

# Council Traditional School



# Library Media Handbook

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This handbook was updated and approved by the following members of the Library Advisory Committee for the 2024-2025 school year on September 16, 2024.

### **Library Advisory Committee for 2024-2025**

Principal - Allison Streeter

Library Media Specialist - Heather Hartmann

Pre-K - Charlena Berry

K - Temple Zimlich

1<sup>st</sup> - Mary Emma Peavy

2<sup>nd</sup> - Tristan Medeiros

3<sup>rd</sup> - Ebonee Jones

4<sup>th</sup> - Tela Howze

5<sup>th</sup> - Leslie Larkin

Special - Laronda Raines-Langham

Parent - Mariah Cushman

Student - Aiden Bradley

Community Member - Kimberly Rice (Partner in Education)

## **Mission and Vision Statements**

### **W. H. Council Traditional School Mission Statement**

The mission of W. H. Council Traditional School is to be a school of choice that generates students who excel academically and are responsible, courteous citizens. This will be accomplished by providing a challenging curriculum in an atmosphere of high expectations. With the fulfillment of this mission, W. H. Council Traditional School will generate a community of global learners.

### **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **W. H. Council Traditional School Library Mission Statement**

The mission of the W. H. Council Traditional School Library is to support teachers, staff, and students in their quest for knowledge related to all academic standards, including those related to the International Baccalaureate program. This will be accomplished by having a highly qualified media specialist accessible to all members of our school community and providing quality resources, in both print and non-print formats, that cover required standards and/or are of interest to the patrons of this library.

### **W. H. Council Traditional School Library Vision Statement**

W. H. Council Traditional School Library's vision is to be the hub of the school as the library will seek to support all school community members as they endeavor to become life-long learners that use a variety of resources in an ethical way to further their knowledge on a wide range of topics.

## **Library Essential Agreements**

- 1) Enter and locate books in the library quietly.
- 2) Walk calmly.
- 3) Get a shelf marker and use it correctly.
- 4) Push chairs back under the tables when done.
- 5) Listen and follow all directions given by the librarian or library assistant.

## **Library Procedures**

### Atrium

The Mobile County Public School System uses the Atrium Library Manager to maintain records for all library patrons in the system. All library materials will be checked out and checked in using this system. This system also keeps track of all overdue materials and fines.

### Choosing Books

Students will choose books based on their interests and directions from their teachers. Students will use a shelf marker to hold the book's place on the shelf until they decide to check out the book. Students will bring the book(s) they want to check out and the shelf marker to the Checkout computer at the circulation desk.

### Checking Out Books

All books will be checked out by the Library Media Specialist or another adult familiar with the Atrium program. No student will be allowed to check out books.

### Checking in Books

Students will be allowed to check books in. During open circulation, students are to come to the circulation desk when they first enter the library and scan their book(s) in at the Check-in computer. Students will be taught how to check books in by the Library Media Specialist or another adult familiar with the Atrium program.

## Holds

Students may place one book on hold at a time. Students may only place books on hold that are currently checked out. Holds will be honored in the order that they are received. Students will be notified when the book is available for them to checkout.

## Computers

There are student search stations in the library available for students to search the Atrium catalog. Students will use their assigned Chromebooks to complete all other tasks.

## **Circulation Policy for Faculty, Staff, and Students**

### Students may check out using the following guidelines

Students in Pre-K through 1st grade may check out ONE book at a time for a period of two weeks. Students in 2nd through 5th grade may check out TWO books at a time for a period of two weeks. All students have the opportunity to renew books if they need more time to read them; however, the book MUST be brought to the library for renewal. Students may not check out any other library materials with the exception of Geography Club students who will check out an atlas required by the club sponsor.

### Faculty and staff may check out using the following guidelines

- Total number of items checked out at once limit: 50
- Total number of items reserved at one time: 10
- Total number of items overdue before check out is suspended: 10

## Library Fines and Procedures

### Overdue/Lost/Damaged Books

Students will not be charged overdue fees; however, they will not be allowed to get more books until all overdue books are returned. Students are required to pay for any lost or damaged books before they will be able to check out more books. Any fines for lost or damaged books not paid from previous years, including at other schools, will carry over to the next school year.

### Procedures for Paying a Fine

- 1) The Library Media Specialist will generate a fine notice for overdue, lost, or damaged books periodically throughout the year or at the request of a teacher, parent, or student.
- 2) Students that return the overdue book(s) will not owe a fine.
- 3) Students that have lost a book will owe the fine on the notice before checking out any more books.
- 4) Damaged books will be examined by the Library Media Specialist to determine the severity of the damage. Any book that is unusable will require the lost book fine. A fee for minor damage will be assessed based on the age of the book and repairs necessary to put the book back into circulation.
- 4) When students pay a fine, they are cleared in the Atrium program, they receive a printed receipt, and they are allowed to check out more books.
- 5) Students who locate a book after the book has been paid for will receive a refund.

### Fines not Paid by the End of the School Year

All students that have outstanding fines or overdue library books will receive a notice multiple times prior to the school year ending. Any students that have not cleared all library fines by the end of the school year will receive an additional notice in their report card. Any fines for lost or damaged books not paid from previous years, including at other schools, will carry over to the next school year.

## **Fine Schedule for Lost and Damaged Books**

### **Lost and Damaged (Beyond Use) Fine Amounts**

The Council Traditional School Library follows the guidelines set in the Mobile County School Board approved MCPSS Library Media Handbook, which states that parents/guardians of students, faculty, and staff are required to pay the amount shown in Atrium as the purchase price of the item lost or damaged beyond use. For any item that does not have a purchase price listed in Atrium, a fine of \$15.00 will be charged per MCPSS guidelines.

Donated books will be assigned a purchase price by the Library Media Specialist based on condition. The minimum price will be \$5.00 for used items and the maximum price will be \$15.00 for new or like new items.

### **Damaged (Usable/Repairable) Fine Amounts**

A damage fine of \$3.00 to \$5.00 depending on the severity of the damage and age of the item will be charged. The Library Media Specialist will determine this fine after assessing the damage to the item. Any damaged item should be sent to the library to be repaired.

A fine of \$3.00 will be charged for any labels removed from a library book. This amount is set at the district level.

## **Library Schedules**

Council Traditional School's library is open from 8:10 AM - 2:30 PM Monday through Friday.

See the following page for the Library Media Specialist's daily schedule.



# Council Traditional School



## Mrs. Hartmann's Library Schedule 2024-2025

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45 – 8:10</b>	<b>Morning Duty</b>	<b>Morning Duty</b>	<b>Morning Duty</b>	<b>Morning Duty</b>	<b>Morning Duty</b>
<b>8:10 – 8:40</b>	Open Circulation/ Tech Help	Open Circulation/ Tech Help	Open Circulation/ Tech Help	Open Circulation/ Tech Help	Open Circulation/ Tech Help
<b>8:40 – 9:10</b>	Open Circulation/ Tech Help	Planning	Simmons	A. Jones	Peavy
<b>9:25 – 9:55</b>	Planning	Bradley	Open Circulation/ Tech Help	Smith	Sexton
<b>10:00 -10:45</b>	Jones (A)/ Stiell (B)	Open Circ.(A)/ McInnis (B)	Peterson (A)/ Open Circ. (B)	Open Circulation/ Tech Help	IB Coll./Open Circulation/ Tech Help
<b>10:45 -11:15</b>	Liesch	Berry	Planning	Planning	Planning
<b>11:15 -12:00</b>	Open Circulation/ Tech Help	Open Circ. (A)/ Graves (B)	Open Circulation/ Tech Help	Howze (A)/ Open Circ. (B)	Freeman (A)/ Juzang (B)
<b>12:00-12:40</b>	Lunch/Prep for Classes	Lunch/Prep for Classes	Lunch/Prep for Classes	Lunch/Prep for Classes	Lunch/Prep for Classes
<b>12:40-1:25</b>	Open Circ.(A)/ Swindle (B)	Open Circulation/ Tech Help	S. Hernandez (A)/Open Circ. (B)	Bright (A)/ Larkin (B)	Open Circulation/ Tech Help
<b>1:30 – 2:00</b>	Janies	Wilson	Kramer	D. Hernandez	de Graaf
<b>2:00 – 2:30</b>	Zimlich	Herrington	Medeiros	Reese	Open Circulation/ Tech Help
<b>2:30 – 3:15</b>	<b>Afternoon Duty</b>	<b>Afternoon Duty</b>	<b>Afternoon Duty</b>	<b>Afternoon Duty</b>	<b>Afternoon Duty</b>



## **Helpful Websites**

### Mobile County Public Schools Official Website

Find numerous resources for MCPSS.

<https://www.mcpss.com/>

### Council Traditional School's Official Website

Find out what is going on at Council.

<https://councilelemmcpssal.schoolinsites.com/>

### Council Library Website

Find links for many great sites and important library information.

<https://councilelemmcpssal.schoolinsites.com/library>

Clever (Shortened URL/You can also search "clever mcpss" in any browser.)

Access educational apps available for MCPSS students.

<https://tinyurl.com/2p8sabm7>

### Homework Alabama

Go to this website for assistance with homework.

<https://www.tutor.com/homework-alabama>

### AR Book Finder

Type in any book title and see if it has a CARP test.

<http://www.arbookfind.com/UserType.aspx>

### AR Home Connect

Access student CARP test scores at home.

<https://global-zone53.renaissance-go.com/studentprogress/homeconnect?t=79853>

### Renaissance Place

Take a CARP test (only available at Council during school hours).

<https://global-zone53.renaissance-go.com/welcomeportal/79853>

### Alabama Virtual Library

Free virtual library for Alabama residents with e-books, encyclopedias, databases and more.

<http://www.avl.lib.al.us/>

### Mobile Public Library

Get a free library card from a branch near you. There are many e-books to choose from as well.

<http://www.mplonline.org/>

### Library of Congress

Search a large variety of resources; great for research.

<https://www.loc.gov/>

### **Additional Policies and Information**

Please refer to the Mobile County Public School Library Media Handbook for additional policies that all Mobile County Public School Libraries follow. A copy of this handbook can be found on the Council Traditional School Library webpage.

Library Advisory Committee 2024-2025

9/16/2024

By signing this sheet, I approve the 2024-2025 Council Library Handbook.

Principal	Allison Streater	<i>Allison Streater</i>
Library Media Specialist	Heather Hartmann	<i>Heather Hartmann</i>
Pre-Kindergarten Teacher	Charlena Berry	<i>Charlena Berry</i>
Kindergarten Teacher	Temple Zimlich	<i>Temple Zimlich</i>
1 <sup>st</sup> Grade Teacher	Mary Emma Peavy	<i>Mary Emma Peavy</i>
2 <sup>nd</sup> Grade Teacher	Tristan Medeiros	<i>Tristan Medeiros</i>
3 <sup>rd</sup> Grade Teacher	Ebonee Jones	<i>Ebonee Jones</i>
4 <sup>th</sup> Grade Teacher	Tela Howze	<i>Tela Howze</i>
5 <sup>th</sup> Grade Teacher	Leslie Larkin	<i>Leslie Larkin</i>
Special Teacher	Laronda Raines-Langham	<i>Laronda Raines-Langham</i>
Parent	Mariah Cushman	<i>Mariah Cushman</i>
Student	Aiden Bradley	<i>Aiden Bradley</i>
Community Member	Kimberly Rice	<i>K. Rice</i>