

The Media Center User Guide

2017 - 2018



**"Reading is a window to the World."
"Reading opens up ALL POSSIBILITIES!"
"Check out one fiction and one
nonfiction book!"**

Why don't you take advantage by getting good reading skills and be the top of it? You can expand your knowledge as long as you have good reading skills.

Having good command of information and resources plus reading skills gets you a ticket to be the **NUMBER ONE** in the world—you can be whatever you want. Come to the Media Center and get books now. Remember reading skills can be improved by reading.

Check Out guideline

Grades	Number of Books to check out per student
Pre-K & K	* by the classroom
1 st - 2 nd	2 books
3 rd - 5 th	3-4 books
Parent	2 books

Hours of Operation: 8:30 a.m. – 4:00 p.m.

Make sure you have a purpose for visiting the Media Center. Follow the next routine when visiting the Media Center.

1. Sign in at the visit log
2. Ask Media Specialist for help (You can save your time and work efficiently!)

Students and parents who do not return their library books may not want to check out another book/material. Please notify the media center of

any damages of the books. Please do not attempt to repair books. A Media Specialist will determine the best way to repair a book. Damage fees may be assessed. Lost books will result in the loss of check out privileges until the book is either returned or paid for. Please notify the Media Center if you think the book is lost.

❖ Frequently Asked Questions by Students

Q1. Can I check out books?

--If you like to check out books, refer to the Media Center check out guideline. Also ask your teacher if you can take home any checked-out books with you.

Q2. My teacher told me to read to improve my reading skills. How can I choose the best books?

--First, make sure you know your Lexile Reader Measure by checking with your teacher or a Media Specialist. Taking a **STAR Reading Diagnostic Test** and **iReady test** helps measure your reading skills. It is easier to choose the books that can improve your skills if you know your current reading levels. Remember you also need to know your interest areas.

Q3. What is an AR book and what is an AR quiz?

--The Media Center supports a reading program called Accelerated Readers (AR). Many books have AR quizzes. When passing, you get points. This can measure your accuracy of reading comprehension. The Media Center also rewards you with "gift cards" when you accumulate over certain points! You can buy books at the B.C. Book Fair for free!

Q4. I cannot log in to take an AR quiz. What can I do?

--Ask your teacher or a Media Specialist for your username and password. If you try to log in with incorrect username or a password, you will be locked out. Please come to the Media Center. If you still cannot login, please let the media specialist know.

Q5. Do you have any free books for me to keep at home? --Yes, there are two ways to get free books.

If you want new books (fresh from publisher), participate in the Book Fair Gift Card program. You can get the books for free twice a year when the B.C.E.S. hosts a book fair in November and April. If you do not mind used books as long as they are free, you can come to the Media Center and find books at a "Flee Market Books" cart.

Q6. I returned books to the Media Center, but I was told I still have those books checked out under my name... What can I do?

-- All checked out books are to be checked in though computer. Also some students leave books somewhere in classroom, home, car, or relatives' house. Please try to look for them. Talk to the Media Specialist so that she will help you look for the books. Make sure you do not let any students hold the books you checked out. Every year some books were given to other students from the borrowers, and the new borrowers lose those books. Remember when you check out books, you bear responsibility no matter whom you let hold the books. This is a good practice of RESPONSIBILITY.

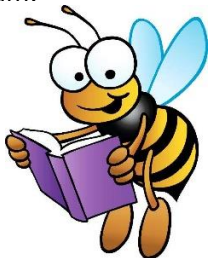


❖ Frequently Asked Questions by Parents

Q1. Does my child owe any fine? --Children forget to return books checked out from the Media Center. Please understand that we need to emphasize their responsibility for returning the materials at the best conditions. According to the policy stated above, the unreturned, materials are automatically charged onto the borrowers after the due date. Periodically checking the fine status of your child helps track your child's responsibility. Please call (706-796-4955), email, or visit the Media Center for the fine status.

Q2. How can I help my child be more responsible for the books he/she borrowed? -- It is a good idea to decide one particular area in your house where your child keeps the books all the time. (Ex. the small corner of the living room or on the table next to the TV, etc.) If you can, find a small box to place on top of the table. Label the box for "Library Books." Your child and other family members need to agree to keep the library books right there.

Q3. How can I help my child read better? -- There are some things you can do at home to help your child read better. You may ask your child's teacher for his/her current reading level as well. Parents are strongly encouraged to check out library books to create literary environment at home. Children seeing parents read at home will get reading habits quickly. Reading skills can be developed through reading on a regular basis. Please make sure your child check out the books he/she is interested in. Please ask the Media Staff for the reading incentive program.



Q4. How can I protect my child from harmful web sites? -- When you get a computer and internet access, you need to set up the rules. The Media Center provides Internet Safety lesson to all students in September. Internet Safety rules are also printed in the Media Center User Guide. Please ask the Media Staff for more information on Family Internet Safety Tips.

Q5. I like to learn how to use PowerPoint or other applications. Do you offer parents a class? -- The Media Center likes to help parents and students. When we have a certain number of parents who wish for tutoring, we like to set up a date for a class. If you have a question, please contact the Media Staff.

Q6. I like to volunteer at the media center. -- The media center needs help for shelving books on regular basis. You need to know Dewey call numbers for this help. There are other work we need help with, so as please see the media specialist.

❖ Frequently Asked Questions by Teachers

Q1. What activities and lessons do you have for the B.C.E.S. Media Program?--Visit the B.C.E.S. Library web page at Barton Chapel. There is a monthly calendar. Our Media Program has the following events, but these are just examples.

- Library Orientation
- Character Pumpkin Fair
- Research skills
- Internet Safety, Cyberbully Prevention & Copyright Issues
- Visual & Media Literacy
- Story Time
- Book Fair
- Reading Club (H.R.R.B.)
- Dr. Seuss Literacy Celebration

Let's visit the calendar and ask the Media Specialist for the details! Your suggestions are always WELCOME! You can also check out the laptop cart for your class.

Q2. My computer is acting up! How can I get help?

--Please request the repair request online. Visit the B.C.E.S. web and click the Tech. Request link at the left-hand navigation bar. Fill in the sheet and your request will be reported to the Media Specialist in the order that it is received. Make sure you have the serial number, Barcode of your computer.

Q3. How can I take my class to the Media Center?

--There is a sign-in log binder in the Media Center. Sign in your name, purpose, date, and the time. The Richmond County recommends the teacher/ a sub/ a paraprofessional be with the students. We operate flexible schedule, so please check with the media specialist.

Q4. Can you help my students who are confused which ones are their textbooks?

--The Media Center issues the list of textbook Barcodes for your class. You can refer to the list to see who checked out which books. The RCSS requires textbook checks during school year. Please follow the procedure and submit your result in a timely manner.

Q5. Would you let me know what items I have checked out under my name?--Yes. Visit the Media Center for your username and password to log in to the Destiny. You can see the list of the materials you have under your name. If you do not have those materials, print out the form and annotate your current status. This procedure is required in May before you are dismissed for summer.

**Ask your Media Specialist,
Mrs. Turner for any questions!**

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706-796-4955 Ext. 106.**

The Media Center periodically posts data to improve the media program.