

Henderson Middle School

LIBRARY MEDIA CENTER HANDBOOK

Staff:

Rob Mason, Teacher-Librarian

Vickie Binns, Library Assistant

I. Mission

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

We support the mission of the DeKalb County School System which is to for a collaborative effort between home and school that maximizes students' social and academic potential, preparing them to compete in a global society. We also support the mission of Henderson Middle School which is to be "highly motivated for success through the active involvement of parents, school, and community".

II. Information for Students

A. Hours of Operation: 8:25 a.m. - 4:25 p.m.

B. Materials available for checkout: books and periodicals

C. Number of checkouts allowed/Checkout period

Students may check out up to three books at a time and keep for two weeks.

Students may renew a material up to two times.

Students who owe more than \$1.00 in fines are limited to one book at a time

D. Overdue, Damaged and Lost Materials

The late fee for an overdue book is 5 cents per book per day. Students must pay for any book they lose or damage before they can check out any other material.

E. Photocopy/printing costs

Printing in black and white: 10 cents per page

Printing in color: 25 cents per page

F. Access to Library

The Library Media Center is open to all students from 8:25 a.m. – 4:30 p.m.

Students must have a hall pass from their teacher to enter the Library during the school day

G. Other resources available – Links to these databases are provided on the HMS website.

Research in Context
Science in Context
Culture Grams
Explora
Pebble Go
Britannica Imagequest
Galileo
HMS Professional collection
DeKalb LRC
World Book Online

Accessing Destiny off campus

Destiny can be accessed at home by using the link found on the Media Center webpage found on the HMS School Website: <http://hendersonms.dekalb.k12.ga.us/MediaCenter.aspx>.

Computer/Internet use in the library

There are 23 Library computers (PCs) available for research and other school assignments on a first-come-first-served basis. Each student has a unique login that is not to be shared with anyone. When using the DCSD computers neither students, teachers, nor parents should assume privacy. Further information can be found in the internet Acceptable use updated 10/15/2013 Agreement.

III. Information for Teachers

- A. Hours of Operation** 8:00 a.m. – 4:30 p.m.
- B. Materials available for checkout:** books, periodicals, and audio-visual material
- C. Number of checkouts allowed:** No limit
Checkout period: two weeks
- D. Equipment** – Mobile Macbook Carts, document cameras, digital cameras, and other AV equipment may be checked out for the year

E. Collaborative Planning

Planning is the key to a successful Library Media Center project. The media specialist and teacher working together make a significant instructional team. Teachers can request a time during their planning period to collaborate with the media specialist.

F. Class Visits/Scheduling

The Library is available throughout the day for teachers to schedule their classes here. Teachers who wish to schedule time in the Library should confer with the Teacher-Librarian to plan collaboratively in order to incorporate Library resources into the lesson. All classes must be scheduled in advance and teachers must be present in the Library with their students during their scheduled visits.

G. Sending students

Teachers may send up to five (5) students at a time with a hall pass to the Library for research and/or book check-out. Each student should have an individual pass.

H. Helen Ruffin Reading Bowl Club

Sponsor: Rob Mason

The Reading Bowl Club meets each **Friday** morning from **7:45am-8:40am.** in the library. Students read books from the current Georgia Book Award list of nominees. Students attend meetings to practice questions in preparation for the Helen Ruffin Reading Bowl Competitions beginning in January. A team of 10 students is selected from club members to represent HMS at the competitions

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 building level contact person regarding copyright questions. Teachers have the responsibility to become familiar with the copyright guidelines and are accountable for any violations of the copyright law. Violation of the copyright is a serious offense. Do not assume that copying materials is legal if it is not acknowledged on the resource. If you are uncertain, ask publishers for permission to copy. The Teacher-Librarian is happy to assist you with this.

V. DVD/Video usage policy

- A. DVD recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.
- B. The showing of any film must be listed by the teacher in their weekly lesson plan, with the related learning goals identified, and the film's Motion Picture Association of America's Rating or the Producers Rating for district-owned video recordings.
- C. **Movies may not be shown for reward or entertainment. The purpose of showing any AV material must be face-to-face instruction!**

VI. Other Services offered by the Henderson MS Library 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. Provides instruction to staff in the use of online resources, computer programs.**
- D. Teach Media Production Classes to students to produce morning announcements videos. Instruct staff and students in multimedia production and video editing**
- E. Facilitate participation in reading programs**
- F. Facilitate/Co-Coach the Helen Ruffin Reading Bowl team.**
- G. Provide readers' advisory service to students and staff – Links to these sites are provided on the Media Center website.**

Georgia Peach Book Award
 Georgia Center for the Book
 100 Best Ever Teen Novels
 Best Books for Young Adults
 Guys Read
 Library of Congress
 Popular Teen Angst
 Reading Rants!

- H. Provide bibliographic/work citation assistance**
- I. Place materials on special reserve for classroom assignments**

VII. Other Services offered by the Department of Educational Media

- A. Learning Resource Center (LRC)**
- B. Professional Library**

IX. MISC.

- A. Laminating**
 Teachers who have items to laminate may bring them to the Library and pick them up the next day.

B. Additional Equipment/Services

The following machines are available to teachers to use in the Library work room:

Ellison die cut machine
 Paper Cutters