

Collier Elementary Library Media Handbook



Hannah Henderson, Library Media Specialist

[Media Center Website](#)

Collier Elementary School

Mission Statement

The mission of the Elsie Collier Elementary School community is to cultivate the academic, social, and emotional growth of each child. We will strive to produce educated, responsible, and self-confident learners who are ready to embark upon a life-long journey of learning. As a caring community of citizens, parents and educators, we will empower every student to pursue future success by educating them today in a safe, stimulating environment that accommodates children's diverse needs and challenges them to achieve.

Collier Elementary Library Media Program

Mission Statement

The mission of Elsie Collier Elementary School Media Center is to cultivate the academic, social, and emotional growth of each child.

Vision Statement

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the Library Media Center's four walls and the school day.

Collier Elementary Circulation Policy

Faculty/staff, students, and parents are the patron served at our library media center.

Faculty/Staff:

Teachers may send in a request via email for a specific unit of study. This request will be filled as soon as possible, or the teacher may elect to come select/choose her own books.

Check Out limit: 25 books*

Loan Period: 2 weeks

*Additional books/materials may be checked-out at the media specialist's discretion.

Students:

Students may visit the library during any open check-out time and their scheduled class time. All students must have their Collier student badge with their patron barcode and their student ID number in order to check-out. We do not charge overdue fines, however, fines are charged for lost and/or damaged books.

K and 1 students:

Check out limit: 1 book

Loan Period: 2 weeks

3-5 students:

Check out limit: 2 books

Loan Period: 1 week

Check-out privileges will be suspended when a patron has overdue materials or lost/damaged library fines at any school in the Mobile County Public School System.

Parents:

Check out limit: 5 items

Loan period: 2 weeks

We do not charge overdue fines, however, fines are charged for lost and/or damaged books.

Overdue fines:

Fines will not be charged for books that are overdue unless a period of time that lapses constitutes that the book is lost. The fine will then be the cost of replacing the library book.

Lost/Damaged Library Books

Students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be \$15 per book or the replacement fee. 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. Fines charged for overdue books will be determined by the local school Media Specialist and principal.

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 & Procedures for Students

Students will adhere to the following rules and procedures in the Library Media Center at all times.


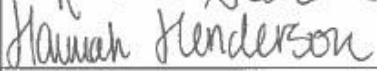

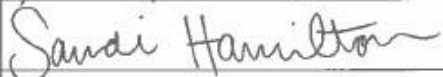
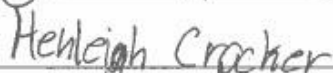

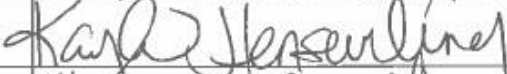
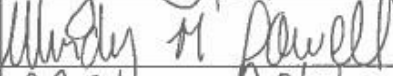
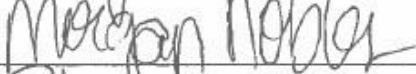
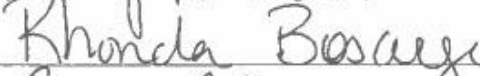
- R: Return your book and take care of them
- E: Everybody is kind and respectful in the library
- A: Ask if you need help or have a question
- D: Do your best every day!

The Collier Elementary Media Center abides by the policies and procedures outlined in the MCPSS Library Media Handbook. Please see the MCPSS Library Media Handbook for additional and more detailed information on the policies and procedures outlined in the Collier Elementary Library Media Handbook.

Local School 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. This committee is headed by the Library Media Specialist and is comprised of the following members:

- Administrative representative
- Library Media Specialist
- Department/Grade representative
- Student
- Parent
- Community Member

DeAnna Stevens, Principal	
Hannah Henderson, Media Specialist	
Tawna Cook, Community Representative	
Sandi Hamilton, Parent Representative	
Henleigh Crocker, Student Representative	
Kaitlin Addison, Kindergarten	
Kayla Hensarling, 1 st Grade	
Windy Powell, 2 nd Grade	
Morgan Nobles, 3 rd Grade	
Rhonda Bosarge, 4 th Grade	
Audra Minton, 5 th Grade	