

Rock Chapel Media Center Handbook



2017 - 2018

Mission:

The **mission** of our library is to strengthen, enhance, and improve Rock Chapel's instructional program, while influencing students to become effective users of ideas and information, to develop into lifelong learners, and to become contributing members of society.

Hours:

The media center hours are from 7:15 am – 2:00 pm Monday through Friday. Book and equipment checkout begins at 8:00 am after the morning broadcast news.

Checkout Policy:

Teachers bring classes to the library on a weekly basis for book checkout and are encouraged to plan with the media specialist in preparation for curriculum related research and information literacy library lessons. Collaborative planning sheets are provided by the media specialist.

- Kindergarten classes begin checking out books after the Christmas break. They can check out one book for one week.
- First grade students can check out one book for one week.
- Second through fifth grade students may check out two books for two weeks.
- Faculty and staff can check out as many materials as desired and return them when they are no longer needed.
- Student materials can be renewed if they have not been requested by another patron.
- Books and other library materials should be returned using the book drop at the circulation desk so that they can be scanned and accounted for.
- Reference materials are only available for use in the Media Center by the students.
- Students who have overdue books may not check out another book until all overdue books have been returned.
- Technology is checked out daily starting at 8:00 am and returned by 1:30 pm. This includes the checkout of iPad Carts and Lenovo ThinkPad Carts.

Lost/Damaged Books:

When students fail to return library books they will be reminded verbally and notices will be given to them. After a 4-week period overdue books will be considered lost and parents will be notified by the media specialist and classroom teacher. All missing, lost or damaged library books will need to be replaced. The media center accepts **cash only**. Refunds can only be given within the current school year (2017 – 2018). Any missing materials located after May 24, 2018 becomes the property the student.

Library Media Technology Committee:

A media/technology committee, composed of the principal, media specialist, teachers, parents, and student representatives, assists in the making of media center technology policies and procedures, defining short and long-range goals, evaluating the program, selecting resources, and acting as an advisory team in the event of challenged materials.

Conference Rooms:

There are three conference rooms at the back of the Media Center. These rooms house many of the non-print materials; however, these rooms are being utilized by staff members and are only available for specific times. Please check with the media specialist for accessibility and availability of materials.

Copyright:

All teachers and staff are expected to attend a copyright presentation near the beginning of the school year, as mandated by Dekalb County Schools. Please see the media specialist if you have any copyright questions or concerns.