



# **Meadowbrook Elementary School Media Center Handbook**

**Debra R. Davis  
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 center 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 the 1<sup>st</sup> and 3<sup>rd</sup> week of each month and a flexible schedule on the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.

# 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 media center materials and resources:**

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 printed Reference books for classroom use (ex. dictionaries, encyclopedias, almanacs). Please return these materials in a timely manner.

### **Teacher's Helper (Digital Format Only):**

These digital magazines require 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 1<sup>st</sup> grade:** 1 book check-out limit for 2 weeks

**2<sup>nd</sup> through 4<sup>th</sup> grade:** 2 book check-out limit for 2 weeks

**5<sup>th</sup> Grade :** 3 book check-out limit for 2 weeks

**\*Note:**

Students may check out printed Reference books, such as dictionaries and encyclopedias for use at home or school home for an assignment or project. Students 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 on the 1<sup>st</sup> and 3<sup>rd</sup> week and a flexible schedule on the 3<sup>rd</sup> and 4<sup>th</sup> week of each school month.
- Teachers should notify the Media Specialist in advance if they will be sending students to the media center for research and technology assistance during the flexible weeks.
- Students may utilize the media center individually or in small groups (up to 4 students at a time) the 2<sup>nd</sup> and 4<sup>th</sup> week of each month. Students must present a library pass to the Media Specialist.
- The media center may be used for meetings. Please notify the Media Specialist prior to the meeting date.

**Damaged and Lost Books/Materials**

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

**Overdue Notices**

Student overdue notices will be sent at least 3 times a school year. Teachers and staff notices will be sent by request and automatically during the 1<sup>st</sup> week May.

**Student Textbooks**

- Students will check-out textbooks in the media center.
- Textbooks transfer with students if they transfer to another school in the Richmond County School System (RCSS)
- Textbooks must be returned to the media center if a student withdraws outside of the RCSS or if the student's next school is unknown.

## **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 adding recommendations for books and materials to the collection solely 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***

***Auggie's Reading Book Club***

***Book-It Program***

***The Brian Jordan Reading Challenge with Beanstack***

***Richmond Reads with Beanstack***

***Six Flags Read to Succeed Program***

***The Scholarly Stallion Reading Challenge with Beanstack***

7. Book Club (Helen Ruffin Reading Bowl Team)

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.

## **Library Community Support**

### **Play Card**

Play Card is a collaboration between the Georgia Library PINES (Public Information Network for Electronic Services), East Georgia Regional Library System and the Richmond County School System. Each student in Richmond County will receive a free virtual library card that will give them access to all the library resources at their local public libraries. The student ID number will be their library card number. For more information, please click on the following link:

<https://www.rcboe.org/Page/83105>

### **Scholastic Book Fair**

To further promote literacy, the media center hosts a Book Fair at least once per school year.

# **Equipment**

## **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.

### **Laminator**

- The Media Specialist will laminate materials from 8:30 a.m.-12:00 p.m., on Wednesdays.
- Materials must be placed in the media center by 11:30 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, glitter, 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 Wednesdays

## **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. Any laptops purchased with school Title I funds, must remain at the school.
- If you are transferring to Meadowbrook Elementary School, please see the Media Specialist for a laptop if you have not been assigned one.
- 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 if the teacher is employed at a Richmond County school for the upcoming school year.

## **Chromebooks/Tablet** **(Students)**

- With parent's signed permission, students in Grades 3-5 may check-out a chromebook for school use. These chromebooks are transported from school to home and must be fully charged. Students without a signed Technology Agreement form will be considered a "Day User".
- Students in Grades Pre-K through 2<sup>nd</sup> grade chromebook/tablet use is determined by the teacher. On Asynchronous Learning Days, students who have a signed Technology form, which indicates that they are a "Take Home" user will be allowed to take chromebooks home if homework is assigned.

- Students will be responsible for damages unless their parent purchase the optional insurance. Please click on the below link for more details.

<https://www.rcboe.org/Page/83205>

### **Chromebook Carts**

- A laptop cart is assigned to each classroom to charge and secure chromebooks.
- A key for the chromebook is provided to each teacher. For security purposes, please lock the chromebook cart at the end of the school day.
- If a teacher will be absent, your substitute may ask someone on your grade level to unlock your classroom cart. Please let the substitute know to ask someone on your grade level to secure the cart at the end of the school day.
- The key to the chromebook cart must be returned to the media center at the end of the school year.

### **ActivePanels and Accessories**

- 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, which is located on Launchpad.
- Please return active panel pens, erasers, wireless keyboard, and mouse at the end of the school year.

### **Videos/Streaming Services**

**Videos (if still used) and streaming videos must be directly related to the curriculum** in order to be shown to students in a classroom setting. Please make certain that the video is appropriate for the grade level and included in your lesson plans. Any outside videos, such as a video from a personal video collection or streaming service, must be approved by the Media Specialist. Any streaming app on your LaunchPad are automatically approved for use to locate videos. G-rating is the preferred film rating

in an elementary school. For your protection, please do not show PG, PG-13, R, and NC-17 in an elementary school setting.

### **Educational Use of Commercial Streaming Services (Netflix, Prime Video, etc.)**

Please click on some of the popular streaming services link below for policies on streaming use

Netflix:

<https://help.netflix.com/en/node/57695>

Prime Video

<https://www.primevideo.com/help?nodeId=202095490>

Hulu

<https://secure.hulu.com/terms>

### **Public Site License**

The media center has purchased a site license. which allows the school to legally show movies for weather/school events such as movie nights, after school programs, snow days, Field Day, etc. Please make certain that the movie is appropriate for an elementary setting. The preferred rating for an elementary setting is G.

### **Online Technical Requests**

- Submit technical requests through Incident IQ. The link to Incident IQ is located on your LaunchPad
- 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.](#)



