**Lott Middle School**

2022-2023

Library Media Handbook

**Mission Statement**

Our mission at Lott Middle School is to promote a safe and positive environment conducive for all students to learn. Each student will be nurtured with rigorous and relevant 21st century-based instruction to foster life-long learning.  This will be accomplished by a caring and encouraging faculty and staff along with parental and community support.

**Vision**

Our vision at Lott Middle School is to prepare all of our students to enter high school to succeed at a level of excellence to be college and career ready

**Motto**

**Be Positive Be On Time Be Successful**

**Materials Policy**

**Length of Loan Period**

Students are allowed to keep books for two-week intervals. They are allowed to renew books when necessary. Faculty members are allowed to keep materials from the library media center as long as they need to do so. They must communicate with the library media specialist periodically to ensure that no one else is in need of the materials.

**Patron Check-out Limits**

Students are allowed to check-out two books at a time. Members of the faculty may check out as many books as needed.

**Self-Check-out**

Self-check-out is not permitted to ensure accuracy of the circulation statistics, privacy of student information, and prevent loss of materials.

**Fine Policy and Procedures**

Overdue fines are not charged. Patrons are required to pay for lost or damaged books

**Library Rules**

**and Procedures**

Rules

* Respect yourself and others
* Keep hands, feet, mouth, and other things to yourself
* Help keep our media center clean and safe

Procedures

* Enter the library quietly.
* Use the scanner to check books in.
* Place returned items on the cart.
* ****Browse the library media center to find new books. (Use a shelf-marker)
* Give your ID card and books to the library media specialist to check-out.

**Library Media Center Schedule**

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| --- | --- | --- |
| Period | Time | Activities |
| 1 | 7:25-8:35 | OPEN ACCESS/RESEARCH |
| 2 | 8:39-9:39 | OPEN ACCESS/RESEARCH |
| 3 | 9:42-10:48 | OPEN ACCESS/RESEARCH |
| 4 | 10:52-12:20 | OPEN ACCESS/RESEARCH |
| 5 | 12:24-1:30 | OPEN ACCESS/RESEARCH |
| 6 | 1:33-2:35 | OPEN ACCESS/RESEARCH |

**Library Advisory Committee**

 The library media advisory committee is an essential component of our library media specialist (LMS) in obtaining information concerning the needs of the library media center (LMC) and its functions. Committee members help to emphasize the the importance of the LMC and its uses to students, teachers, and others in the learning community at Lott. Curriculum needs are discussed before the purchase of materials for the LMC

 The committee will consist of the LMS, and administrator, teachers, students, and parents. The library supervisor will serve as the central office liaison. The LMS will be the chairperson. The committee members will be selected by the LMS with the principal’s approval. The committee will meet during the first quarter of the school year for budget planning and again as needed. All committee meetings will be announced. The committee will also be responsible for assisting the LMS on any reconsideration issues.