

Henderson Middle School

LIBRARY MEDIA CENTER HANDBOOK

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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 ensure student success, leading to higher education, work, and life-long learning. We are making mission a reality – every day, in every classroom throughout the District. 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. - 4:00 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.
- D. Overdue, Damaged and Lost Materials**
The HMS library does not charge fines for overdue books but checkout restrictions may be applied until overdue books are returned. Students are responsible for paying the replacement cost for lost or damaged books.
- 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. – 4:00 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 and online resources are provided on the HMS website and in Clever.**
- Gale Middle School in Context
 - Gale Science in Context
 - Gale Opposing Viewpoints

- Culture Grams
- Sora - ebooks
- Explora
- Pebble Go
- Britannica Imagequest
- Galileo
- World Book Online
- Associated Production Music
- HMS Professional collection (Teachers only)
- DeKalb LRC (Teachers only)

Accessing Destiny off campus

Destiny can be accessed by students in Clever or 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 8 computers (PCs) in the library available for students to print or access online resources. Students use their district network login credentials to access the computers. When using the DCSD computers neither students, teachers, nor parents should assume privacy.

III. Information for Teachers

- A. Hours of Operation 8:00 a.m. – 4:30 p.m.**
- B. Materials available for checkout:** books, periodicals, audio-visual materials
- 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

Teachers may schedule their classes to come to the library throughout the day. 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 four (4) students at a time with a hall pass to the Library for research and/or book check-out.

H. Helen Ruffin Reading Bowl Club

The Reading Bowl Club meets each week in the library. Students read books from the current Georgia Children's 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's or videos streamed from the internet 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. All movies and videos shown to students must be acquired legally and 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. **Provide poster printing and lamination services to teachers**
- C. **Train staff to set up and operate media center equipment**
- D. **Provides instruction to staff in the use of online resources, computer programs.**

- 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. 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. Teachers may laminate their own materials after proper training by Media Center Staff

B. Additional Equipment/Services

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

Ellison die cut machine
Paper Cutters
Copy machine