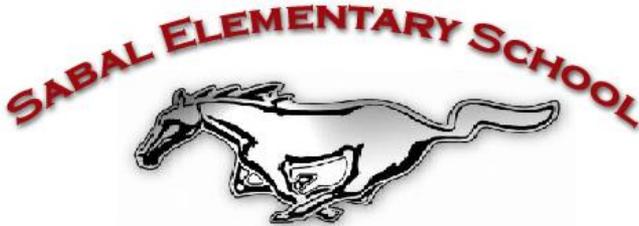


SABAL ELEMENTARY SCHOOL



MEDIA CENTER HANDBOOK

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Media Center Mission Statement

Sabal's library mission is to ensure equal access to information that is available in a variety of formats to all students and staff. Multiple literacies are taught with critical thinking emphasized and a diversity of student end products, which are often on display, are encouraged for an authentic audience. Attention to collaboration is integrated into the school library program; in such a way as to support and reinforce the curriculum found in the grade level classrooms; whether the content is in language arts, science, social studies and/or math.

Technology is seen as a tool, to be used in which a product is the result; as opposed to the student just engaging with the tool. Endeavoring to mentor the diverse student body, so that they become lifelong learners with the ability to communicate across any platform or device they may encounter in the real world, is one of many goals for the media specialist. Reading and writing are foundational skills which are the focus of a literate rich environment found in the school library. A climate of inquiry, along with the discipline necessary to become a responsible digital citizen is embedded into every lesson. Respect for all learners is evident in our collection, which is student and staff driven through careful acquisition and weeding of the collection, resulting in the creation of a culture of reading at our school.

By continuing in the manner in which described, the school library program will flourish since the program is student centered. Connecting with the community will create additional opportunities to better support the staff and students; allowing for focused professional development that will impact student learning gains.

Accessibility of the Media Center

The media center is open from 7:30 – 10:30, 12:30 – 3:00 Monday – Thursday and 7:30 – 10:30, 12:30 – 1:45 on early release Fridays. Additionally, the media center operates on flexible scheduling. This means that individual students may visit the media center for research and for book checkout.

Teachers may schedule additional times for class use of the media center computer lab from 12 to 12:40 Monday through Friday. Teachers can sign up for this time slot and teachers must stay with their students during these visits to the media center.

General Description of Material Availability

Sabal Elementary has over **9,510** titles with 14,529 copies in our collection. These books are divided into five main sections which follow the Dewey Decimal System: non-fiction, fiction, biographies, easy and graphic novels. In addition, to this, there

is a dedicated Parent Resource center, Professional Development and Literature Circle collections.

Checkout Policies and Procedures

Students may check out one book for two weeks, with the option to renew. Exceptions will be made for Literature circle and special projects, but are limited to one additional for a total of two.

Teachers may check out 5 items and Listening centers materials for 9 week period with the option to renew. However, teachers are requested to please use and return materials promptly, so that they will be available for others to use.

Items checked out to the student are their responsibility; items checked out to the teacher are their responsibility. Teachers are no longer responsible for the return of their student's materials (on the formal end of the year check list). However, if the teacher specifically checks out a book for a student, a note will be made in their account, and the teacher will be held responsible.

Grade level collections are available for check out and are to be returned at the end of the year. If the classroom teacher takes a leave of absence, the grade level collection needs to be returned and checked out by the "new" teacher.

Literature circle sets are to be checked out to the individual students; but the teacher resources are to be checked out to the teacher.

Kindergarten will begin the checkout process after the winter break in January. A permission slip will be sent home explaining the process and responsibilities, this must be signed and returned before the student can check out.

Library Materials Return Policy

Overdue Notices

At the end of each month, an overdue notice will be sent out to the students that owe books. These are important reminders to the students and help to develop responsibility and accountability in each student. If the student continually has overdue book(s), their media center privileges may be reduced or suspended.

Lost and Damaged Books

If a library book is lost or damaged, the student will be required to pay for that book. Fines will be assessed for lost or damaged library books and a notification sent home to the parents. Unpaid fines may result in media center privileges being revoked. Teachers are expected to pay for lost or

damaged books that they check out from the media center.

The same item may be purchased at a lower price elsewhere to replace the lost or damaged material (paperback for paperback, hard cover for hard cover. Exceptions, are made on a case by case basis, at the Librarian's discretion.

Reconsideration Policy

The Media Specialist may not censor a students' selection of materials. It is the parent's responsibility to discuss material selection with their child. However, suggestions can be made and notes from the parent will be honored and documented in the students account. Although care is taken to select valuable materials for student and teacher use, the public may make occasional objections to a selection. There is an established procedure for all complaints whether they are from students, parents, school personnel, or other citizens. Please refer this individual to the Media Specialist.

Copyright Policy

Sabal Elementary will make every effort to adhere to the provision of the copyright law (Public Law 96-517) as it relates to the making of photocopies and the use of non-print resources such as music,

DVDs, and computer software.

- A. Photocopies of Printed material
 - i. The media center has moral and legal obligation to obey the copyright law.

Accelerated Reader

Accelerated Reader is used to encourage students to read by rewarding them with prizes as they enter each Point Club level. For that reason we must all make sure that every student follows the guidelines set by the media center and the principal regarding Accelerated Reader.

- (1). A student must not take a test on a book that he/she has not read.
- (2). A student should NEVER take a test for another student.
- (3). A student should not watch or stand behind another student while he/she is taking a test.

Accelerated Reader Rewards

Monthly Point Earners across grade levels with the correct number of points will be awarded the corresponding prize for their point level mastery. Pictures of the students with the most year to date points will be displayed on one of two AR challenge boards (1st – 3rd & 4th – 6th). Monthly AR

certificates will be created for the students in each class across grade levels with the highest points and for those who have taken and passed a Book Bash Quiz.

Each month teacher's names will be displayed on the bulletin board outside of the media center, if 100% of their students take an AR quiz, thus allowing them into the 100% Club. Classroom teacher's monthly point totals per grade level will be displayed on the same bulletin board.

Internet Policy

Students are required log into their Launchpad account in order to access the Internet. Also, remember that if a student does not have an Internet Acceptable Use Policy signed and on file, he/she will not be able to access the Internet.

A Cloud Collaboration Permission Form (Grades K-6) must be on file in order to grant permission to use Google Classroom/Google Learn.

Collection Development

The responsibility for the selection of instructional materials rests with the certified school library media specialist. The selection of media is a continuous and cooperative process involving administrators, staff, students and parents. The

primary objective of instructional materials and equipment shall be to enrich, support, and implement the educational program of the school. As the center of the educational program, the library media center provides materials and services that meet academic, technical, personal, and social needs of the school community. To this end, the School Board of Brevard County subscribes to the principles laid down in the Library Bill of Rights and affirms that it is the responsibility of the school library media center to support these principles.

The objectives for selection are:

- To make available a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers.
- To provide materials which strengthen and enrich the school's instructional program.
- To provide materials that will stimulate growth in literary appreciation, aesthetic values, and ethical standards.
- To provide materials representative of the many religions, ethnic, cultural, and language group, and of their contribution to the heritage

and culture of America and the world.

- To place principle above personal opinion and reason above purpose opinion and reason above prejudice in the selection of materials appropriate for users of the school library media center.

NOTE: The district does not maintain a list of approved books and videos. Rather, the objectives and criteria for selection should guide the certified library media specialist in collection development.

Criteria for Selection

Materials considered for purchase are selected on the basis of the following criteria:

- Favorable review in a reputable, unbiased, professionally prepared selection aid.
- Overall purpose and need in relation to the curriculum.
- Educational significance.
- Quality of writing and production.
- Readability and user appeal.
- Reputation of the publisher/producer, author/artist, etc.
- Valid, accurate, objective, up-to-date, and appropriate information.

Weeding Policy

Weeding is done continuously throughout the year with the support of the principal and library advisory committee. In targeted small selections of the collection and in small numbers at any one time. Criteria for determining what to weed:

- Items which have not circulated in a given time period (five years for most books, 10 years for history books).
- Items which contain dated, misleading, or superseded information.
- Items which no longer support the curriculum.
- Damaged items which cannot be economically repaired.
- AV items which are in such poor condition that they are no longer useful.

Dewey Classifications/Suggested Ages for Weeding:

000 Generalities	2-10 years
500 Sciences/Math	5-10 years
100 Philosophy	10 years
600 Technology	5-10 years
200 Religion	2-10 years
700 Arts	5-15 years

300 Social Science	5-10 years
800 Literature	Flexible
400 Language	10 years
900 History	15 years
Biographies	Flexible
Encyclopedia	5-7 years
Fiction	10 years
Reference	Evaluate on individual basis
Periodicals	5 years
Almanacs	3-6 years

Discarding Materials (DCR)

When print and non-print materials are weeded from the collection the following steps must be followed:

1. Stamp or write “discard” in a prominent place on the material.
2. Delete from computer records.
3. Mark through identifying bar code labels with a permanent marker.
4. Offer any items that are in good condition to teachers to use in classroom libraries or to your students.
5. Any leftover materials need to be packed in small, easy to lift boxes and sealed securely if sending to the county facility.
6. Complete a DCR-1 form (available from bookkeeper, head secretary or designated personnel) listing the

- number of cartons. Identify cartons as containing library books only or AV materials. Do not mix library books and materials with textbooks on the same form. Submit to principal for signature.
7. Equipment may not be combined with print or non-print library/media materials on a DCR-1 form. Separate forms must be used. Reference the Brevard County School District website on Acquisition and Disposition of Property at <http://www.neola.com/brevardco-fl/search/AP/Ap7310.htm>

Do not DCR anything that has a property control tag without contacting the point of contact at your school.

Library Advisory Committee

The Library Advisory Committee members will be composed of the following persons: Media Specialist, Principal/Assistant Principal, and Reading Coach. In addition to these members, a representative from ESE, ELL, Activity team, Grade Level Chairs K-6 and parents are requested to attend. The meetings will be held once every 9 weeks at 3PM.