



E.L. Bouie Sr. Traditional Theme School

Media Center Handbook

Mission of the Media Center

The mission of Edward L. Bouie Sr. Traditional Theme School is to provide educational opportunities which enable all students to reach their highest potential. The activities and services in the media center support the school's mission 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.

Library Policies and Procedures

Book Check out: The Bouie library collection has print and non-print materials available for student use. Print books: Kindergarten students may check out 1 book. First and second grade students may check out 2 books. Students in grades 3-5 may check out 3 books. Books can be checked out for a period of 2 weeks. If library books are lost or destroyed, students must pay for those items before resuming check out privileges.

***DCSD Board Policy**

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.

Non-print/Digital Resources

<http://dekalbga.follettdestiny.com>



Students have access to e-books and electronic databases through the DeKalb County School District. Destiny Library Catalog : Students can search our online catalog to view available print and non-print resources. E books and web resources can be found. Logging in is not required for basic searching, but students and teachers can sign in to check their accounts, create resource lists, and place items on hold.

Online encyclopedias: Students and teachers can also use World Book and Britannica online encyclopedias, which are accessible through Clever.

As part of their library instruction, students receive guidance on using these tools to develop research skills.

Library Schedule: Our Bouie library schedule is adapted to the needs of our school. Classes often come at scheduled times to accommodate other activities on their daily rotation. Students and teachers also visit as needed when they require assistance in locating resources or using technology. Library/research skills lessons are planned in cooperation with the classroom teacher.

Technology/library space: Four desktop computers are available for use in the media center. Students may also use the library space for independent research if they have a library pass from their teacher.

Reference Books: Print resources such as dictionaries and encyclopedias can be used in the media center and sometimes checked out to teachers if needed.

Additional Policies and Procedures

All teachers and patrons are required by the DeKalb County School District (DCSD) to adhere to the Federal Copyright Law as it pertains to educational institutions. If you have any copyright concerns, please ask the Teacher-Librarian.

Library Media Technology Committee: A Library Media Technology Committee, comprised of the teacher-librarian, principal, teachers, student representatives, and parents, assists in the making of library media center policy and procedures, selecting resources, establishing goals, evaluating the program, and acting as an advisory team in the event of challenged materials.**

** DeKalb School District Policy- Anyone requesting the removal of materials from the library collection is required to follow the procedures outlined in DSCD policy **Descriptor Code: IFA~R**

II 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. 7. The local school library media committee shall examine the challenged material in its entirety. The following items shall be considered by the committee in the evaluation process: