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***Welcome to the 2018-2019 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.***

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### **Hours of Operation**



***The media center is open each weekday from 8:00 a.m. to 3:00 p.m. Teachers have been assigned a library time each week and will bring their students weekly to check out books and for story time. Goshen students PK-2 will read the Goshen STEAM Book of the Month with the Media Specialist during the first week of each month to offset STEAM activities throughout the school.***

### **Teacher Check-Out Procedures**



***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.*

8:15-8:30					
8:30-8:45					
8:45-9:00					
9:00-9:15					Kindergarten A Arnett
9:15-9:30					
9:30-9:45	1 <sup>st</sup> grade A Hurley	1 <sup>st</sup> grade B Munney	1 <sup>st</sup> grade C Hill	1 <sup>st</sup> grade D Starnes	
9:45-10:00					
10:00-10:15	Pre K B DiRenzo		Pre k A Williams		
10:15-10:30					
10:30-10:45	2 <sup>nd</sup> grade A Cleveland	2 <sup>nd</sup> grade B Wilkes	2 <sup>nd</sup> grade C Sosebee		
10:45-11:00					
11:00-11:15					
11:15-11:30					
11:30-11:45	3 <sup>rd</sup> grade A A Smith	3 <sup>rd</sup> grade B Jones	3 <sup>rd</sup> grade C Evans	3 <sup>rd</sup> grade D Parker	
11:45-12:00					
12:00-12:15					Kindergarten B Cozart
12:15-12:30					
12:30-12:45					Kindergarten c Simpson
12:45-1:00					
1:00-1:15	4 <sup>th</sup> grade A Zamora	4 <sup>th</sup> grade B Nesmith	4 <sup>th</sup> grade C Sisk		
1:15-1:30					
1:30-1:45					
1:45-2:00					
2:00-2:15	5 <sup>th</sup> grade A Jackson	5 <sup>th</sup> grade B Boyd	5 <sup>th</sup> grade C Walters		
2:15-2:30					
2:30-2:45					
2:45-3:00					

## 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 Procedures



*Students in grades Pre-K through 5<sup>th</sup> grade must come to the media center in whole groups accompanied with a teacher or paraprofessional. They can check out up to 4 books. Teacher help is requested in encouraging students to return books on time. An overdue report is sent to the homeroom teacher twice a month. Students with a book more than 2 weeks overdue may not check out any additional books.*

## 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?url=http://rcboe.org//cms/lib010/GA01903614/Centricity/Domain/78/MediaSpecialistHandbookrevision.docx>.*