



## *Elizabeth Andrews High School*

### LIBRARY MEDIA CENTER HANDBOOK

Staff: Ms. Claritt, Librarian  
Mr. R. Jatan, Library Media Assistant

#### **I. Mission**

To instruct students and provide the school community with an on-going experience in accessing, evaluating, and utilizing information sources.

#### **II. Information for Students**

- A. **Hours of Operation:** 7:30 AM - 3:30 PM
- B. **Materials available for checkout:** Students can check out biography books, fiction books, non-fiction books. Students may not check out movies.
- C. Students can visit the library if they have a pass from a subject teacher or administrator. All students are permitted to check out a maximum of four books. The students are allowed to keep books for a period of two weeks. Students are also permitted to renew books.
- D. A copy machine is available for \$.10/page. Students may use the designated library computers for the online catalog, internet access, and classroom assignments, provided they follow the rules posted each workstation. The library complies with the school-wide Elizabeth Andrews discipline policy for all students. Students should finish their food and drinks before coming in the library.
- E. **Overdue, Damaged and Lost Materials: DeKalb County Board of Education policy IFA-R (1) states: students who lose, destroy, or otherwise damage library media center materials shall be required to reimburse the DeKalb County Board of Education for the replacement value of the item.** Students and staff members assume responsibility for

materials and equipment that they check out. Overdue books must be returned or paid for before students are allowed to check out any additional materials. Students are charged \$.10/day for overdue books. Students must pay for lost books to clear their record before graduating, transferring, or withdrawing, according to DeKalb County Schools policy. Staff members are also expected to pay for lost items.

- F. **Access to Library:** In accordance with the State Rule 190-4-4.01 MEDIA PROGRAM (Code: IFBD), each school shall have a plan for flexibly scheduled media center access for teachers and students in groups, or individuals simultaneously throughout each school day. Accessibility shall refer to the faculty, staff and the resources and shall be based on instructional need. The Board of Education endorses the philosophy of flexible scheduling.
- G. **Other resources available**
  - Accessing all Information/Research databases via Clever
  - Accessing Destiny off campus
  - Accessing Public Library Catalog
  - Computer/Internet use in the library

### III. Information for Teachers

- A. **Hours of Operation:** 7:30 AM – 3:30 PM
- B. **Materials available for checkout:** Teachers may checkout fiction, nonfiction books, reference materials, audio visual materials, DVDs, VHS, and a small collection of CDs.
- C. **Number of checkouts allowed/Checkout period:** Teachers are allowed unlimited checkout and the checkout period may extend to the last day of school.
- D. **Equipment:** Teachers may retrieve overhead projectors, CD players, globes, and carts, computers, headphones and laptops. Teachers have access to paper cutters, Poster Maker and Ellison Die Cut machines. For additional needs: GLRS is located in the building.
- E. **Instruction/Collaboration:** Teachers must provide a one week notice to collaborate with the media specialist on subject content that will be taught. The lesson's content is based on current classroom curriculum and the information problem solving that students need to locate, analyze, evaluate, and communicate information (Ohlrich, 2001)
- F. **Class Visits/Scheduling:** Teachers may schedule class visits by completing the weekly calendar at the circulation desk.
- G. **Other services:** The library staff laminates and creates posters for classroom/school use. Any other questions please see library staff.

### IV. Copyright Information

All teachers are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The Teacher-Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be brought to the Teacher-Librarian.

## **V. Video usage policy -**

- A. Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.
- B. The showing of any video must be listed by the teacher in their weekly lesson plan, with the related learning goals identified, and the video's Motion Picture Association of America's Rating or the Producers Rating for district owned video recordings.
- C. No videos with ratings other than G will be shown without parental consent.

## **VI. Other Services offered by the Elizabeth Andrews High School Media Center Staff**

- A. **Set up of AV Equipment (i.e., carts with projectors/laptops)**
- B. **Train staff to set up and operate media center equipment**
- C. **Instruct staff in the use of resources and computer programs:** Destiny, GALILEO, and VARIOUS INSTRUCTIONAL DATABASES
- D. **Instruct staff and students in multimedia production and video editing**
- E. **Provide bibliographic/work citation assistance**
- F. **Place materials on special reserve for classroom assignments**

## **VII. Other Services offered by the Department of Educational Media**

- A. **DVD/Video circulation and Professional Library:** Teachers have access to the video selection at Elizabeth Andrews High School as well as the Learning Resource Center. Teachers may get password information from the media specialist.

## **VIII. Scheduling of Library Media Center Facilities**

Media Specialist may be contacted via email or in person to speak about using resources in the library.

## **IX. MISC.**

- A. **Laminating: For use by library staff only.**

**B. Additional Equipment/Services**

The Library does have a Poster Maker and it is to be used by library staff only.

**C. For Selection Criteria: see Materials Selections Guidelines after this document.**

**D. Reconsideration Policy: see Reconsideration guidelines after Materials Selection Guidelines**

**E. For Challenged Materials: see Challenged Materials flowchart after Reconsideration Guidelines**

**F. For Weeding Criteria: see Georgia Libraries Weeding Statement after Challenged Materials**

**G. Copyright and Educational Fair Use: see Copyright and Educational Fair Use after Georgia Libraries Weeding Statement**

**H. Library Advocacy**

Revised 8/2023