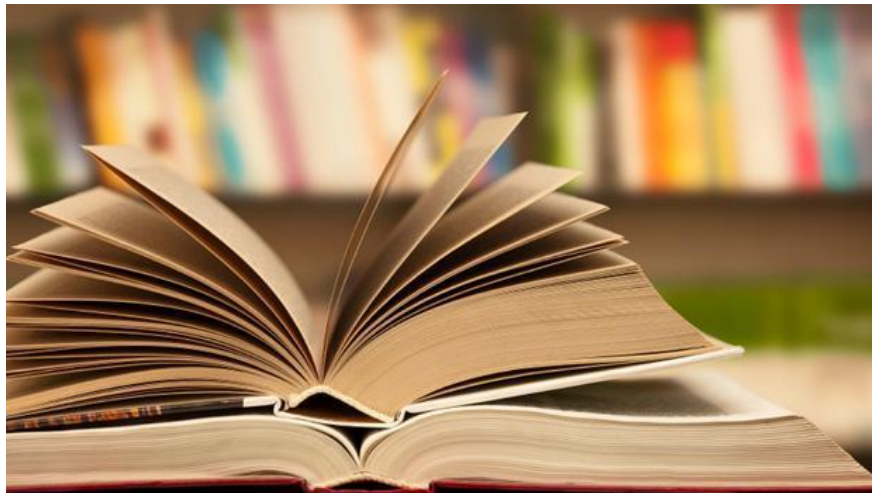


# *Stark Elementary Library Media Center*



## *Practices and Procedures Handbook*



## General Information

### Hours:

The library is open from **8:00-12:00** and **12:30-3:20**. Staff members & volunteers may come in before or after school as well as anytime during the school day to plan, check out materials, or work with students. There are 2 tables in the book rooms for small groups if a quieter environment is needed. Conferences may be held in the back book rooms only for privacy.

### Checkouts:

An orientation will take place for each class before the first check out. Students in grades 2-5 will be taught how to conduct self-checkout procedures. Whole class checkouts and lessons/stories will be limited to one class at a time. **If you sign up for your homeroom to checkout, I will drop off a collection cart to collect your books in the morning of your checkout day in order to have all the books checked for damage and checked in prior to your visit. This will speed up the process to allow me to assist students in finding books and process any damaged books before they try to get new ones.** Kindergarten students will come as a whole group with their teacher/para and only a few will checkout at a time to begin with. This is necessary for them to learn how to use the media center correctly. Students that do not need to check out will read a book or magazine from the table bins. They may read with a book character plush. Teachers will check out books for their class from the Teacher Resource Rooms and assign copies to students. K students will practice locating and returning their checkout sticks at the end of March to be better prepared for individual checkouts the following year.

### Professional Section and Book Requests:

The professional section contains materials on a wide range of topics. If you run across items that would be of use to your grade level, please inform Mrs. H. or someone from the media committee so it can be considered for the school when funds become available. Please submit these requests in writing to the media center. The [book purchase request form](#) must be completed and a consensus within the media committee and/or Admin approval is required to determine if a book/set is ordered.

### News Show Club:

5<sup>th</sup> grade students will be trained to run and anchor the live daily news show. 4<sup>th</sup> grade teachers will be asked to recommend students they believe will be good team members who will be given an [application form](#) at the end of the year. Students will be called to audition on the news show while the 5th graders are taking their EOG tests. A waiting list will be kept for anyone interested in subbing or taking an open space. Students need to be fluent readers and good role models - Be Safe, Be Respectful, Be Responsible.

### To Ensure Proper Supervision & Assistance:

Up to 4 students may be sent from a class at a time for individual checkouts or to take a reading quiz without their teacher (so we don't get too crowded or interrupt lessons & stories). **Students need to use the media passes for check outs or independent study/reading time.** A student who continually does not use proper behavior after multiple attempts at redirection will be returned to class. Please remind students that school rules need to be followed everywhere in the building before sending students individually or in small groups.

# Books

## Students

1. Student agendas must be signed before they may check out (code of conduct sheet).
2. Students may check out and return books during library hours individually between scheduled classes (with a pass) or during whole-class library times.
3. Students may check out 2 books at a time (K/1 - one book).
4. Students may keep books for up to 2 weeks without them being overdue (no overdue fines will be charged unless the book is overdue for a month).
5. Students with fines due to lost/damaged books will not be permitted to check out until their fine is paid or the books are returned. However, they may continue to read books in the library or teachers can check out books for use in the classroom for students who can't checkout. They can also take a book from the donation bucket to read while their classmates checkout.
6. Students are not allowed to check out kits, reference books, magazines, videos, technology, or items from teacher resources, professional library, or Teacher Resource Room for their personal use.

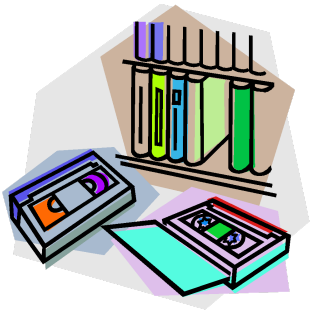


## Teachers

1. Teachers may check out and return items before, during and after school. If media staff is not present:
  - a. **Checking Out**—Conduct self-checkout or place needed materials on the back counter with teacher name—sticky notes are provided. Media staff will check out items as soon as possible and deliver them to the classroom when items are checked out and ready.
  - b. **Returning**—Scan to check in and place items in the book drop.
2. Teachers may keep books for 2 weeks and if another teacher makes a request for items, they may be asked if the items can be shared.
3. Teachers may request items be held or pulled for research. These items will be held for a week unless otherwise notified by the teacher.
4. Teachers may send students to check out books for them, but a note with your name and the quantity needed must accompany the request along with when the materials are needed.
5. Teachers may check out books from the teacher resource section as well as the TRR professional library. Teachers may also check out any videos with the [video approval form](#).

## Overdue and Lost Items

1. Overdue lists will be run and given to the teacher during class library time or placed in teacher mailboxes. Teachers are asked to privately remind students and parents about these overdue items so students can return and check out more books.
2. Teacher checkouts will be listed periodically on these lists. The items may not be due; this just helps teachers keep track of what they have.
3. At report card time each quarter and at the end of each year, if a book has not been paid for, a notice will be sent home of the replacement cost and report cards will be held in the office.
4. If a student has an overdue or lost book, their library checkout privileges are suspended until the book is returned or the bill is paid. They may still read books in the media center though and continue to check out as long as they have a book to return (ex: a student allowed to check out 2 books can still check out a book when they return one even if the other is lost/damaged/unpaid for).



## Videos

Videos are available to supplement the curriculum at all grade levels. Videos are listed in the [Destiny catalog](#). Change the search setting to “Video.”

### Procedures for Videos/DVDs

Teachers may check out any school video or supply their own copy.

**Procedures:** Fill out the [video approval form\\*](#) and get approval from an administrator; submit to the media specialist. Once approval is given I will pull the video, if school owned, or you can bring the video from home. I have an external DVD drive if you need to borrow it. **\*Extra step required for PG rated movies--see form.**

### United Streaming

Stark does not subscribe to United Streaming, however they offer a free “limited access” version. If you already have an account, you may use the same username and password. New users will need to set up a new account on the Discovery Education Streaming website:

<https://app.discoveryeducation.com/public:session/login>

## Copyright

School system personnel shall adhere to all policies related to media equipment, which have been adopted by the Local Board of Education and any relevant state and federal laws, including Federal Copyright Law. Willful infringement by an employee is prohibited and may result in disciplinary action.

The media specialist shall assume responsibility for informing and distributing current information concerning copyright laws and procedures.

The media specialist shall inform the faculty and support staff about current copyright laws in the following manner:

1. By providing and having readily available [information](#) on copyright laws and SWANK Streaming Services.
2. By explaining the process whereby copies/duplication of copyrighted materials may be made.

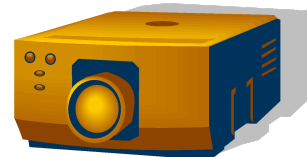
## Donated Materials

Books and other materials that are donated to the school library will be evaluated by the media specialist and /or the media committee for use either in the library or to be given as free books in the book exchange.

## Supplies/Equipment

The media center is working to supply audio-visual equipment to support the activities that take place in the classroom.

### What's available?



\_\_\_ TV DVD/VCR cart

\_\_\_ Laminator (leave items with name on a sticky note on the back table). Finished items will be placed on top of the red ECB bookcases.

\_\_\_ Opaque Projector (1)

\_\_\_ Paper Cutter & Die-cut Machine (work room) & Binding Machine (TRR)

\_\_\_ Colored Butcher Paper Rolls (work room)

\_\_\_ Nook tablets (10)

\_\_\_ 3rd grade iPods (5)

\_\_\_ External DVD player (1)

### Borrowing equipment/technology

All quantities are limited. Anything not yet cataloged should be signed out/in on the checkout form on the self-check checkout station. Please return at the end of the day or by the due date .

### Needs and Repairs

If a piece of equipment from the media center has a problem that needs repair, please let me know. I can replace batteries and troubleshoot. Other issues will need to be referred to the tech department via an [Incident IQ](#) (aka IIQ) ticket so we will need a specific explanation about the type of problem.

# Media Center Scheduling

## Checkout times

You may choose to sign up for a slot each week for a class check out or send students using media passes or both. We want to keep the media center busy but not overcrowded or dysfunctional. Sign up on the [Google Spreadsheet](#) or sign up at the circulation desk.

## Story Times & Lessons

Teachers will need to sign up for a lesson/story time. The main emphasis of story time will be new books and special themes. However, with prior notice stories can be planned to supplement and enrich the topics being studied in your classroom. Story times are available for grade levels PK-2 every other week. Certain library lessons will be available to choose from as well. The goal is to build a connection between classroom standards and library skills. I hope to be able to collaboratively plan lessons with each level throughout the year whether it is the whole team or just one teacher collaborating. It will be hard for me to get away from the media center during the day, so we will have to correspond mostly through email or after school.

## Research

Teachers may also sign up for class research times. Research will be teacher-led or co-taught utilizing the services of the media specialist with prior notice. The media specialist may be asked to offer the following additional lessons at any time:

Locating books using the Dewey Decimal System

Choosing Just Right Books

Genres

Using the computer catalog & placing holds on ([Destiny](#))

Reference Sources/databases (Online Databases, Kids Galileo & SRC included)

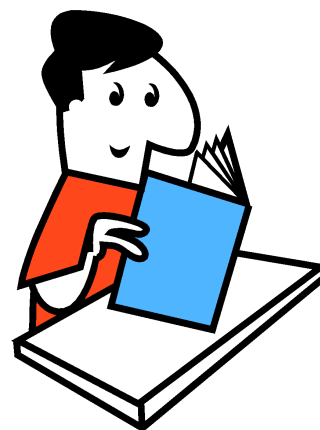
Internet searches (using keywords and limiters)

Note taking skills

Copyright/Citing Sources

How to use various equipment

Other ideas we will come up with while planning! ☺



*All of these lessons are most effective if they are taught with a specific topic discussed ahead of time by the teachers and the media specialist rather than taught as a skill in isolation. Please allow enough time to adequately prepare such a lesson by discussing and planning with me in advance. On occasion, I may need to order a book to accompany a topic and will need time for it to arrive.*



### Scheduling conflicts and missed times

While there are many activities that can be conducted simultaneously in the media center, there are times when scheduling conflicts do occur. To help prevent these conflicts, it is important to check the media center schedule and plan ahead as much as possible. When conflicts occur due to media center staff absences, every effort will be made to be flexible and reschedule class times. If I am out of the building for a meeting, sick day etc. I will get with you to reschedule your lesson/story/checkout. If you miss your scheduled day, you can check the schedule and bring the students for a whole class checkout when available, or send them on a pass. If the media center is needed for after school activities (baby/wedding showers, meetings/conferences), please be sure to sign up on the schedule so we don't overbook.

## Reading Promotions

During the school year, the media center sponsors several reading promotions. They include:

**Book Fairs-** Scheduled for October and February, and BOGO in May. It is open to all students, faculty, parents, and community members. This is a major fundraiser for the media center. The proceeds are used to buy new books, as well as other needed materials and furniture in the media center. Specific details will be given closer to the appropriate time.



**New Books/RC Top Readers-** A bulletin board will display the book jackets and showcase the students who read above and beyond classroom expectations (100 books read and passed in Lexile range).

**Reading Counts!-** This reading program promotes daily reading and the use of the school library. Through RC students will have the ability to take quizzes after reading a Reading Counts book. The SRI test will give a Lexile score for grades 3-5. Other students will use the approximate grade level equivalent dot colors. Students are encouraged to check out and test on at least one Reading Counts book each week.

- SRC! Goals—students will be required to reach at least 80% in accuracy as well as test on books within their Lexile range in order to meet goals. They can take tests on books ranging from 100 points below their level to 50 points above. This is their Lexile Range. Teachers will share with students the spine level dots for their range by placing this information on library cards/reading folders. It is also posted around the library. Incentive prizes will be given by teachers. Goals reached will be adjusted by teachers for the next grading period to *appropriately challenge* the students. Goals will be for the number of books successfully passed on the SRC quizzes not point values (district-wide procedure). The top reader (most books passed) in each grade will be recognized on the news show and presented with a certificate. Those who meet their goal for the grading period will receive a prize from the media program to collect (pencil/button/dogtag/other. Grade level celebration decisions must be made concerning extra incentives for students who reach their grade period goals: Other ideas: extra recess time, pizza or ice cream party (teacher/parent supplied items).
- “Reading Counts Super Star” Certificate will be awarded to students that go **above and beyond** to reach the following cumulative scores by the end of the year:

- **100+ books with at least 80% accuracy within grade level/Lexile range +**  
Students will have their picture or name placed on the bulletin board as well as be announced on the morning news program and presented with the special prizes compliments of the media program.

**Special “Library” Events-** There are several themed days or weeks throughout the school year. We will celebrate these weeks as advertised on the news show, website/Facebook pages, and newsletters with dress up days, bookmarks, contests, photo ops and more. Some include:

- International Dot Day “making your mark on the world” (September)*
- Read for the Record Day (October)*
- Picture Book Month (November)*
- Read Across America Day (February 2<sup>nd</sup>)*
- World Read Aloud Day (March)*
- National Poetry Month/Poem in Your Pocket Day (April)*
- Children’s Book Week (first week in May)*

*The media center may also help sponsor other reading promotions suggested by the media committee, county office, or leadership team/grade levels.*

## **Other Information**

### **Media Committee**

The purpose of the media committee is to make decisions and recommendations about how the media center can best support the curriculum and learning efforts of the students at Stark Elementary. The committee will ideally be composed of one representative from an upper and lower grade level, the media specialist, an administrator, a community member, and a parent. This committee meets 2-3 times a year unless a book has been challenged or another need arises.

### **Volunteers**

Volunteers are welcomed at any time in the media center. They can help shelve books, deliver materials, assist students, prepare for lessons, assist with facilitating lessons, help process materials, assist with book fairs, and other activities. If you know of parents who may be interested in being a media center volunteer, please have them contact me (email is best) or pick up a volunteer information form from the media center to send home.

### **Internet Use by Students (prior notice needed)-AUP**

Students may use the Internet for research in the media center or learning lab if they have parental permission (in student agendas or student handbook). Assistance will be provided at point of need. Please be sure to include on the media center schedule when you plan on conducting research with your small group or entire class in the media center.



### Laminating

The media specialist and trained staff (Mrs. Lucas, & the counselor) will do scheduled laminating on **Tuesdays and Thursdays (also as time allows on other days)**. **Please label your materials with your name/room number by attaching a sticky note, and place it on the back table.** When finished you may pick up your laminated items in the library. A volunteer may be used to deliver items to teachers when available or to laminate in addition to the regular schedule. NOTE: With the budget constraints and the expense of laminating film, please make sure you are laminating only those items that will be used repeatedly or are for instructional use. ***Please do not use the laminator yourself as multiple users create more film waste and can result in damage to the rollers.***

### School Web Sites & News Show Announcements

I will update Stark's web site as well as the school's Facebook account with official school news. Teachers are responsible for keeping their own class webpages up to date with accurate information for parents. Any information needed on the web page or news show must be submitted to me by email (so I won't forget!) in advance. Please help by providing pictures and specifics you would like to see added to the web and for the school news show. You may also appear in person as a "special announcement."

### Inventory (Last 2 weeks in May)

All student books and any equipment that is not needed must be returned 2 weeks before school ends for the purpose of conducting the annual inventory. Checkouts will drop from 2 books down to 1 the week prior to inventory. This helps encourage students to find and return lost and overdue books and pay for library fines for damaged ones. Report cards will be held in the office for any student with library or after school fees.

*I'm looking forward to making this a GREAT school library media program and working with an amazing faculty and staff that is truly dedicated to student success. If there is anything you need, please don't hesitate to ask. If I don't know the answer right away, I will get back to you with it as soon as possible! ☺*  
*-Mrs. H.*