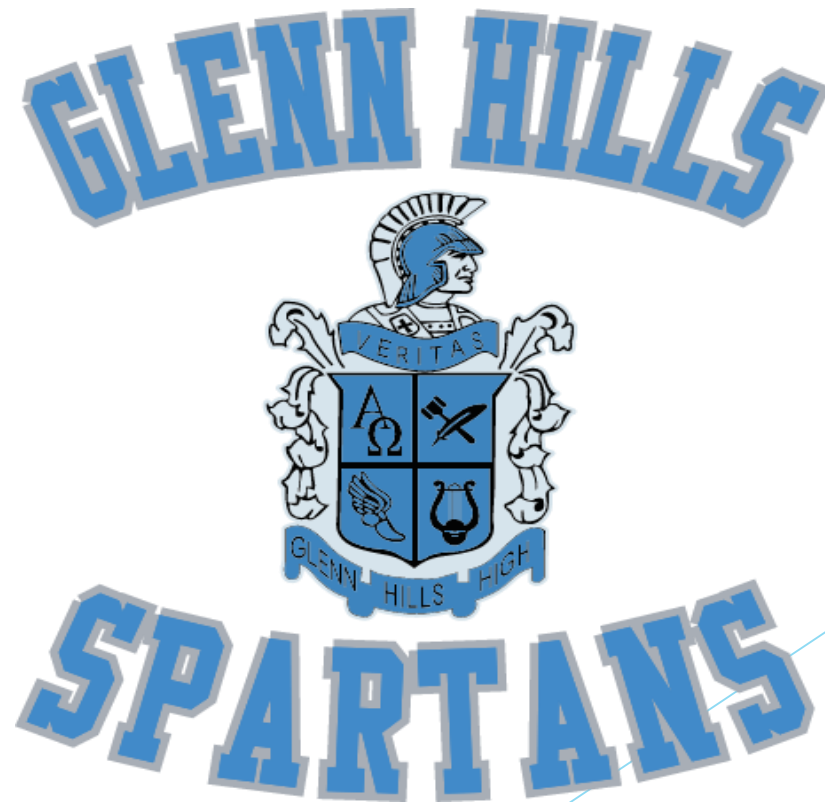


# Glenn Hills High School Library Media Center Orientation



# Meet The Library Media Specialist



**Ms. New, M.Ed.**  
**Library Media Specialist (Librarian)**

## Hobbies/Interests

- ❖ I am an Arctophile, a collector of teddy bears.
- ❖ I love to travel and shop.
- ❖ I love all animals, especially dogs.
- ❖ Favorite Sports Team = Georgia Bulldogs. Go Dawgs!

## Favorite Quote

- ❖ “The greatness of a nation and its moral progress can be judged by the way its animals are treated. I hold that the more helpless the creature, the more entitled it is to protection by man from the cruelty of man.”  
-Mahatma Gandhi

## Education

- ❖ Augusta University (Augusta College)  
1987 - 1992  
Bachelor of Arts, Communications (Journalism)
- ❖ Augusta University (Augusta College)  
1992 - 1993  
Middle Grades Certification (English Language Arts, Social Studies)
- ❖ Cambridge College  
2006 - 2008  
Master’s Degree, Library Science

## Richmond County Schools

- ❖ Murphey Middle School, Eighth Grade Teacher, 1993 - 2002
- ❖ Bungalow Road Elementary School, Fourth Grade Teacher, 2002 - 2003
- ❖ Terrace Manor Elementary School, Fifth Grade Teacher, 2003-2006
- ❖ Sego Middle School, Eighth Grade Teacher, 2006 - 2008
- ❖ Richmond County Alternative School, Library Media Specialist, 2008 - 2011
- ❖ Willis Foreman Elementary School, Library Media Specialist, 2011 - 2023
- ❖ Glenn Hills High School, Library Media Specialist, 2023 - Present

# Meet The Library Media Assistant



# GHHS Library Media Center Hours of Operation

## Library Hours For Students

7:25 am - 2:15 pm

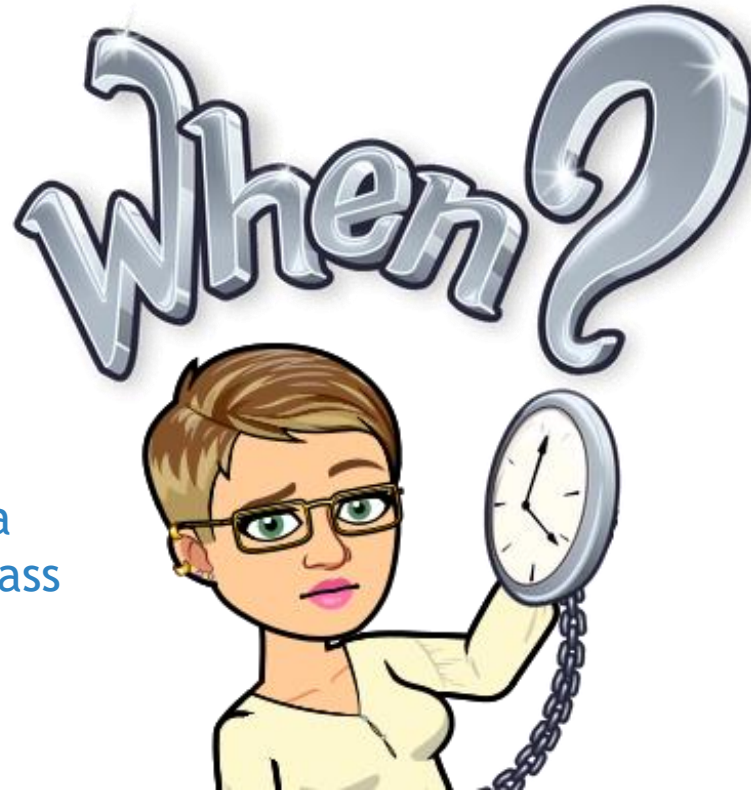
## Library Hours For Faculty/Staff

7:00 am - 2:50 pm

## Do Students Need A Pass?

YES! NO EXCEPTIONS! You will always need a pass to visit the library media center! Your pass should include the following:

- ❖ Your First And Last Name
- ❖ Your Teacher's Signature
- ❖ The Date
- ❖ The Time You Left Class And The Time You Are Expected To Return To Class
- ❖ The Reason For Your Visit



# GHHS Library Media Center Expectations

- ❖ ADHERE TO ALL GHHS SCHOOLWIDE RULES, COUNTY EXPECTATIONS AND PBIS “WE ARE SPARTAN STRONG” EXPECTATIONS.
- ❖ NO STUDENTS ARE ALLOWED IN THE LIBRARY MEDIA CENTER WITHOUT A SCHOOL EMPLOYEE PRESENT (LIBRARY MEDIA SPECIALIST OR ASSISTANT, TEACHER, SUPPORT STAFF, ADMINISTRATOR).
- ❖ QUIET VOICES: THE LIBRARY MEDIA CENTER IS A PLACE TO READ AND STUDY.
- ❖ FOOD, DRINK AND GUM ARE NOT ALLOWED.
- ❖ STUDENTS AND VISITORS MUST IDENTIFY THEMSELVES TO THE LIBRARY FACULTY/STAFF UPON ENTERING. STUDENTS SHOULD SIGN IN AND OUT IN THE NOTEBOOK ON THE CIRCULATION DESK. STUDENTS MUST PRESENT A PASS WITH THEIR FIRST/LAST NAME, DATE, REASON FOR VISIT, TIME STUDENT LEFT CLASS, TIME STUDENT IS EXPECTED TO RETURN TO CLASS, TEACHER’S SIGNATURE.
- ❖ RESPECT ALL STUDENTS, EMPLOYEES AND VISITORS.
- ❖ KEEP YOUR WORK AREA ORGANIZED AND FREE OF TRASH. PUSH YOUR CHAIR UNDER THE TABLE WHEN YOU LEAVE. COLLECT ALL PERSONAL BELONGINGS BEFORE LEAVING.
- ❖ STUDENT CELL PHONE USAGE MUST BE APPROVED BY THE LIBRARY MEDIA SPECIALIST OR ASSISTANT DURING EACH VISIT.



# GHHS Library Media Center

## Individual, Group, and Class Visits



Students are allowed to visit the library media center one of three ways:

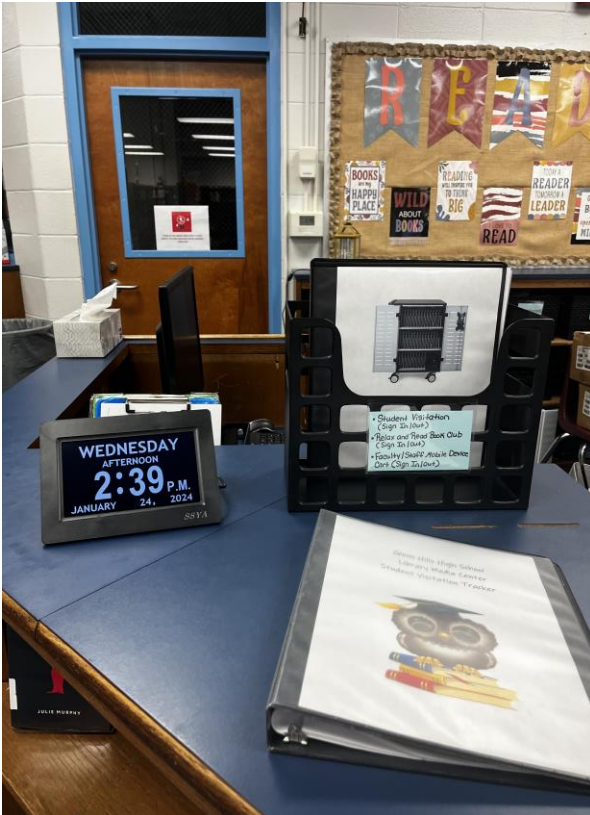
- ❖ Individually With A Pass
- ❖ Small Group (2 Maximum Per Teacher) With A Pass (Each Student Must Have Their Own Pass).
- ❖ Teacher Supervised Class Visit

Students can also visit the library media center during their lunch time for the “Relax & Read Book Club.”

# GHHS Library Media Center

## Rituals & Routines: Signing In/Out

Students must sign in and out whenever they visit the media center.



- ❖ The Sign In/Out Notebook Is Located On The Circulation Desk.
- ❖ Students Are To Write Their First And Last Name, Sign In Time, Sign Out Time, Teacher's Name, Reason For Visit.
- ❖ A Digital Clock With The Current Time And Date Sits Beside The Sign In/Out Notebook.
- ❖ It Is Your Responsibility To Remember To Sign In And Out When You Visit.

# GHHS Library Media Center

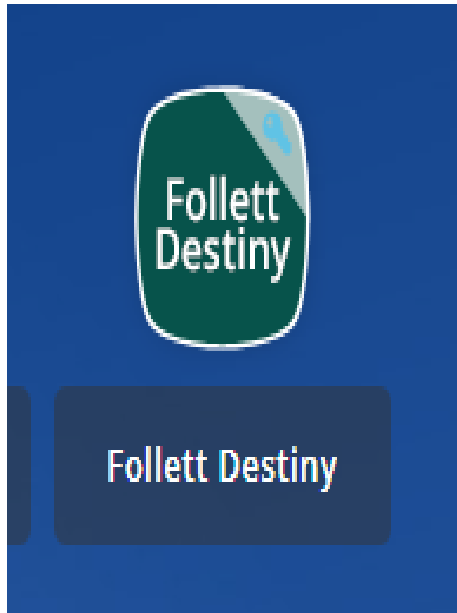
## Rituals & Routines: Library Book Check Out/In

- ❖ If You Pull A Book From The Shelf And Decide Not To Check It Out, Please Place The Book Back On The Shelf In The Same Location It Was Found (Spine Facing Outward).
- ❖ If You Decide That You Want To Check Out A Book, Please Bring It To The Circulation Desk. The Media Specialist Or Assistant Will Check The Book(s) Out In Your Name In Our Destiny System.
- ❖ You May Check Out Two Library Books At A Time.
- ❖ You May Keep The Book That Is Checked Out To You For A Maximum Of Two Weeks. If You'd Like To Keep The Book Longer Than Two Weeks, Just Bring It Back To The Library Media Center And Ask To Renew It For An Additional Two Weeks.
- ❖ At The Circulation Desk, Please Write Down Your First And Last Name So That The Media Specialist Or Assistant Will Spell It Correctly When Checking It Out To You.
- ❖ You Are Responsible For Any Library Book Checked Out In Your Name.
- ❖ When You Return Your Book(s) To The Library Media Center, Please Give It To The Library Media Specialist or Assistant. We Will Check It Back In Immediately To Delete It From Your Destiny Record.
- ❖ Late Fees Are Not Charged. However, Non-Returned Books Are Charged At The End Of The School Year. Students Must Pay For Non-Returned Or Damaged Books At The End Of The School Year. Failure To Do So Might Prevent You From Walking The Stage To Accept Your Diploma During The Graduation Program.





# GHHS Library Media Center Destiny Online Catalog



Glenn Hills High School Library View

Home Dashboard **Catalog** Circulation Reports Admin My Info

Library Search

Top 10 Basic Power Visual Copy Categories

Find  [Reset All](#)

[Keyword](#) [Title](#) [Author](#) [Subject](#) [Series](#)

Narrow your search to... [Show Less](#)

Location

Material Type

Sublocation

Reading Level From  to

Interest Level From  to  [?](#)

Reading Programs  [?](#)

©2002-2023 Follett School Solutions, LLC 20\_0\_4\_AU4 1/25/2024 9:15 AM EST

## Step One:

- From LaunchPad, Click On Follett Destiny

## Steps Two and Three:

- Click On Catalog (Top Navigation Bar)
- In The Find Box, Type In The Title Of A Book, An Author's Name, A Keyword, Subject, or Series To See If We Have What You Are Looking For In Our Library.
- Click On The Appropriate Search Box (Keyword, Title, Author, Subject, Series)

# GHHS Library Media Center

## Destiny Online Catalog Continued

		Titles		One Search	Digital Resources
Searched for (Romeo and Juliet). Searched in: Glenn Hills High School.					<a href="#">Printable</a>
[Not what you're looking for? Refine your search? Browse Titles?]					<a href="#">Add Page</a>
Titles: 1 - 3 of 3		Sort By		Relevance	<a href="#">Go</a>
<b>Romeo &amp; Juliet</b> <a href="#">Details</a>					1 of 2 available
■ Call #: FIC WIE Wiegler, Matt, 1978- Series: No fear Shakespeare. Graphic novels Published 2008 Reading Level: 5.0 Interest Level: Young Adult					<a href="#">Add to This List</a>
<b>Romeo and Juliet : the graphic novel</b> <a href="#">Details</a>					0 of 1 available
■ Call #: F MCD McDonald, John F. (John Francis), 1948- Series: Classic graphic novel collection Published 2011 Interest Level: Young Adult Lexile: GN320L					<a href="#">Add to This List</a>
<b>The tragedy of Romeo and Juliet</b> <a href="#">Details</a>					1 of 1 available
■ Call #: 822.3 SHA Shakespeare, William, 1564-1616. Series: The Signet classic Shakespeare Published 1998					<a href="#">Add to This List</a>
Titles: 1 - 3 of 3					

### Step Four:

- The results from your search will appear, including titles, call numbers (where you can find the book on our shelves), and how many copies are currently available in our library media center.
- On our bookshelves, books are located according to Fiction and Non-Fiction (Dewey Decimal System 000-999).

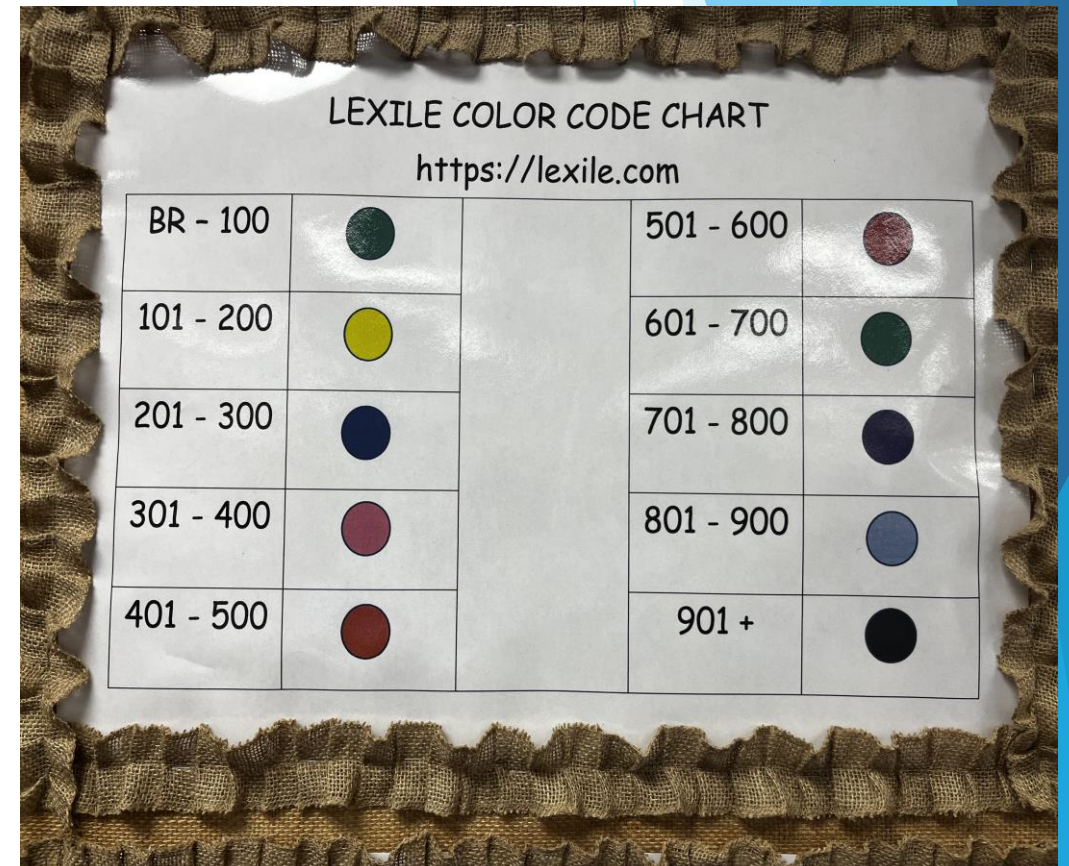
# GHHS Library Media Center











## Lexile Measurements

- ❖ It Is Imperative That You Obtain Your Current Lexile Measure From Your English Language Arts Teacher.
- ❖ Use The Lexile Color Code Chart To Locate Books In Your Lexile Measure Range. This Chart Is Posted On The Library Media Center Website And On The Bulletin Board In The Library Media Center.
- ❖ You May Check Out Two Books At A Time. One Of Those Books Must Be In Your Lexile Measure Range.

### Lexile Measurement Range:

- ❖ A Student's Lexile Range Is 100L Above Their Lexile Measure And 50L Below Their Lexile Measure.
- ❖ For Example, If A Student's Lexile Measure is 750L, The Student's Lexile Range Is 650L to 800L.

A photograph of a printed Lexile Color Code Chart mounted on a bulletin board with a burlap border. The chart is titled "LEXILE COLOR CODE CHART" with the URL "https://lexile.com" below it. It contains two columns of five rows each, mapping Lexile ranges to specific colors.

BR - 100		501 - 600	
101 - 200		601 - 700	
201 - 300		701 - 800	
301 - 400		801 - 900	
401 - 500		901 +	

# GHHS Library Media Center Spartan Reading Challenge

- ❖ Go To [www.rcboe.org](http://www.rcboe.org) (Richmond County School System's Website)
- ❖ Click On Our Schools
- ❖ Click On High Schools
- ❖ Click On Glenn Hills High School
- ❖ Click On The Website Link <http://ghhs.rcboe.org>
- ❖ Click On Staff & Departments
- ❖ Click On [New, Valerie/Media Specialist](#)
- ❖ Click On Reading Challenges

On the website, you will find...

- The Monthly Reading Challenge Activities
- The Bookstagram Template So That You May Share Books You Love On Our Bulletin Board Display
- Our BookTok Template So That You May Share A Video Book Talk To TikTok or Your English Language Arts Teacher.

