

## **MEDIA CENTER MISSION STATEMENT**

It is the mission of our media center to meet and exceed district and state mandated curriculum guidelines. To assist students in becoming responsible users of information and provide instruction to our users in locating information through a variety of media. To provide a variety of print and non- print materials to address the needs of our patrons as determined by the collaborative efforts of students, staff, administration and the community we serve.

## **HOURS**

The media center is open every school day from 7:30 a.m. to 3:30 p.m. Requests for access to the media center at other times should be addressed to media specialist or the school administration.

## **SCHEDULING**

Media Center schedule calendar is located in the media center office. If you would like to bring your class to the library for a lesson please sign the calendar and indicate what standards you wish to be covered.

## **USE OF THE MEDIA CENTER BY CLASSES**

Teachers may reserve time for an entire class to use the media center. If your class will be doing research, please give the media specialist a detailed list of specific topics so we will be prepared for your visit. Teachers and media specialist should plan together prior to your visit so that materials may be pulled for specific skill lessons. Teachers may be required to stay with their class in the media center to assist media specialist with lesson implementation. This will be determined by the media specialist and the classroom teacher during the collaborative planning session.

## **USE OF THE MEDIA CENTER BY SMALL GROUPS AND INDIVIDUALS**

Individual and small group use of the media center is encouraged. Teachers may bring students to the media center in small groups for the purpose of checking out books, doing research, leisure time reading, etc. Students may come to the library independently. Classroom teachers may use the cabin in the media center as a reward for up to four students from each class at a time. No more than 2 students per classroom are allowed unaccompanied by a teacher for check out. Please have a media center pass for each individual student who comes to the media center. Disruptive students will be sent back to the classroom.

## **BOOK CHECK OUT - STUDENTS**

Students may check out two books at one time. Books are checked out for two weeks. Naturally, they may return those books and check out more at anytime. To renew a book, students must return the book to the library in order to check it out again. When returning books, students are to check in their books at the check in station and place them on the cart to be shelved. Students must have their library card or folder in order to check out books.

## **BOOK CHECK OUT - TEACHERS**

Teachers may check out as many as 50 books at a time. Teachers are asked to return books when they are due. Overdue notices will be sent out via email.

## **PERIODICALS**

The media center subscribes to various magazines for students and teachers. Teachers may check out these periodicals. Please sign these out on the clipboard by the periodicals. Teachers are asked to return professional magazines within a week.

## **MATERIALS ON RESERVE**

Materials may be put on reserve at the request of a teacher for the purpose of a class project or research. These materials will only be available for use in the media center for the duration of the reservation.

## **FACULTY WORKROOM**

No students are allowed in the media center workroom.

## **PROFESSIONAL LIBRARY**

The media center maintains a shelf of professional materials available for checked out.

## **LOST DAMAGED AND OVERDUE MATERIALS**

There is no fine for overdue books, however, students may not check out

additional books until payment arrangements have been made or books have been returned. Teachers and students are expected to pay the replacement cost for lost or damaged books or other materials.

## **REFERENCE MATERIALS**

Reference books may be checked out for school use only by teachers and must be returned before the end of the school day.

## **SELECTION OF MATERIALS**

Teachers and students are encouraged to make suggestions or requests for materials for the library. The media specialist and the media committee will review these suggestions throughout the year and makes purchases as the media budget allows.

## **RECONSIDERATION OF MATERIALS**

If an objection is made about any print or non print material and that challenge cannot be resolved informally, a reconsideration form is available in the media center. The complainant will be asked to complete the form and the problem will go before the building media committee. That committee will review the material and make a recommendation to the Board of Education. The Board of Education will make the final decision. (This is a brief interpretation of the policy. For the complete policy text see: Union County Board of Education Policy Manual.

## **DISPOSITION OF GIFTS**

The same criteria which are used in selection of materials shall be used in evaluation of gifts. The media Specialist has the right to refuse any materials that do not fit the selection policy criteria.

## **COPYRIGHT**

The system media policy states that, "The Union County School System will endeavor to adhere in all respects to GBOE policy, state and federal law..." This includes copyright laws! With that in mind, the closed circuit television system will not be used for those tapes that are in violation of the law. (Illegal copies of movies, television programs, etc.). The system purchases a movie site license annually through

Movie Licensing USA which allows the presentation of copyrighted materials to be used for educational purposes. The media specialist is the designated person for providing copyright information at the building level. Copyright information is available in the media center. The curriculum director is the designated person for providing copyright information at the system level. You are responsible for abiding by copyright laws and regulations. "No assistance, legal or otherwise, will be provided by the Union County Board of Education to employees in cases of alleged copyright infringement." (Union County Board of Education Policy Manual.)