

Holloway Elementary School  
Library Committee 2024-2025

The Library Committee advises on handling issues listed in the MCPSS Library Media Handbook and on ideas for Holloway's Library collection requests and challenged materials.

Committee Members

Ms Metra Turner – Principal

Ms Kidd- Community

Ms. Pope- Parent

Ms. D. Smith- 4<sup>th</sup> Grade

Ms. Grant- 3<sup>rd</sup> Grade

Ms. Patrick- Kindergarten

Ms Barlow- 1<sup>st</sup> Grade

Ms. Johnson- 5<sup>th</sup> Grade

Ms Beckwith- 2<sup>nd</sup> Grade

Holloway Elementary School

625 Stanton Road

Mobile AL, 36617

Local School Procedures Handbook

2024-2025



Holloway Elementary has developed a Local School Media Center Procedures Handbook to be used in addition to the MCPSS Library Media Services Handbook.

### Library Media Center Mission Statement

The mission of the Holloway Elementary Library Media Center is to provide our students, teachers, administration, staff and community with equitable access to reading and instructional materials, professional development resources, and information technology tools that will create digitally literate and lifelong learners in a technologically advancing society.

### Library Media Center Vision Statement

The vision of the Holloway Elementary Library Media Center is to empower learners with the knowledge to be digitally literate as well as competent citizens upon graduation. Learners will demonstrate information literacy with the ability to access and evaluate information, as well as exhibit lifelong learning to become effective problem solvers through rigorous learning experiences and increased student expectations through the balance of the library media collection and school curriculum.

## Holloway Library Media Center Circulation Policy

### Student Use

Students have access to the Library Media Center during all open times and may use this time to access a number of services including, but not limited to:

- Checking in and out library materials for research or pleasure
- Researching for class assignments
- Taking AR tests
- Using the computer or tablet lab for educational purposes
- Using the Maker Space

The following guidelines apply to individual grade levels:

#### Kindergarten and First Grade:

- Students may check out one book at a time.
- Loan period is two weeks.
- Students are not to use “self” check in and “self” check out.

#### Second Grade through Fifth Grade:

- Students may check out three books at a time. (a higher limit may be granted for those who exhibit need and responsibility)
- Loan period is two weeks.
- Students may use “self” check in and “self” check out.

In addition to the above guidelines all students will be expected to adhere to the following:

- Students may visit once a day only.

- Only two students per class allowed at any time, more than two will result in students being asked to leave until only two students remain from the class.

- Unruly student behavior will result in the loss of library privileges for the day.

- Any student owing for library materials will not be allowed to check out further resources until the item is returned or paid for. Students will be able to utilize other library services and eBooks.

- Damaged and destroyed materials will be assessed to the student record and must be paid before circulation continues. \$5 for damaged books (coloring, drawing, minor tearing) or the cost of replacement for destroyed items.

- Damaged/removed barcodes and outer labels are assessed at \$3 each.

- Students transferring to another school will need to return all library materials and pay all fines before being “cleared”.

## Staff Use

Staff have access to the Library Media Center at any time during the school day and may use this time to check in or out materials, plan for instructional time, or read for pleasure. The following guidelines are in place for staff:

- Check out limits are capped at 50 items per quarter.
- Items will need to be returned or renewed each quarter.
- Items lost or not turned in will be billed to the patron and circulation stopped until the record is cleared.
- Damage items are assessed to the record at \$5 for minor damage, replacement value for lost or destroyed items and \$3 per processing label.



**Holloway Elementary School**  
**Media Center Schedule 2024-2025**

**K-2 Schedule Week B**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:30-9:00</b> <b>Open Circulation</b>	<b>8:30-9:00</b> <b>Open Circulation</b>	<b>8:30-9:00</b> <b>Open Circulation</b>	<b>8:30-9:00</b> <b>Open Circulation</b>	<b>8:30-9:00</b> <b>Open Circulation</b>
<b>9:00-9:30</b> <b>Bush-K</b>	<b>9:00-9:30</b> <b>Gourdine-K</b>	<b>Broadcast</b> <b>Prep/News/ Film</b> <b>Festival Planning</b>	<b>9:00-9:30</b> <b>Bradley-K</b>	<b>9:00-9:30</b> <b>Patrick-K</b>
<b>9:30-10:30</b> <b>Open Circulation</b>	<b>9:30-10:30</b> <b>Open Circulation</b>		<b>9:30-10:30</b> <b>Open Circulation</b>	<b>9:30-10:30</b> <b>Open Circulation</b>
<b>10:30-11:00</b> <b>Woodyard-1</b>	<b>10:30-11:00</b> <b>Barlow-1</b>		<b>10:30-11:00</b> <b>Edmondson-1</b>	<b>10:30-11:00</b> <b>Parmer- 1</b>
<b>12:00-12:30</b> <b>Rodgers- 2</b>	<b>12:00-12:30</b> <b>C Smith-2</b>	<b>Open</b> <b>Circulation</b> <b>12:00-2:30</b>	<b>12:00-12:30</b> <b>Beckwith-2</b>	<b>12:00-12:30</b> <b>Daniel-2</b>
<b>12:30-1:00</b> <b>Robotics- email</b> <b>to schedule your</b> <b>class</b>	<b>12:30-1:30</b> <b>Maker Space-</b> <b>email to</b> <b>schedule your</b> <b>class</b>		<b>12:30-1:00</b> <b>Research-Class</b> <b>study email to</b> <b>schedule your</b> <b>class</b>	<b>12:30-1:00</b> <b>AR assistance-</b> <b>email to</b> <b>schedule your</b> <b>class</b>
<b>1:00-1:30</b> <b>Sanborn</b>	<b>1:30-2:30</b> <b>Open Circulation</b>		<b>1:30-2:30</b> <b>Open Circulation</b>	<b>1:30-2:30</b> <b>Open Circulation</b>
<b>1:30-2:30</b> <b>Open Circulation</b>				



Holloway Elementary School

Media Center Schedule 2024-2025

3-5 Schedule Week A

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00 Open Circulation	8:30-9:00 Open Circulation	8:30-9:00 Open Circulation	8:30-9:00 Open Circulation	8:30-11:00 Open Circulation
9:00-9:30 R. Smith-5	9:00-9:30 Johnson-5	Broadcast Prep/News/ Film Festival Planning	9:00-9:30 C. Harbin-5	
9:30-11:00 Open Circulation	9:30-11:00 Open Circulation		9:30-10:00 Open Circulation	D. Smith-4 10:30-11:00
11:00-11:30 S. Harbin-4	11:00-11:30 Means-4		10:00-10:30 AR assistance email to schedule	11:00-11:30 Woods- 4
12:30-1:00 Maker Space email to schedule	12:30-1:00	Open Circulation 12:00-2:30	12:30-1:00	12:30-1:00 Robotics email to schedule
1:00-1:30 Grant-3	1:00-1:30 Saucier- 3rd		1:00-1:30 Adair-3	1:00-1:30 Stallworth-3
1:30-2:30 Open Circulation	1:30-2:30 Open Circulation		1:30-2:30 Open Circulation	1:30-2:30 Open Circulation



# Library Rules

**L** Listen to the librarian.

**I** Inquire (ask) if you need help.

**B** Be respectful of others.

**R** Read and talk quietly.

**A** Always walk, never run.

**R** Return books to their proper places.

**Y** Your manners are appreciated!

Please sign and date to indicate your acceptance of the Holloway Elementary Library Materials order.

Committee Members

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Ms Kidd- Community \_\_\_\_\_

Ms. Pope- Parent \_\_\_\_\_

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