

Meadowbrook Elementary School



Media Center Handbook

2022-2023

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Media Specialist

Mission:

The mission of the library media program at Meadowbrook Elementary School is to provide and maintain current materials in the media center's collection that supports the curriculum, to form a collaborative partnership so that teachers and students become informational literate, and to promote and foster a love of reading.

Philosophy:

The library media program should be the central place for the search for information. Students should be comfortable and efficient in assessing information and materials in completing class assignments or for personal inquiry. It is also necessary that teachers are knowledgeable of the resources that are available to further enhance instruction in the classroom through effective communication and collaboration with the Media Specialist.

Goals:

1. To provide friendly and supportive services to the school community
2. To maintain a current collection in a variety of formats.
3. To meet the instructional needs of teachers and students through meaningful collaboration.
4. To provide instruction in library/informational literacy skills.
5. To promote a lifelong love for reading.

Statement of Scheduling

The Georgia Department of Education Standards for media centers requires that media centers in Georgia utilize an open concept during the entire school year. Currently the Richmond County School System has adopted a state waiver for media centers and open schedules. As a result, the library media program at Meadowbrook Elementary School operates on a fixed schedule, in which classes will be scheduled to come to the media center each week.

Media Center Policies and Procedures

Media Center Hours

The media center is open on Monday through Friday from 8:00 a.m.-3:30p.m.

Media Center Rules

1. Please talk softly.
2. A library pass or note from a teacher is required if a student visits the media center individually.
3. Please do not remove materials or books from the media center in the absence of the Media Specialist.
4. Please do not use any equipment in the media center unless you have been trained.
5. Please return materials in a timely manner

Circulation of Materials (School Staff)

School staff are allowed to check-out any materials from the media center. Late fines are not charged for overdue materials, but materials are expected to be returned to the media center in a timely manner. Any lost or damaged material/equipment will incur a charge.

Listed below are due dates for commonly requested materials:

Books: 2 weeks

DVD's: 1-week check-out

Teacher Editions: End of the school year check-out

Teacher Resource Materials: End of the school year check-out

Reference Materials: Teachers may check-out Reference books for classroom use (ex. dictionaries, encyclopedias, almanacs). Please return these materials in a timely manner.

Teacher's Helper (Digital Magazines): These digital magazines requires a username and password. Please see the Media Specialist for assistance.

Follett Destiny

Follett Destiny is the media center's online catalog. It contains an electronic list of all the books and materials that are located on the shelves in the media center. You can search for any book or material by simply logging in to Launchpad and clicking on the app "Follett Destiny". Please see the Media Specialist for any assistance.

Professional Reference Collection

This collection is mostly comprised of e-books that can be accessed via the online catalog, Follett Destiny. You can search for any topic of interest in the search bar. Please see the Media Specialist for instructions on the check-out process of e-books.

Circulation of Materials **(Students)**

Students may check-out library books for a period of 2 weeks. Listed below are the check-out limits for each grade level. No late fee fines will be charged for library books.

Pre- Kindergarten through 1st grade

1 book check-out limit for 2 weeks

2nd through 4th grade:

2 book check-out limit for 2 weeks

5th Grade

3 book check-out limit for 2 weeks

Students may check out selected Reference materials for use at home for an assignment or project. Student must return the material by the due date as determined by the Media Specialist.

Utilization of the media center

- Students utilize the media center on a fixed schedule. Classes are scheduled to come to the media center once a week.
- Teachers should notify the Media Specialist in advance if they will be sending students to the media center for research and technology assistance.
- Students may utilize the media center individually as long as there aren't any scheduled classes in the media center. Students must present a library pass to the Media Specialist.
- The media center may be used for meetings after school

Damaged and Lost Books/Materials

- School staff and students will not be charged a late fee for books and/or materials but will be held responsible for any books and/or materials that are damaged or lost.

Student Textbooks

- Students will check-out textbooks from the media center.

Copyright Law

- [Please click here for a quick guide on the copyright law](#)

Recommendations

- Students and teachers are encouraged to recommend materials to be added to the collection in the media center.
- Based on the budget allotted for the media center, the Media Specialist will purchase recommended materials that he or she feels will improve the collection in the media center and support instruction in the classroom.
- Books based on student interests will also be considered for addition to the collection but the age appropriateness of the book will be considered prior to purchasing.

Procedures for Selection

- In selecting materials for the media center, the Media Specialist will evaluate the existing collection, assess curricular needs, examine materials, and consult reputable professionally prepared selection aids. Recommendation for acquisition will be solicited from faculty and students.
- The final responsibility for coordinating and recommending the selection and purchase of library material rests with the Media Specialist.

Library Services

1. Media Center Orientation

An orientation of the media center will be provided to all students at the beginning of the school year

2. Story time

3. Book Talks

4. Research Assistance

Example of service: Locating Reference materials and books for class use, locating educational websites for class research use, assisting students with printing.

5. Library/Informational Literacy Skills

Example of service: Media Specialist conducts a class on the online catalog.

6. Library Promotional Programs

The media center/ library implements various reading incentive programs to encourage recreational reading and to promote a lifelong love of reading. Below are reading incentive programs that have been implemented at Meadowbrook Elementary School.

Accelerated Reader Program

Book-It Program

Six Flags Read to Succeed Program

End of the Month Accelerated Reader Program

Scholastic Book Fair

7. Book Clubs

Students in Grades 4-5 are selected by their teacher and the Media Specialist to represent Meadowbrook at the Helen Ruffin Reading Bowl Competition. This is a yearly reading competition held each school year for elementary, middle, and high school students. Student participants in the elementary competition are tested on the current Georgia Children's Book Award nominees. The winner in each category moves on to the regional competition.

Copiers

- Two copiers are available for use by teachers in the media center. Please scan your badge to begin the copying process.
- You must furnish your own paper
- Please do not attempt to repair the copier. Seek assistance from the Media Specialist.

Poster maker

- The poster maker allows you to transform 8x11 inch documents into poster size.
- Please ask for assistance if you have never used the poster maker.
- Please do not attempt to repair the poster maker. Seek assistance from the Media Specialist.

Bulletin Board Paper, Die Cuts, Paints, and Paper Cutter

- These items are available for your use in the workroom next to the student computers.
- The paints must be used outside the media center to prevent any reaction such as an asthma attack.
- Please ask permission before removing any of these items from the media center.
- Please remember to clean the area after you are done.

Lamination

- The Media Specialist will laminate materials from 8:30 a.m.-11:30 a.m., on Wednesdays
- Materials must be placed in the media center by 11:00 a.m. during laminator operation hours.
- Only bring school related materials to the media center to be laminated.
- Due to the price of the lamination film and to be fair to all teachers, a limit will be placed on teachers who are excessively bringing materials to be laminated.
- All materials must be labeled with your name. No materials will be laminated if the name is absent.
- Remove staples and glue from materials as they will damage the laminator rolls.
- Bulky and thick materials cannot be laminated as they will damage the laminator rolls.
- The laminator will stay on longer for special events, such as the Black History Program. Please notify the Media Staff if you need the lamination hours extended.
- Laminated materials can be picked up after 12:00p.m. on lamination days

Laptops **(Teachers)**

- Teachers are assigned a laptop by the school district.
- As of the 2021-2022 school year, teachers may transfer their district assigned laptop to their next Richmond County school.
- If you are transferring to Meadowbrook Elementary School, please see the Media Specialist for a laptop if you have not been assigned a laptop.
- If you will no longer be employed by the Richmond County School System, please return the laptop to the Media Specialist.
- With the permission of the Richmond County School System, the laptop may be checked-out over the summer as long as the teacher is employed at a Richmond County school for the upcoming school year.

Chromebooks **(Students)**

- With parent's permission, students in Grades 3-5 may check-out a chromebooks for school use. These chromebooks can be transported from home to school. Students without a signed form will be a day user.
- Students in Grades Pre-K through 2nd grade will be day users only.
- A laptop cart is assigned to each classroom to house the chromebooks for day users.
- A key for the chromebook is provided to each teacher. The key must be returned at the end of the school year.

ActivePanels

- Each classroom is equipped with an Active Panel.
- If experiencing any problems with the Active Panel, please submit an online technical request in Incident IQ at <https://rcboe.incidentiq.com/>
- Please return Active panel pens, erasers, wireless keyboard and mouse at the end of the school year.

Online Technical Requests

- Submit technical requests through Incident IQ. The link to Incident IQ is:

<https://rcboe.incidentiq.com/>

- If you are unfamiliar with how to submit a technical request in Incident IQ, please click the below link for a self-guided training.

<https://learn.incidentiq.com/>

Internet Acceptable Use Policy

[Please click here to read the responsibilities of Richmond County employees and students when using school and district level computers.](#)

