Castlen Library Policy Manual  
Updated: September 9, 2024

<https://www.castlencubs.com/library>

Mission Statement of MCPSS Library Media Program:  
The library media program will enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program *will enable individuals to access, analyze, assimilate, and use information effectively.*

Alabama’s School Library Media Handbook for the 21st Century Learner expresses the mission of Alabama’s library media programs as supporting the school’s instructional program to improve student learning and student achievement. This mission is accomplished by:

* Ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge;
* Providing real and virtual access to appropriate, high-quality resources and services during and outside the school day;
* Participating in curriculum development and design of learning activities; and
* Facilitating professional development for the learning community.

Mission Statement of Castlen Elementary LMC:  
The library media center is committed to providing a welcoming environment where students may achieve intellectual and personal growth. The media center staff will provide access to informational resources in a variety of formats appropriate to student development.

Working with the Castlen faculty, the media center staff will:

* assist every student in accessing, evaluating, and using information in the achievement of classroom instructional objectives.
* encourage every student to read, view, and listen for information and enjoyment.
* assist every student in becoming a lifelong learner who is information literate, learns independently, and is socially responsible.

The library media center staff is committed to providing a wide variety of resources relating to personal interest, creative expression, and the pursuit of knowledge. This will be accomplished by enlisting the aid of students, faculty, and the community in the identification, acquisition, and maintenance of these resources. The library media center staff is committed to the wise use of available funding in this process as well as flexible scheduling to provide maximum access for all patrons.

According to Literacy Partners, reading, viewing, and listening for information and enjoyment are practices that form the basis for a successful and productive life. The library media center staff is committed to encouraging and assisting every student in the development of these practices in preparation of graduation from high school and his/her participation in society.

Library Media Center Hours:  
M-F 8:00-1:45 for students  
M-F 7:30-2:40 for faculty

**2023-2024 Library Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 6:50-7:30 | On Duty | On Duty | On Duty | On Duty | On Duty |
| 7:30-8:00 | Planning | Planning | Planning | Planning | Planning |
| 8:00-8:30 | Hatcher | Open | Open | Open | Open |
| 8:30-9:00 | Tech Support | Porter | Chaisson | Brown | Open |
| 9:00-9:30 | Tech Support | Lyons | Michael | Butler | Allemand |
| 9:30-10:00 | Makerspace Monday | parnell | Santana | Price | Tech Support |
| 10:00-10:30 | Makerspace Monday | Crist | Seymour | Simmons | Tech Support |
| 10:30-11:00 | Makerspace Monday | Dickerson-Schrader) | Thomas (Dickerson) | Schrader (Thomas) | Open |
| 11:05-11:35 | Open | Cobb | Seaman | Bordelon | Open |
| 11:40-12:10 | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| 12:15-12:30 | Open | Open | Tech Support | Open | Open |
| 12:30-12:45 | Open | Open | Tech Support | Open | Open |
| 12:45-1:00 | Open | Open | Open | Open | Open |
| 1:00-1:15 | Open | Tech Support | Open | Open | Open |
| 1:15-1:30 | Open | Tech Support | Open | Tech Support | Open |
| 1:30-1:45 | Open | Tech Support | Open | Tech Support | Open |
| 1:45-2:00 | Website/Social Media | Website/Social Media | Website/Social Media | Website/Social Media | Website/Social Media |

Weekly Week A Week B

Digital Literacy:  
The media specialist is also available for Digital Literacy lessons for all grade levels. The collaboration calendar is available in the media center for sign-ups. Open library times for collaboration are listed above.

Library Rules and Manners:

* Take care of all library materials.
* Use a shelf marker, quiet voices, and walking feet.
* Only 3-4 students at a time, per class should come to the media center for check out.

Circulation Policies:

* Pre-K and Kindergarten students may check out one book at a time.
* Students in grades 1-5 may check out two books at a time.
* Books are checked out to students for a one-week period.
* Teachers are not limited in the number of items they can check out. They also have no time limitations for their checked out materials.
* Students will be notified of library policies and procedures during orientation at the beginning of each school year.
* Students with outstanding library materials/fines will not be permitted to check out books until the fine is satisfied.

Library Fines:

* No fine is charged for overdue materials.
* Patrons will be charged a fine for lost/damaged materials. Fines are based on the cost of the replacement materials.
* The cost for a replacement library card (K-1) is $1.00. A replacement library folder (2-5) is $2.00.

Library Advisory Committee:

A Library Advisory Committee is formed at the beginning of each school year. Members will include an administrator, at least one volunteer teacher from each grade level, at least one parent and community stakeholder, and a student. The committee will meet throughout the year to discuss library programs and activities and library book selection. The year’s committee members are:

K- Lauren Lyons  
1- Brianne Seymour  
2- Anna Chaisson  
3- Brandy Parnell  
4- Allison Dickerson  
5- Summer Cobb  
Principal-Laura Dickens  
Parent Representative- Ashley Crist  
Community Member- Jennifer Davis  
Student- Tucker Kirkland  
Student- Ryleigh Johnson

Makerspace Monday:

Castlen’s Makerspaces will be STEAM oriented. Each teacher will receive passes for students at the beginning of each calendar month. Students may visit the media center for Makerspace Monday only with a pass from the teacher. Hours for Makerspace Monday are 9:30-11:00. Makerspaces will also meet after school on Wednesdays from 2:30-3:30.

Castlen Library Advisory Committee 2024-25

|  |  |
| --- | --- |
| Laura Dickens, Principal |  |
| Cheree Douglass, LMS |  |
| Lauren Lyons, K Teacher |  |
| Brianne Seymour, 1st Grade Teacher |  |
| Anna Chaisson, 2nd Grade Teacher |  |
| Brandy Parnell, 3rd Grade Teacher |  |
| Allison Dickerson, 4th Grade Teacher |  |
| Summer Cobb, 5th Grade Teacher |  |
| Ashley Crist, Parent |  |
| Jennifer Davis, Community Member |  |
| Tucker Kirkland, Student |  |
| Ryleigh Johnson, Student |  |