

Threadgill Library Handbook

Ben C. Rain High School
3125 Dauphin Island Parkway
Mobile, Alabama 36605

Mission Statement

The mission of the Threadgill Library at Ben C. Rain High School is to promote the effective use of ideas and information for college and career readiness by:

- Ensuring access to electronic and print materials.
- Collaborating with students and staff across the curriculum
- Providing instruction and professional development on educational technologies.
- Empowering patrons to use and produce media in a variety of formats.
- Fostering a lifelong love of reading.

Information Selection

Criteria for Selection of Resources

Selections of resources are based on needs of the curriculum, the library collection, and student and faculty wish list.

Budget

Once the library media center budget is obtained the Library Committee discusses the school's needs. Purchases are recommended and the budget is compiled. The purchases and budget are presented to the local school budget committee for approval.

Media Center Use

Circulation

All Ben C. Rain students, teachers, staff, and parents are eligible to use the library and its materials.

Students may check out books for a two-week period. Renewals are available if no other student has requested the work.

Faculty may check out books for a semester. A shorter check-out period may be used if students or other staff request the work.

Books may be renewed as long as there is not a hold on it.

Scheduling

Teachers may schedule a period to bring their class to library for instruction. The teacher must actively participate in the instruction with their class. Students can come to the library on a pass from their teacher to check out a book or to do research.

Internet Use

Students must have parental permission to use the Internet. Students have access to the internet in classrooms and media center. The MCPSS Acceptable Use governs student use of the Internet.

Equipment

Teachers are responsible for the equipment they check out and equipment housed in their classrooms. Teachers are responsible for putting in work orders if equipment needs to be repaired.

Textbooks

Textbooks are checked out to students and teachers as available. Students and teachers are to be good stewards of these books.

Library Rules and Procedures

Students and staff are welcome and encouraged to use the library. Students must have a pass from their classroom teacher. Passes from classroom teachers must be the official Threadgill Library Pass.

- You should enter quietly and speak in a quiet voice.
- Electronics should be used for educational purposes only.
- Please ask for assistance if you need it.
- Resources in the library are for all to use. Please do not remove any resources from the library without properly checking them out at the circulation desk.

Library Media Advisory Committee

2024 - 2025

Jenny Parker – Librarian

Bianca McGrew – Assistant Principal

Timothy Mai – Teacher

Danielle Pledger – Teacher

Amber Simpson – Teacher

Jabari Jackson – Teacher

Tyler Manuel – Student

Latasha Prince – Parent

Brian Comer – Community Member