



# Media Center Handbook

W. S. Hornsby Elementary

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# W. S. Hornsby Elementary School

## Mission Statement

The mission of *W. S. Hornsby Elementary School* is to work together to build a safe, respectful, and nurturing environment focused on **maximizing** potential, **building** capacity, and **providing** authentic learning experiences.

## Vision Statement

*W. S. Hornsby Elementary School* will work to enhance the quality of learning, productivity, and achievement for all.

## Beliefs

### *We Believe That...*

1. Every child can learn, given the proper instruction.
2. Student learning and student needs should be the primary focus of the school.
3. Teachers should use the best teaching strategies in order to introduce a variety of learning experiences for all students.
4. Every student is entitled to a safe, orderly, and supportive learning environment.
5. Every student should develop a progressive knowledge of all technological advancements.
6. Every student is a valued individual with unique physical, social, emotional, and intellectual needs.
7. Teachers should have high expectations of student achievement and be willing to promote the school's vision and mission.
8. Parental involvement is one of the most important factors in the success of all students.
9. Parents, teachers, and the community should work together to educate the students socially, intellectually, emotionally, and physically.
10. Cultural diversity expands a student's awareness and creates respect of different peoples and cultures.

# Media Center

## Mission Statement

The mission of the W. S. Hornsby Media Center is to acquire, organize, and ensure access to a wide variety of information and materials to meet the information needs—intellectual, educational, cultural, recreational—of the students and teachers and to support the curriculum and the goals and objectives of the school. The media center will be managed by a qualified staff committed to inspiring an enthusiasm for reading and a reverence for life-long learning among both children and adults.

## Support of Intellectual Freedom

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including “Access to Resources and Services in the School Library Program” and The Students’ Right to Read statement of the National Council of Teachers of English. See Appendix for the Library Bill of Rights, “Access to Resources and Services in the School Library Program,” and The Students’ Right to Read statement.

## General Objectives

**Objective #1:** To promote and support the instructional curriculum by providing a wide assortment of materials on all branches of knowledge and in as many formats as possible.

**Objective #2:** To promote independent and self-sufficient use of the Library Media Center and its materials.

**Objective #3:** To integrate library skills into the classroom curriculum by using a system of cooperative planning between teachers and the media specialist.

**Objective #4:** To provide guidance in usage of the library through in-service classes to faculty and staff and through orientation classes for new students.

**Objective #5:** To promote enjoyment of reading and research activities by instituting a number of reading and information access skills activities.

**Objective #6:** To provide the necessary equipment and materials to support the curriculum.

**Objective #7:** To furnish and arrange the facilities in such a manner as to provide materials and assistance in the production of instructional materials and displays.

## Statement of Open Scheduling

The Media Center at W. S. Hornsby Elementary has flexible scheduling for student and teacher use. Teachers may bring a class or send individual students or small groups at the time service is needed.

For media skills instruction, teachers plan with the media specialist so it can be related to curriculum content.

## Media Center Hours

The media center employs flexible scheduling. That means the center is open continuously Monday—Friday for all students and staff. The hours of operation are as follows:

- Staff: 8:00 a.m. to 3:45 p.m.
- Students: 8:30 to 2:30 p.m.

Students may visit the media center as individuals and small groups (with a hall pass), or as an entire class. If the teacher elects to bring an entire class, she/he should schedule a time with the media specialist. This will help avoid conflicts. The teacher should limit small groups to no more than five at once to prevent the center from becoming overcrowded. If the media specialist is needed to teach a media skills lesson or assist the teacher with resources for a unit of study, a minimum of one week's notice is necessary to allow preparation.

## Integrated Skills and Curriculum

It is Hornsby's policy to integrate library skills into the classroom curriculum by incorporating planning between the teacher and the media specialist during the school year. It is understood that the media specialist's role in teaching is mainly that of a supportive and consultive nature but that the librarian is also a teacher and is willing to assist the teacher with teaching library related skills.

### Lending Policy

1. Books are checked out for a period of two weeks (14 days). If no one has asked for the book, it may be rechecked out at the end of the period.
2. A child with an overdue book is discouraged from checking out additional materials until the book is returned.
3. Students may check out a total of five items at a time.
4. All books are due two weeks prior to the end of the school year. Media Center activities will be limited after that in order to conduct inventory, however access to the media center will not cease.
5. Teachers may check out any number of books and materials for their classroom use. Each teacher is responsible for the return of all materials.



## Overdue Books and Fines

No fines will be charged for overdue books; however, a student cannot check out any library material until all items are returned or paid for. Overdue notices are sent to parents before the semester ends stating the cost of lost books.

## Damaged and Lost Materials

A book which is lost or damaged beyond repair will result in the student being assessed the replacement value of the book, as listed on the shelf list plus \$2.00 for the barcode cost. If the book is more than ten years old and no price is listed then the cost of the book will be established at \$5.00. Report cards will not be sent home at the end of the semester unless all charges are paid.

## Acquisition Procedures

In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible. Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.

Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value

## Selection Criteria

### General Criteria:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use

- Balance cost with need

#### Top Five Recommended School Library Reviewing Sources:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

### Collection Maintenance and Weeding

Annually, the media specialist will conduct an inventory of the school library collection and equipment. The inventory will be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory will also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. The media specialist will also evaluate materials throughout the year to determine whether they continue to meet the selection criteria and remove any damaged or worn materials.

## Gifts and Donations

Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

## Reconsideration of Materials

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern or formal request for reconsideration of a library resource.

The following will be followed in the event of a formal complaint:

1. The complainant shall file the complaint, in writing, and on the approved form with the school administrator (See Appendix)
2. The school administrator shall refer the complaint to the Media Committee to consider the validity of the complaint. The committee will consist of the media specialist, a member of the administration, two teachers, a parent, and a student. After reviewing the complaint, the committee shall read, watch, or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question within in two weeks of the date of the complaint.
3. The media specialist and administrators will meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.
4. A written report of all actions taken by the committee shall be sent to the Assistant Superintendent of Instruction and the Director of Education Media and Technology
5. If the complainant does not accept the decision of the committee, at the school level, the complaint shall be referred to the County Committee.

The County Committee shall follow the same procedure and recommendations.

6. If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent of the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.

## Copyright Policy and Procedure

In accordance with Georgia Standards concerning the Copyright Policy, the media specialist will be responsible for answering questions about copyright policy and procedures. W. S. Hornsby adheres to the Federal Copyright Law and prohibits unauthorized copying of any materials which bear the copyright label; however, the Fair Use Section of the Copyright Law will be utilized by our teachers and educators. It is the responsibility of each teacher to adhere to the Copyright Law.



## Policy Revision

No policy remains valid forever. Internal or external changes may impact a library policy and result in the need for policy revision. All library policies, including the selection policy, should be reviewed for necessary revisions on a regular schedule.

Policies will be revisited and revised on the following basis:

### 1. Removing Outdated Statements

This selection policy references intellectual freedom documents such as the American Library Association's Library Bill of Rights, as well as others.

This policy will be updated should any changes occur with any of the documents provided by outside organizations such as the American Library Association. Any updates to the school or district policies will also be reflected here.

### 2. Timing of Policy Revision

No revision will be undertaken while a formal challenge to a library resource is occurring. Revisions will occur after the final decision on the questioned material has been made.

### 3. Consideration of New Material Formats for Inclusion

The process for including new material formats (e.g. online databases, ebooks, streaming media, games, apps) will be ongoing. Factors to consider in this decision include current demand, trends or growth in demand, and strengths and weaknesses of the format. Accessibility to patrons with special needs will also be considered when purchasing materials. Evaluating new material formats based on these criteria prepares the library to meet patron demands.

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## **Library Bill of Rights**

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## Reconsideration of Materials Form

The school board of Richmond County, Georgia, has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the coordinator of library media resources (or principal).

### W. S. Hornsby Elementary School

**310 Kentucky Ave**

**Augusta, GA 30901**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

- |                     |                      |                     |              |
|---------------------|----------------------|---------------------|--------------|
| ___ Book (e-book)   | ___ Movie            | ___ Magazine        | ___ Database |
| ___ Audio Recording | ___ Digital Resource | ___ Textbook        | ___ App      |
| ___ Newspaper       | ___ Game             | ___ Streaming Media | ___ Other    |

Title

---

Author/Producer

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Is the resource part of the curriculum, library collection, or other?

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2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource (Be specific)?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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Date

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Signature of Complainant