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| Tucker Elementary SchoolMedia Center Handbook2024-2025*A reader lives a thousand lives before he dies…The man who never reads lives only one. – George R. R. Martin***Purpose**The Media Center is an integral part of the education process at Tucker Elementary School. In compliance with all local and state standards, the Media Center serves as a fundamental resource to instruct, stimulate, and foster individual growth and to promote individual quests for knowledge and enrichment. The Media Center, its resources and its staff offer a broad base of information to meet the needs of a variety of learners. The Media Center provides a safe, positive, and comfortable learning environment which encourages exploration of information and ideas through print and non-print materials. Further, the goal is to provide access to media materials that will enrich and support the curriculum.**Hours of Operation**The Media Center is open each school day from 9:15 am-3:30 pm.Media Center Staff: Kelly Sapp, Media Specialist**Access**The Media Center operates on an open/flexible schedule and is accessible to all students, faculty, staff, and the school community during the hours of operation listed above. Scheduled classes do not interfere with access to the Media Center and its resources.**Instructional Planning**Planning between teachers and the media specialist is vital to the educational goals of Tucker Elementary. Teachers and the media specialist plan cooperative lessons so that students may use the media center more effectively for study and activities related to all areas of curriculum. Additionally, planning allows teachers to make maximum use of available materials for their classroom instruction.**Copyright**All copyright laws and Houston County School Board policies will be followed relative to the use of materials and software in the school. More detailed information is available upon request.**Technology**The Media center has computers with access to district provided databases, GALILEO (reference and research information that can be accessed at home, as well) DESTINY (online catalog of Tucker’s library collection), and the internet. All computers have word processing and presentation software capabilities. Students must comply with the District’s Acceptable Use Policy regarding internet access.The Media Center reinforces safety online based on lessons taught through CIPA. **Circulation**Students PreK-2nd may check out one book for a period of one week. It is the teacher’s choice as to whether they may take them home or leave them in the classroom. 3rd-5th may check out two books for a period of two weeks. There are no fines for overdue items. However, students will be charged for lost or damaged items at the replacement cost. Faculty/Staff may check out as many materials as needed for professional growth, personal and/or classroom use. These materials are checked out for a period of 30 school days and may be used upon request. Overdue notices are sent through email every Friday at 3:00PM weekly. **Media Committee**The media committee consist of one teacher per grade level. Business will be shared at Guided coalition and school council meetings. Both committees will meet quarterly to assess the needs of the Media center as they apply to curriculum, state, and local standards. **Collection Development and Acquisition**Materials and equipment are purchased throughout the year as funds become available. Teachers and student requests are encouraged and priority is given to teacher requests when purchasing. **Program Evaluation**One of the goals of the media center is to offer the highest quality of services and resources to our students, faculty, and staff. To evaluate and improve the operations and resources, annual surveys may be given to the faculty, staff, and students. The information from the surveys is used as a guide to indicate improvement or change. |

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