. Levine will be glad to walk you through the process.

Also, don't forget that you can make suggestions to the LRC about material selections. If you know of materials they should add, just let them know

Professional Library

If you would like to visit and select materials in the traditional way, the Professional Library is open Monday -- Thursday 8-5. In the summer, there are special hours. However, the Professional Library is also available online at <http://destiny.dekalb.k12.ga.us> From this site, you can access the catalog, electronic databases (see Mrs. Levine for passwords), and selected internet resources. If you find materials you would like to request online, you can email <http://plibrary.dekalb.k12.ga.us/> or call 678-676-2433 or 678-676-2434. Valerie Ayer, the Professional teacher-librarian, will forward the materials to you through courier. If you know of additional resources the Professional Library should add, don't hesitate to make suggestions.