



Ashford Park Elementary

Media Center Handbook

What our media program does:

Our media program is to assist all students in becoming active and creative information searchers, users, and evaluators of information. Information literacy, the ability to find and use information, is the keystone of lifelong learning. Hence, creating a foundation for lifelong learning is at the heart of the school library media program.

Hours of operation:

Ashford Park Elementary Media Center is open from 7:30 am to 2:00 pm, Monday through Friday. To reserve the Media Center for a meeting or an event, please see, call, or email the Media Specialist.

Scheduling:

The Ashford Park Elementary Media Center operates on an open and flexible scheduling. A flexibly scheduled library program is defined as a daily library schedule developed and controlled by the teacher-librarian and classroom teachers to guarantee use of library resources, staff, and facility at point of student need.

Small groups of students (2-4 students) may be sent to the Media Center by the classroom teacher or substitute teacher. The group should be provided with a hall pass from the teacher.

However, given that the Media Center has only one Media Specialist and no clerk, teachers are asked to be considerate of the class that has signed up by checking the schedules for open periods. Teachers or Substitutes stay with class during the Media Center visit.

The first session in the Media Center will be library orientation for both new and old students, followed by book check out, if there is time. The second session will be on the use of Destiny, our circulation system.

Curriculum-related activities and teacher collaboration:

Before library visits, teachers are encouraged or expected to do prior planning with the Media Specialist in preparation for research sessions, curriculum-related activities, and information skills mini-lessons to be conducted in the Media Center.

Types of materials in the Media Center collection:

The Media Center has the following type of books: Easy Books, Fiction Books, Non-Fiction Books, Reference Books, Biography Books, Professional Books for Teachers, magazines and Atlanta Journal newspaper. Audiovisual materials include DVD materials and audio/book materials, which will be checked out by the teachers and staff.

Selection of instructional materials:

Selection of instructional materials for the Media Center is the responsibility of the Media Specialist in the school. The Media Specialist also maintains a quality collection with proper weeding procedures and adherence to national, regional, and state standards for media centers.

Checkout policy:

- Pre-K through first grade students may check out one book at a time for two weeks.
- Second through fifth grade students may check out two books at a time. If these students have class or research projects, they may check out up to five books at a time.
- Faculty and staff are allowed to check out as many materials as desired. However, every effort should be made to return materials when they are no longer being used. Selected equipment maybe loaned out to faculty and staff on a short-term or long-term basis. Check with the Media Specialist.
- Student materials have a two-week checkout period. Materials can be renewed if there is no waiting list. Books and other library materials should be returned using the book drop at the circulation desk so that they can be scanned and accounted for. Reference materials are only available for use in the Media Center by the students. Exceptions will be given to students who are doing research.

Media Center's Expectations for students:

- There will be no eating or drinking in the Media Center. Exceptions will be given to faculty functions or PTA/staff events.
- Speak with an inside voice in the Media Center.
- There will be no running and playing with shelf markers in the Media Center.
- Do not touch or play with the laminator or the paper cutter in the teacher's work area.
- Put back library chairs after use and clear all scrap papers and the like off the library table before leaving the Media Center.

Taking care of library books:

- Do not dog ear book pages.
- Do not open the book too wide such that the spine may be damaged.
- Do not tear pages from the book.
- Do not try to repair torn pages yourself. Do not hesitate to show the torn pages to the teacher librarian as she has a special tape or tools to fix the damage. Students will not be charged for torn pages unless there is a deliberate intention of abusing library materials.
- Do not eat or drink while reading your library book.
- Do not step on the book.
- Do not hit people with the library book.
- Do not throw the book up in the air.
- Avoid bringing library books to the cafeteria, after-school programs, Boys' and Girls' Club, and so forth.
- Do not write or color on the book.
- Do not cough or sneeze on the book.
- Avoid bringing library books to relatives' homes; department stores; grocery stores; video game stores, amusement parks, and the like.
- Do not leave library books in the school bus, gym, and the like.
- Do not bring books to the boys' or girls' restrooms.
- Do not leave library books outside the school or home yard/garden.

Using shelf markers:

Use shelf markers to remove books from the shelves. Please alert the teacher librarian if books on the shelves are in disarray or disorderly condition.

Using headphones:

Teachers are encouraged to provide each student with his or her own headphone, if needed. The Media Center will no longer provide headphones due to hygienic issues.

Lost, damaged, and overdue books:

Students will not be charged any fee for overdue books. Students will be charged for lost or damaged books. The price charged for a lost book or other damaged material shall be determined by the replacement value of the material. A processing charge of \$1.00 shall also be assessed. Students who failed to pay for lost or damaged books will no longer have the privilege of checking out books till the fine is being paid. In some cases, students may work in the Media Center for their fines, if there is a financial hardship and as long as parental permission has been obtained.

Students who failed to pay for their fines may continue to use the learning resources within the confines of the media center. A student shall be refunded the full amount paid for a lost book or material upon returning the book or material in acceptable condition, together with the receipt of payment, provided the request for a refund is submitted prior to the closing of the local school's financial records.

Note that students who provide voluntary service for restitution, in lieu of monetary payment, shall not be reimbursed for the service in the event that their lost book or material is found.

Library Media Technology Committee:

Every year the APS administrators assign selected teachers and paraprofessionals representing administration, instructional technology, library media, student, grade level teacher, community, and parent groups to serve on the Library Media Technology Committee. The Media Specialist serves as the chairperson. The Library Media

Technology Committee acts as the advisory group for the APS Media Center, helping make recommendations and decisions relating to planning, operation, evaluation, and improvement of the media program. Members meet at least twice per academic year. The meetings may cover policy issues, selection of materials and equipment, requests for materials and equipment, recommendations for purchase, existing problems, suggestions for improvement, review and evaluation of challenged materials, standards, and the like.

Challenged materials:

It is the responsibility of the Library Media/Technology Committee to review challenges to materials at the local school. The DeKalb County School System policies regarding challenged materials will be followed.

Use of the Media Center computers:

All teachers, administrators, staff, and students are required annually to sign the DeKalb Schools' AUP (Acceptable Use Policy). Annually all students must read the acceptable use agreement in the Student Rights and Responsibilities Manual and must indicate acceptance of the agreement by their signature for the Student Rights and Responsibilities Manual. Some reminders: Do not change settings on the computers without appropriate permission. Do not go to inappropriate sites.

Adhering to copyright guidelines:

All teachers and staff are expected to attend a copyright presentation near the beginning of the school year, imposed by the DeKalb County Schools. Any questions concerning copyright should be directed to the Media Specialist.

Laptop and iPad cart policy for teachers and staff:

There are one laptop cart and one iPad cart for use by teachers and staff. Each cart contains 30 devices. Signup links are located at the media center website: <https://apsmc.weebly.com>

Safety:

Procedures for each of the emergencies such as fire, tornado, intruder alert, and bomb threat shall be posted, along with the map of the school and escape routes, near the exit door's light switch in the media center. Moreover, periodically the administrators and staff conduct school-wide drills related to these potential threats.

Volunteers for the Media Center:

Volunteers are always welcome to help out in the media center. At the beginning of the year, the PTA sets up a table for volunteer sign up to work in different classrooms or areas of the school. The sign-up event will be announced by the PTA or for further information, contact the Media Specialist at 678-676-6720 or email Ms. K at staci_kaitwattanakul@dekalbschoolsga.org.

Volunteer duties may include: shelving, planning and preparing the glass display case in the media center, processing new books, laminating, reading books to children during story hours, assisting the Media Specialist in conducting curriculum-related lesson activities, and many others.

Students with special needs:

The Georgia Board of Education policy gives priority to the purchase of instructional equipment that would benefit students with special needs. In the DeKalb County School System this priority is met through the Department of Support Services. A child with special needs can request the special equipment and for materials necessary for the child through the Department of Support Services, located at East Campus.

National professional organization for school librarians:

The American Association of School Librarians (AASL), a division of the American Library Association, is the only national professional membership organization for school librarians. AASL serves school librarians in the US, Canada, and around the world. Website: <http://www.ala.org/aasl/>