



A.R. Johnson Media Center Handbook 2017-2018

Mission:

The ARJ Media Center will empower learners to use a variety of resources to gather and synthesize information efficiently, effectively, and ethically.

Hours of operation:

The ARJ Media Center is open from 7:30 am to 3:45 pm, Monday through Friday.

Scheduling:

The ARJ 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.

Curriculum-related activities and teacher collaboration:

Before library visits, teachers are encouraged or expected to do prior planning with the teacher-librarian 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 types of resources: Fiction Books, Non-Fiction Books, Reference Books, Biography Books, Professional Books for Teachers, magazines, Study Guides, eReaders, computers with internet access. Audiovisual materials include DVD materials and audio/book materials.

Selection of instructional materials:

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

Checkout policy:

- Students may check out up to four books at a time for two weeks.
- 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 teacher-librarian

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.

Using headphones:

Students are encouraged to bring their own headphones, but we have sets available for individual checkout

Lost, damaged, and overdue books:

Students are charged ten cents per day for overdue books, with a maximum of \$5.00. 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 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 BEFORE SEPTEMBER 1st OF THE FOLLOWING SCHOOL YEAR.

Printers

Students may print in the media center for a fee: ten cents per page for black and white, twenty five cents per page for color

Challenged materials:

It is the responsibility of the Library Media/Technology Committee to review challenges to materials at the local school using the procedures found in the RCSS Media Handbook

Use of the Media Center computers:

Patrons will adhere to the RCSS Acceptable Use Policy when using computers.

Safety issues:

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.

The teacher-librarian provides internet safety and security information to various grade levels during the year.

Volunteers for the Media Center:

Student volunteers are permitted to reshelve books and do various clerical duties at the Media Specialist and Assistant's discretion.