

SOUTH HIGHLANDS MIDDLE SCHOOL
LIBRARY MEDIA CENTER
HANDBOOK
2013 -2014



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Hours: 7:30 AM to 3:15 PM

Belief

The Bullock County Board of Education believes the school library media center is a fundamental part of the educational program.

Mission

The South Highlands Middle School Library Media Center program is committed to intellectual freedom and supports free access to information. The primary goals of the library program are to provide the leadership, personnel, resources, equipment, and facilities needed to help students and teachers become effective users of ideas and information.

School Vision

South Highlands Middle School has established a shared vision in partnership with its stakeholders. We provided the opportunity for our students to become self-sufficient and responsible citizens who can adapt effectively to an ever-changing interdependent world. With a shared vision, South Highlands Middle School also embarked upon the task of defining its mission and beliefs.

INTRODUCTION

The purpose of this handbook for South Highlands Middle School Library Media Center is to outline the services that are offered and the procedures for obtaining these services. The objectives of the media center program are to:

- To provide and maintain a collection of books and non-print materials designed to complement and enrich the school curriculum.
- To provide resource materials for students and faculty
- To make available new and varied materials of use and interest to both students and faculty
- To provide a wide selection of books for leisure reading and to promote a varied selection by students
- To provide a well-balanced collection of materials on opposing sides of current and/or relevant issues so that students may develop the practice of reading and thinking critically
- To provide materials representative of many religious, ethnic, and cultural groups and their contributions to our American heritage
- To consider the needs, interest and abilities of individual learners.

CIRCULATION POLICIES

Routine Procedures

BOOKS



The library media center is designed with the student and teachers in mind. It is the policy of the media center to maintain an instructional climate which fosters an improved and increased use of educational media by students, faculty, and the administration. The decisions involving borrowing library media center materials take into consideration the students' needs for the materials, practical considerations, and the necessity to reinforce the concept of responsibility for the care and use of public to private property. The primary goal is to maximize the availability of materials to all users without excessive delays. Check-out for books consist of scanning the book after your ID number is entered.

Teachers may check out books as soon as school begins. Teachers may borrow up to a maximum of 50 items at one time. Teachers may borrow materials for the entire year. If an item is requested by another faculty member or a student, the media specialist will notify you and “negotiate.” Reference books and periodicals may be checked-out overnight with the possibility of a loan period extension for curriculum support purposes. If a teacher cannot come in person, please make a statement in writing if you wish to check-out books via a student.

Teachers are expected to cooperate in expediting the return of student's overdue books. The media specialist will seek the cooperation of the principal and guidance counselor(s) in getting students to return books. Any student withdrawing from school should get the media specialists signature on the withdrawal form so that the counselor knows their library book has been turned in.

Students may check-out one book at a time. Books are checked-out for a one-week period but may be renewed for another one week period. Books must be returned on or before the date due. No fines are charged for overdue books.

Overdue, Lost, and Damaged Books

Overdue Books: Overdue notices will be sent to the homeroom teacher. Parents will be notified after a book is overdue for more than a month. Under no circumstances are books to be taken from the library media center without being scanned or checked-out. A fine of .50 will be charged if a barcode is damaged or removed from a book.

Lost Books: When media center books are lost, the borrower is responsible for the value of the books. Students who have lost a book may not check out additional books until they pay for the missing book. If books are paid for and then found, the payment will be refunded.

Damages: Students are charged an amount determined by the media specialist for any damage to media center materials.

If the automation system goes down, the library media specialist will cancel checkouts for the day and reschedule when the automation system is back-up. All books must be returned before the last two weeks that school ends for inventory.

AUDIOVISUAL MATERIALS & EQUIPMENT



All employees of Bullock County Schools must adhere to the guidelines and regulations of the Alabama Ethics Commission. Teachers must sign to check-out audiovisual materials and equipment.

- Equipment may only be checked-out by faculty, and students only with written permission from his/her teacher.
- Equipment must be treated with exceptional care. If you notice a malfunction with a piece of equipment, please report the problem to the media specialist. If any equipment should become stolen or accidentally damaged beyond repair, a “**Fixed Asset or Disposition**” form will be completed.

SCHEDULING CLASSES

Since the media center is an integral part of the instructional program, the media specialist will plan with all teachers to make media center materials available which can contribute to instruction in the classroom. The media specialist will promote regular group sessions as well as individual help to ensure that each student requires a high degree of proficiency in the use of the media center for research as well as for leisure reading. Provisions should be made for all students to have periodic access to the media center. The library media specialist will help students individually or as a group; however, students are required during school hours to have a valid (signed, dated, and timed pass) clearly stating the purpose of the visit.

The library media center operates on a flexible schedule. Research indicates that students learn information skills best on a flexible rather than fixed schedule.

Please arrange with the media specialist to schedule your classes to the library. The whole class is welcomed to the library media center. Teachers must sign up with the Media Specialist in advance to schedule your classes to work on a special project in the media center so that adequate space and materials can be made available.

Teachers are expected to remain with their classes during the entire period. Teachers are also expected to directly supervise their students and assist in enforcing the library media center rules when using the media center for whole class research. The library media specialist reserves the right to enforce the library media center rules during the whole class research.

Discipline: Student conduct in the library media center is expected to coordinate with the school's rules and discipline policy outlined in the Bullock County Board of Education's Code of Conduct. Students are expected to conduct themselves appropriately. No chewing gum, eating, or drinking is allowed in the library media center. Students are expected to use care in handling books, materials, and equipment. Students are expected to leave the tables and chairs as they have found them. Students are also expected to dispose of all trash and to leave the media center clean.

- First Offense: student is admonished.
- Second Offense: student is moved.
- Third Offense: student loses privileges for a short period.
- Fourth Offense: Student loses privileges for a longer period, referral to the school administrator and/or letter to the parent.

MAINTAINING THE COLLECTION

About forty percent of the library media specialist's time is needed for collection development and library management if the collection is to be maintained in a usable order.

Repair (Books & Equipment)

Minor repairs are done by the media specialist. Books that require considerable work to be put in good condition will be discarded. Minor repairs such as replacing lamps or screws are done by the media specialist. When equipment that has been determined irreparable, a "**Fixed Asset and Disposition**" form must be completed so it can be removed from the inventory and discarded properly.

INVENTORY OF EQUIPMENT & MATERIALS:

The purpose of an inventory is to reveal an exact account of the resources at hand. It is useful for many reasons: to indicate missing or lost materials, to reveal numerical strengths and weaknesses in the collection, to identify materials in need of repair, and to serve as a vital part of the process of weeding the collection.

Part of the job description of a media specialist includes conducting an end-of-the-year inventory. In adherence to district and state guidelines, as well as PEPE requirements, the media center will engage in inventory the last two weeks of school. The media specialist will not schedule any classes during this time. The media specialist will not be able to personally assist students during this period.

All **books** must be returned to the library media center before the last two weeks of school.

All **audiovisuals materials and equipment** must be returned to the library media center before the last week of school. Upon knowledge that equipment is missing and finding no reason to believe that teachers or students have borrowed the equipment, the following is to be done: report the missing equipment to the police. If equipment is not found, attach the police report to the "Fixed Asset and Disposition" so it can be taken off the inventory.

***Please consider this time period when planning end-of-the-year research projects for students.**

INTERNET ACCESS

Internet access is available in the library media center. Internet access will be provided to the students in accordance with the terms of the Board's policy. All users of the Bullock County Schools computers are required to sign a "**Computer Equipment Use Agreement.**" The misuse of electronic resources is a violation of the Code of Student Conduct with offenders subject to disciplinary action as outlined in the "**Code of Conduct**" (3.17, 3.18)

How can you help me?

- Notify me as soon as possible about any class projects.
- Tell the librarian which materials you would like placed on reserve.
- Meet with the librarian for a planning session before bringing your class in for a project.
- Reserve class space in the library as far in advance as possible.
- Share with the librarian copies of your assignment sheet and any assessment tools you plan to use.
- Remain with your students and supervise their behavior while they are in the library.
- Provide passes for students who may need to visit the library during class time.
- Please give overdue notices to students when they are placed in your box.

I can help you by:

- Collaboratively planning and teaching research units for your students
- Recommending resources
- Providing classroom materials
- Preparing bibliographies
- Preparing reading lists
- Providing inservice training in technology use
- Helping you produce instructional materials
- Coordinating information skills into your units of study
- Providing guidance relating to the ethical use of information
- Providing style sheets for students
- Providing AV materials (Videos and DVDs)
- Brainstorming project ideas, lesson strategies, and topics with you

- Placing materials on reserve so they will be more equitably available to all students for the length of the project
- Book marking Internet sites for your classes

SOUTH HIGHLANDS MIDDLE SCHOOL

Library Media Center

Resources

- **BCHS Online Public Access Catalog (OPAC):** Bullock County High School maintains a rich, balanced, comprehensive collection which includes references, periodicals, and electronic resources that support students learning, the curriculum, and the instructional program. The collection contains over 8,000 volumes. The index used to access the media center collection is the Dewey Decimal Classification System. Bullock County High School uses a currently accepted, library automated system for circulating and cataloging materials.
- **Internet**
- **Alabama Virtual Library (Online):** The indices to periodicals is via the Alabama Virtual Library (AVL)s. These databases contain magazines, journal, and newspaper articles for research. The AVL provides all students, teachers, and the citizens of Alabama with online access to essential library and information resources.
 - EBSCO
 - Infotrac
 - Newspaper Source
 - Britannica Online
 - SIRS
- **Audiovisual Materials**
 - Videocassettes
 - DVD's
- **Audiovisual Equipment**
 - Television Combo VCR/DVD Player
 - Multimedia Projector and laptop computer

SOUTH HIGHLANDS MIDDLE SCHOOL

Library Media Center

Subscriptions (Magazines and Newspapers)

Ebony

Essence

Highlights for Children

Jet

Kids Discover

Library Sparks

Mailbox Intermediate

Phi Delta Kappan

Sports Illustrated for Kids

*Articles can be accessed from the AVL's two periodical databases (*EBSCO* and *Infotrac*).

Suggestion for Library Purchase

Name _____ Date _____

Suggested item

Format

Book Magazine CD-ROM Video Laserdisk Other:

Other details about the resource: (author, publisher, price, ISBN number, date)

Briefly describe how the resource will enhance our curriculum or respond to student/staff needs.

Librarian's comments:

If you have any printed information about the resource (ads, reviews, etc.), please staple it to this request form.

How can we help?

Please complete the following form and return it to the library information center.

Teacher _____ Date _____

Course Title _____ Semester _____

Grade/Level _____

We'd like to make it easier for you to teach your course. We can provide bibliographies of materials and help brainstorm ideas for projects. We'll also keep you filled in when new materials arrive. Please let us know which topics you are planning to cover.

Please list any specific materials you would like to see purchased for this course.

If the topic will involve student library work, please let us know if you'd like us to

- place materials on reserve
- cover particular reference skills
- prepare formal bibliographies or booktalks
- bookmark relevant Web sites

TEACHER'S REQUEST FOR LIBRARY MATERIALS FORM

Teacher: _____ Date of Request: _____

Class: _____

Title of Unit: _____

Description: _____

Unit will begin: _____ Unit will end: _____

There are _____ students in this class.

Check all the requests that apply:

_____ **Whatever is available**

_____ **Books** (*Specify below*)

_____ **Reference materials**

_____ **Find Website(s): Lesson Plan Ideas** (*Specify below*)

_____ **Audiovisuals (AV)**

_____ **Videotapes**

_____ **DVDs**

_____ **Periodicals**

_____ **Equipment** (*Please list type.*) _____

_____ **I will want to schedule library time.** (*Whole Class/Group (10 or less)*)

_____ **I would like to reserve the materials.**

_____ **I would like to discuss this topic with you. Here is a convenient time for me:**

Day(s): _____

Time(s): _____

Specify below (or on the back of this form):

TO BE COMPLETED BY MEDIA CENTER PERSONNEL ONLY

Date Received: _____ Date Completed: _____