

**Media Center Handbook  
Ruth M. Johnson Media Center**



**2016-2017**

**Edward L. Bouie Sr. Traditional Theme School**

**I. Mission**

The mission of the Bouie Library media program is to ensure that students and staff are effective users of ideas and information. The library program supports the mission of our school which is to provide educational opportunities which enable all students to reach their highest potential. We work towards this by teaching students to enjoy reading in many genres of literature and to use the resources of the media center to locate, evaluate, and use information effectively. We seek to provide an inviting environment in which students can read, research, and study.

**II. Information for Students**

- Hours of Operation: 7:30 am-3:30 pm
- Materials for checkout: Bouie library books may be checked out for a period of 2 weeks. Books can be renewed. If a student has an overdue book, he or she must return or renew the book(s) before checking out again.
- How many books can students check out?  
Kindergarten: 1 book   Grades 1-2: 2 books  
Grades 3-5 : 3 books

**Lost books**-- Parents are responsible to pay the replacement cost for any lost items.

Payment must be made in cash or by money order made out to Bouie ES. DeKalb Schools' policy is detailed below.

### **III. Library Media Center Materials**

A. 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.

1. The price charged for a lost book or other material shall be determined by the replacement value of the material. A processing charge of \$1.00 shall also be assessed.
2. If the material was in very poor condition and so noted on the material's record when checked out, the media specialist may use personal judgment in prorating the price to be charged.
3. All amounts for lost or damaged library materials must be paid for no later than the last instructional day of the school year.
4. Students shall have their report cards and/or certificates of promotion/diplomas withheld until restitution is made.

#### **Library Access**

Classes come weekly to check out books and receive library skills instruction.

Destiny: Students can use Destiny to search for Bouie library materials. Destiny also provides access to educational websites as well as online encyclopedias. Any games, websites, or activities must be educational.

**Can I Access Destiny from home? Yes!**

- Destiny: <https://dekalbga.follettdestiny.com>
- Select Bouie Elementary
- Login : Username is s+studentnumber

Password: mydestiny

Students are encouraged to use resources available from the DeKalb County Public Library.

<http://www.dekalblibrary.org/>

### Daily library schedule

7:00-7:20: Pre-K and Kindergarten students assemble before homeroom bell.

7:20-7:45 Morning Announcements

7:50-8:20 5<sup>th</sup> grade library classes

8:30-9:00 4<sup>th</sup> grade

9:15-9:45 2<sup>nd</sup> grade

10:00-10:45 3<sup>rd</sup> grade rotation

11:00-11:30 Lunch

11:45-12:15 Kindergarten

12:20-12:50 1<sup>st</sup> grade

1:00-2:00 open

### **Library Computers:**

Computers are available for student, teacher, and parent use. Students use the Destiny online catalog to locate books available in the Bouie library and for research and classwork assistance. Students may also come to the library to take Accelerated Reader quizzes. We ask that students be limited to small groups-3 or 4 students. Students should come with a library pass from their teacher. There are twelve library computers.

### **Equipment for teacher checkout:**

Students and teachers have access to laptop computers, Chromebooks, and I pads. Teachers are able to check these items out for classroom use. Please make requests in advance.

**DeKalb County School District (DCSD)** : The following resources, located off campus, are available to all DeKalb teachers.

LRC - Learning Resource Center

DeKalb Professional Library   DeKalb County Public Library   Discovery Education

**The Learning Resources Center (LRC)**, a division of the Department of Educational Media and Instructional Materials, serves as support to Pre-K through grade 12 instruction in the DeKalb

County School District. The LRC collection contains approximately ten thousand items in VHS, DVD, CD, and sheet music formats. <http://lrc.dekalb.k12.ga.us/>

**DeKalb Professional Library** The Professional Library, a division of the Department of Educational Media, supports teachers, administrators and staff with a variety of services and resources, including the following: Bibliographic/Library Instruction Individual and group library instruction sessions are available to expand DeKalb County School District employees use of library services and electronic resources. Library and database training are available upon request. Books/Journals/Newspapers A list of books, journals and newspapers may be viewed at our Web site: <http://plibrary.dekalb.k12.ga.us>

**DeKalb County Public Library** <http://dekalblibrary.org/>

**The Discovery Education library** is filled with rich, engaging digital resources across all K-12 curriculum areas. <http://www.gpb.org/education>.

## Copyright

Fair Use guidelines included in copyright law give educators and students access to useful materials for teaching and learning purposes.

### **Bouie Elementary 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 videos MPAA rating
- C. Grades Pre K-5 : No videos with ratings other than G will be shown without parental consent.
- D. Movies may not be shown for reward or entertainment use only.

### **Selection of Library materials**

**\*\*The local school Library Media/Technology Committee** shall be involved in the selection process. This committee shall include at least one representative each from administration, instructional, technology, library media, student, community, and parent groups. The Library Media/Technology Committee “makes recommendations and decisions related to planning, operation, evaluation, and improvement of the media program.” (GBOE RULE 160-4-4-.01) The Library Media/Technology Committee may also establish goals and priorities, preview materials, discuss requests for materials and equipment, and make recommendations for purchase. The final decision for selection of instructional media and equipment is the responsibility of the library media specialist and the principal.

**Georgia Board of Education Policy: INSTRUCTIONAL MEDIA AND EQUIPMENT **Descriptor Code: IFA~R****

**The following is an excerpt from GBOE policy:**

Challenged Materials

Objection and challenge may arise concerning instructional media used in the school system. In

such an event, the procedures listed below shall be followed:

A. Media Center Materials

1. The principal or his/her appointee shall listen to the parent's or patron's objection and make reasonable efforts to resolve the issue. (Note: Challenged material may not be removed without adhering to the procedure that follows.)

2. If this attempt is not successful, the principal or his/her appointee shall explain the

DeKalb County procedure for reconsideration of instructional media to the parent or patron.

3. If the parent or patron wishes to make a formal challenge, he/she shall be given the

designated DeKalb County form entitled "Request for Reconsideration of Instructional Media."

4. The completed form shall be submitted to the principal within ten (10) school days.

The principal must then submit copies to the chairperson of the local school library\_media committee and the Director of Educational Media. No action shall be taken unless the official form is completed and submitted to the principal.

5. The challenged material shall remain in circulation until the request for reconsideration is processed and a final decision is reached by the local school library media committee. However, sufficient copies may be recalled by the library media specialist as needed for review by members of the library media committee.

6. After the reconsideration form has been received, the principal shall meet with the

local school library media committee as soon as possible to consider the request and evaluate the material.

