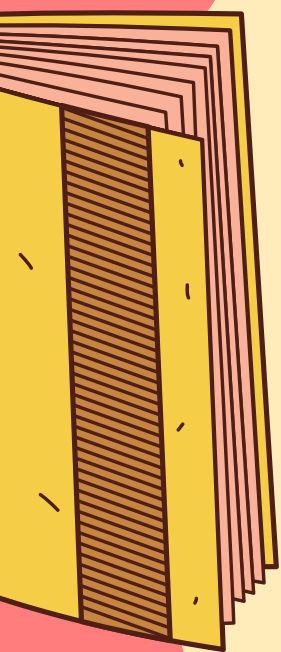


Goshen

Elementary's

2025-2026 Media

Handbook

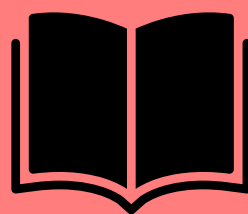


Welcome to the 2025-2026 Goshen Elementary Media Center Handbook. Our basic policies and procedures are listed here. For more details and additional information, refer to the Richmond County Media Handbook.



Scheduling

The media center is open each weekday from 8:30 a.m. to 3:00 p.m. Teachers have an assigned a library time each week and will bring their students weekly to check out books and for story time.



Teacher Check-out

Teachers may check out as many items as desired at one time. Teachers should return items as soon as they are finished with them. If all teachers on a grade level need the same materials, the materials will be checked out to the grade chair and shared among all. Teachers may request materials by e-mail and be notified when they are ready for pick-up.



Scheduling

The media center operates on a set schedule. All classes have weekly scheduled times to come. Many needs and objectives can be met through the library media center.



Copyright

Professional educators have an obligation to follow the law and set proper examples for students in the handling of copyrighted materials. Copyright guidelines can be found on the Richmond County website at <http://www.rcboe.org/Page/8348>. For questions or help, consult the media specialist.



Student Check-out

Students in grades Pre-K through 5th grade must come to the media center in whole groups accompanied with a teacher or paraprofessional. Pre-K and Kindergarten students may check out one book . First and Second graders may check out two book; third through fifth graders may check out up to three books.

There may be no more than five students roaming the shelves at a time. Students must check out books by tables and only five or less students may approach the checkout counter at a time. ENTIRE CLASSES MAY NOT ROAM THE SHELVES OR CONGREGATE AT THE CHECKOUT COUNTER.

Teacher help is requested in encouraging students to return books on time. An overdue report is sent to the homeroom teachers once a month. Students with a book more than 2 weeks overdue may not check out any additional books until all books are returned.



Reconsideration of Materials

Objections and challenges may arise concerning instructional materials used in the school system despite the quality of our selection process. In the event of a formal challenge, Richmond County has a specific procedure that must be followed.

This procedure is detailed beginning on page 21 in the Richmond County Media Handbook

[https://docs.google.com/viewerng/viewer?](https://docs.google.com/viewerng/viewer?url=http://rcboe.org//cms/lib010/GA01903614/Centricity/Domain/78/MediaSpecialistHandbookrevision.docx)

[url=http://rcboe.org//cms/lib010/GA0](http://rcboe.org//cms/lib010/GA01903614/Centricity/Domain/78/MediaSpecialistHandbookrevision.docx)

[1903614/Centricity/Domain/78/MediaSpecialistHandbookrevision.docx](http://rcboe.org//cms/lib010/GA01903614/Centricity/Domain/78/MediaSpecialistHandbookrevision.docx).