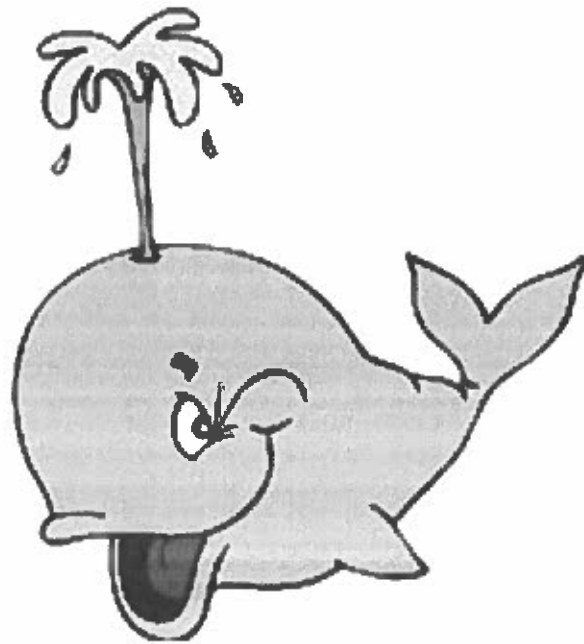


# Library Media Handbook



Whitley Elementary School  
2024~2025

Ms. Ashley Strickland, Library Media Specialist

# **Whitley Elementary Library Media Center**

## **Mission and Vision Statement**

The mission and vision of the Whitley Library Media Center is to ensure that all students become effective users and evaluators of information and to encourage a lifelong habit of enjoyable leisure reading. This will be accomplished by providing easy and frequent access to up-to-date information via a printed, visual, and digital collection of informational resources and related equipment. The media specialist will collaborate with classroom teachers to provide collaborative lessons and skills to motivate students to explore the world of knowledge for personal enjoyment and intellectual development in a welcoming and nurturing environment.

## **Whitley Elementary School School Mission**

The mission of Whitley Elementary School is to involve parents, teachers, and the community to guide students to become well-rounded citizens who are better prepared for their future adventures.

## **School Motto**

Investing Jointly for Well Educated Students

## **Whitley Elementary Circulation Policy**

Students, faculty, staff, and parents have access to Whitley's library collection. Kindergarten through fifth grade students are allowed to checkout library books and materials. Checkout privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

Kindergarten and first grade students are allowed to checkout one library book at a time. Second through fifth grade, students are allowed to checkout up to two library items for one week from either the Easy, Fiction, or Non-Fiction Sections. Students are encouraged to visit the Media Center as needed throughout the week during open times. Books may be freely exchanged or renewed during every visit. Each teacher may send up to five students at a time during open times. We do not charge overdue fines, however, fines are charged for lost and or/damaged books.

Teachers have access to all the same resources as students. Additionally, teachers have access to Professional books as well as audio-visual materials. Teachers are not limited to any specific number or type of materials that can be checked out at a time. While teachers are not held to a strict loan period for the use of material, teachers are expected to return materials to the Media Center when these materials are no longer an asset to them or their students.

Whitley provides online access to the catalog of materials in the Library Media Center through the Destiny library management program.

### **Lost/Damaged Library Books**

Students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be \$10 per book or the replacement fee. Fines for replacement of labels will be \$3 per book. Damage fines will vary depending upon whether or not the book can be repaired and what the repair involves. Students may be required to pay a replacement cost if the book is damaged beyond repair. Check-out privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

## Library Rules and Procedures

Upon entering the Media Center, students will return library books (as needed). If a student is entering with his/her class for library instruction, then he/she will go sit at a table or areas where instructed. If a student is entering during open time, then the students will pick up a shelf marker to aid in the selection of books from shelves. Students will slide the shelf marker in next to the books they would like to look at before removing it from the shelf. The shelf marker will serve as a reminder to the students as to the correct location of the book should he/she need to return it to the shelf. Once a book(s) has been chose, the student return the shelf marker to the circulation desk and checks out the library. Books may be checkout for one week at a time. Books may be renewed at the request of the patron. Overdue lists will be sent to each classroom teacher who has students with overdue materials. Students who lose or damage books or materials will be expected to pay a replacement fee for these lost or damaged items. This includes books owed to schools formerly attended by the students. Additionally, a student's borrowing privileges may be revoked or suspended until his/her record is clear.

### Library Rules

- ◆ Walk in the library
- ◆ Keep voices down at a respectable level
- ◆ Always use a place marker when looking for books on the shelf
- ◆ Help keep our library shelves clean and orderly
- ◆ Ask for help

### Consequences

- ◆ Warning about your behavior
- ◆ You will be asked to sit down or go back to class
- ◆ Library privileges or computer privileges suspended

### How to check out a library book

- ◆ Come to the circulation desk with your library books
- ◆ Give Ms. Strickland your library books
- ◆ She will check out your books and hand your books to you
- ◆ Return your books on/before they are due

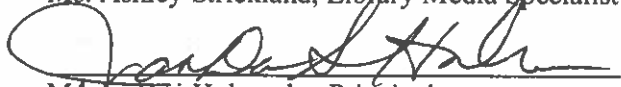
## LOCALSCHOOL LIBRARY MEDIA ADVISORY COMMITTEE

A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee should be formed and used as an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

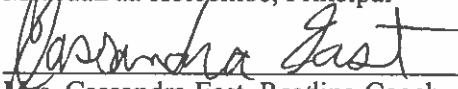
- Ms. Ashley Strickland, Library Media Specialist
- Ms. JaaDaa Holcombe, Principal
- Mrs. Cassandra East, Reading Coach
- Ms. Sheronica Williams, 5<sup>th</sup> Grade Teacher
- Ms. Chanel Taylor, 4<sup>th</sup> Grade Teacher
- Mrs. Shada Moore Cooley, 3<sup>rd</sup> Grade Teacher
- Mrs. Melissa Henry, 2<sup>nd</sup> Grade Teacher
- Mrs. Lora Belson, 1<sup>st</sup> Grade Teacher
- Ms. Audrey Streeter, Kindergarten Teacher
- Ms. Alana Dailey, Pre-Kindergarten Teacher
- Mrs. Myra Slayton, Speech Teacher
- Marion Thomas, Student
- Tamara Bonner, Parent
- Morris King, Community Member/Vulcan Materials



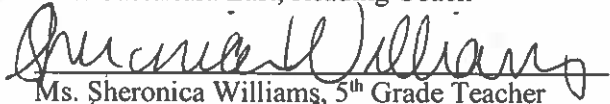
Ms. Ashley Strickland, Library Media Specialist



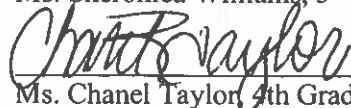
Ms. JaaDaa Holcombe, Principal



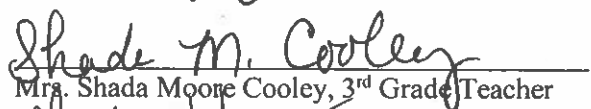
Mrs. Cassandra East, Reading Coach



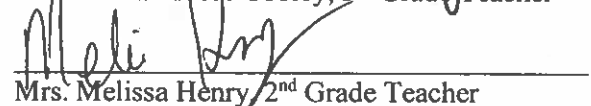
Ms. Sheronica Williams, 5<sup>th</sup> Grade Teacher



Ms. Chanel Taylor, 4<sup>th</sup> Grade Teacher



Mrs. Shada Moore Cooley, 3<sup>rd</sup> Grade Teacher



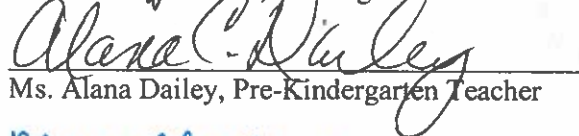
Mrs. Melissa Henry, 2<sup>nd</sup> Grade Teacher



Mrs. Lora Belson, 1<sup>st</sup> Grade Teacher



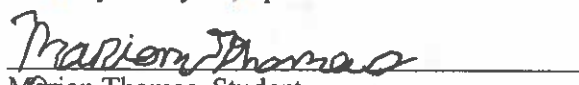
Mrs. Audrey Streeter, Kindergarten Teacher



Ms. Alana Dailey, Pre-Kindergarten Teacher



Mrs. Myra Slayton, Speech Teacher



Marion Thomas, Student



Tamara Bonner, Parent

Morris King, Vulcan Materials