W. C. Griggs Elementary School Library Media Handbook



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Media Specialist

**Mission Statement of W. C. Griggs Elementary School Media Center**

The mission of W. C. Griggs Elementary Media Center is to provide students with the opportunity to become not only lifelong users of information but also creators of information.

**Mission Statement Library Media Program Mobile County Public Schools**

The mission of the Library Media Program in the Mobile County Public School System is to enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

**Mission Statement Alabama Library Association**

The mission statement of the Alabama Library Association is to ensure that students and staff are effective users of ideas and information.

**Media Center Website**

[http://griggs.mce.schoolinsites.com/?PageName=’Library](http://griggs.mce.schoolinsites.com/?PageName='Library)’

**Library Media Advisory Committee**

This committee serves in an advisory capacity by assisting the LMS in obtaining information concerning the LMC and its functions. Committee members help to emphasize the importance of the library media center and its uses to their students and colleagues. Subject area and grade level teams meet with committee members to discuss curriculum needs for purchasing materials for the library media center.

**Library Media Advisory Committee Guidelines**

* The committee will consist of the LMS, administrators, and teachers.
* The LMS will serve as 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 and open to any staff members who wish to attend.
* A member of the committee will record minutes on a PLCIA form and upload the form to the Griggs Schoology Course.

**Criteria for Selection of Resources**

The standard for selection of library media instructional, informational, and recreational resources are determined by the policy of the Board of School Commissioners. Content considerations include how it relates to the curriculum, the existing collection, and the needs and values of the community. Items for purchase are evaluated on the basis of:

* Developmental, cultural, and learning needs of the school population.
* Teacher and student survey assessing needs, appeal, and appropriateness.
* Use of Destiny and AR Book Guide to determine age, appropriate level, and AR book/quizzes available.
* Quality of production and durability of the material.
* Accuracy and validity.
* Reliability of publishers and distributing companies.
* Reputation of the author, artist, composer, etc.
* Worn, missing, or outdated items are replaced as needed.

**Donations/Gifts**

Gift materials are accepted or rejected according to the selection criteria. Electronic equipment will be accepted on an individual basis, depending on the age of the equipment.

**Scheduling Library Media Center Time**

* Whole class lessons – The MS will run on a flexible schedule. Teachers will use Google Form to schedule biweekly classes.
* Teachers may send two students at a time during Open-Checkout times on schedule.
* There will be designated times during the week where teachers can request special lessons with their students.

**Reconsideration Procedures/Request for Appeal**

The procedures of the Mobile County Public School System will be followed if objections to any instructional materials that the LMC has in its possession arises.

**Library Media Location**

All materials in the LMC should be arranged so that the materials will be accessible to teachers and students. Materials will be arranged according to the Dewey decimal classification system. Location of materials will depend on the size and physical appearance of the LMC.

**Weeding the Collection**

Collection management requires the weeding and discarding of obsolete or worn materials. This process should be carried out in a continuous, systematic manner, so as to ensure that the collection remains current, relevant, and inviting. Procedures for weeding the collection follow the policy of the Mobile County Public School System. Reasons for weeding:

* To utilize available space
* To have an up-to-date collection
* Multiple copies that are not needed
* Books of poor appearance
* Books of no use or not relevant to the needs of the students and teachers

**Equal Access Policy**

The LMS will work to ensure that students, faculty, staff, and parents have access to relevant information as needed regardless of their abilities.

**Circulation Procedures and Policies**

* Patrons of the LMC are students, teachers and staff.
* Teachers
	+ No more than fifty books can be checked out at a time.
	+ Materials can be checked out for a period of one month or until a unit is completed.
* Students
	+ Books can be checked out two at a time. (One for Kindergarten and 1st grade)
	+ Books can be checked out for a period of two weeks.
	+ Checking out privileges will be suspended until lost or damaged books are paid for.
	+ Books that are lengthy or needed for a project can be renewed up to three times.
	+ Students can come to the LMC as needed.

**Check-out Procedures**

Check-out procedures for students and teachers are posted throughout the LMC. They include:

* Return materials to designated drop box.
* Use shelf markers before removing books from shelf
* Return shelf markers to the correct container
* Have library barcode ready for check out
* Check out book before leaving LMC

**Lost or Damaged Library Materials**

Students who lose or damage library materials will not be allowed to check out materials until payment is received. Parents are notified of the lost or damaged material by a form letter. Payment installments will be allowed to those individuals that cannot make a single payment to replace the material. A payment waiver will be made if the book was lost or damaged by circumstances that were beyond the control of the student. Payment waivers will also be given at the principal’s request. A receipt book will be kept to record payment of materials lost.

**Internet/Computer Policy**

* Orientation of internet and technology use is provided to students at the beginning of the school year as well as throughout the year as determined by the LMS.
* Teachers, staff, and parents are provided instruction on an as needed basis.
* Students may access to the Internet if they have been given parent permission via Gateway Registration. However, students are not allowed to use the internet for entertainment purposes only. They must be working on a project that has been assigned by their teacher.
* Filtering programs are set up by the MCPSS technology department.
* Students are only allowed to use their MCPSS issued email account. They are denied access to chat rooms because of the filtering program provided by MCPSS.
* Only the network administration and the LMS have access to the school networking system.

**Copy Right Policy**

Faculty and staff are informed of the copyright policies as set forth by MCSPP and the laws of the State of Alabama and the United States.

Student are informed of general copyright laws as needed.

**Library Advisory Committee Members**

Jessica Tomberlin – Media Specialist

Stephanie Tashbin – Principal

Lori Williams – Title I Facilitator

Sandy Fields – Kindergarten

Danielle Jones – 3rd Grade

Tasha Sprinkle - Technology