

# HALL ELEMENTARY LIBRARY MEDIA HANDBOOK

## MISSION STATEMENT

The mission of George Hall Elementary Media Center is to provide a nurturing environment that empowers the school community to become critical thinkers and life-long learners through the effective use of information in various formats.

## VISION STATEMENT

George Hall Elementary Media Center's vision is to offer each student the opportunity to become evaluators of information, develop an appreciation of literature and create an infinite love of reading. As a result, our students will become self-reliant, responsible and resourceful citizens of the community.

## CIRCULATING MATERIALS

The media center uses an online cataloging system called Atrium. It can be accessed anywhere the internet is used. Students, teachers, and parents can access Atrium to check the availability of books.

Students in grades K-2 are allowed to check out one library book. Grades 3-5 can check out two books (one fiction/non-fiction). Special permission must be given by the media specialist for students to check out more books. All books are loaned to students for two weeks. Students can renew a book by returning it to the library and repeat the checkout procedure. There is no fine for overdue materials. However, students are encouraged to return items before they are due.

Teacher checkouts are unlimited and include all resources available in the library with the exception of technological items. Resources are to be returned or renewed within two weeks.

## LOST OR DAMAGED RESOURCES

Overdue, lost, or damaged book notices are sent home periodically. If a book is lost or damaged it must be paid for; the replacement cost of the book is quoted on the overdue notice. Please pay with exact cash or with a check made out to George Hall Elementary School and send the payment to school in an envelope marked "Library." Students who owe money to the library risk losing their privilege of borrowing more materials. There are no overdue fees for students or teachers.

### MEDIA CENTER BEHAVIOR

Students are expected to display excellent behavior in the media center. Students should enter quietly, check in their book(s) and put book(s) on return shelf. Shelf markers should always be used appropriately. Students will meet media specialist at the checkout station once they have selected their book(s). If assistance is needed to locate materials, students should ask the media specialist.

### LIBRARY ADVISORY COMMITTEE

This committee will meet if there is a request for reconsideration of library or classroom instructional materials. The members of the library advisory committee include:

Tonika Lumpkin	
Kindergarten Teacher	
Grace Campbell	
1 <sup>st</sup> Grade Teacher	
Lauren Fischer	
2 <sup>nd</sup> Grade Teacher	
Kymerlyn Byrd	
3 <sup>rd</sup> Grade Teacher	
Jacinta Coleman	
4 <sup>th</sup> Grade Teacher	
Lauren Hammon	
5 <sup>th</sup> Grade Teacher	
Ka'Londyn Moore	
Student	
Joshua Scott	
Student	
Linda Stanley	
Community Member	
Meagan Petite	
Parent	
Tiffany Friday	
Principal	

Taylor Parker Media Specialist	
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