


Columbia Middle School Library Media Center Handbook

A graphic of an eagle's head, facing forward, with yellow eyes and a yellow beak, positioned behind the text of the title.

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The mission of Columbia Middle School is to provide a rigorous first class education while developing globally competitive citizens.

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Mission Statement

The Columbia Middle School Library Media Center seeks to ensure that students and staff are effective users of ideas and information in whatever form it presents itself (print, multimedia, etc.). The Library Media program provides the entire learning community with access to current and appropriate informational resources, as well as reading and research assistance. We encourage lifelong learning and the enjoyment of reading.



Policies and Procedures

Hours of Operation: The library media center hours are 8:00AM - 4:30PM for staff and 8:15AM - 3:45PM for students.

Edible Restrictions:

Students are not allowed food, drink, chewing gum, candy, or electronic devices in the library media center.

Student Passes:

All students must have a pass in order to enter the library media center. Students must have a group or individual pass completely filled out, providing their name(s), date, time, destination, return time, and teacher signature.

After showing the pass to the library media staff, the student(s) needs to sign in at the station located next to the circulation desk.

The maximum size of a small group is **four** students per teacher.

Please remind the students before they come to respect the learning environment of the library media center by entering quietly and behaving appropriately. Thank you.

Scheduling Classes for the Media Center:

Classes should be scheduled with at least 24 hour advance notice with the teacher librarian. The date, class times, and class sizes will be coordinated with the teacher librarian using Outlook in Office 365 or face to face. At that time collaboration on content and class activities in alignment with curriculum goals will be discussed. Check the calendar in Office 365 for available dates, then send an email to the teacher librarian with your details.

It is the responsibility of the classroom teacher to remain with their classes in order to assess and assist their students with the content and class activities. Any errands or important phone calls should wait until the teacher's planning period.



Book/Audiovisual Material (videos & audio-books)/Magazine Checkout Procedures (Teachers):

On Teachers' desktops is the icon for the Destiny Online Catalog. You may view all titles available in our media center. You may search by keyword, title, author, or subject. Checkout of materials will be done at the library media center circulation desk.

Teachers may have up to 30 books at any one time. Books should be counted after each class to ensure that none are missing. Books are due back as soon as you are finished with them or up to a maximum of 30 days. Reference books may be checked out, but are to be returned as soon as possible due to the higher cost of these books.

Magazine checkouts will be added to the teacher's patron record. Please return the magazines promptly. Older magazines and newspapers are stored in the Teacher Workroom. The media center must keep a minimum of two years of each periodical on file.

Book Check out Procedures (Students):

Students may check out up to three books. Students may use the books up to 3 weeks with a fine of ten cents per day for overdue books. To check out a book, students should give their last name and know their student number or lunch number. The student number is located on the student's class schedule, as well as the teacher's class roster. Books may be renewed one time, and the book(s) must be shown to the library media staff at the time of renewal.

Overdue Notices:

Homeroom teachers will receive library media center overdue notices periodically throughout the school year. The overdue notices are for teachers and students. Teachers are asked to remind students to return overdue books and pay their fines, as this is necessary to maintain the quality of the collection and condition of the books. Students will be charged ten cents per day with a maximum late fine of \$2.50 per book. **Teachers are not charged late fees.** If a student has an overdue book or fine, their check out privileges will be suspended until their obligations have been met.

Lost/Damaged:

Teachers and students are responsible for paying lost and damaged book fines. Money will be refunded for lost books that are returned to the library media center before the end of the current school year.

Selection of Materials/Consideration File:

We welcome suggestions for print and non-print materials and equipment. Suggestions may be submitted to the teacher librarian throughout the school year via Outlook in Office 365. The teacher librarian maintains a consideration file that reflects suggestions from the library media technology committee, other faculty members, students, and additional sources of recommendations. Items will be purchased as funds are available and based on necessity.

Computer Use for Teachers and Students:

Per DCSD policy, computers are to be used for academic purposes such as completing class work, homework, or projects and for locating media center titles on the online catalog. **PROHIBITED: downloading of ANYTHING ie. music, games, movies. Personal emails that are not for academic purposes are prohibited as well.** The Internet Acceptable Use Policy and the Intranet Acceptable Use policy are included in the DCSD Student Rights and Responsibilities manual. The student's signature for receipt of the manual and/or the completion of the discipline examination will constitute the acceptance of the policies and the consequences for violation and improper use of the Internet or Intranet. Faculty and staff may use the media center computers in cases of emergencies, although these computers are primarily designated for the students. All disks and jump drives will first be scanned for viruses before they can be used in the media center's computers.

Audiovisual Equipment Checkout Procedures:

Certain equipment may be checked out for the entire school year, while other equipment is checked out on a daily basis. Equipment available for yearly check out includes:

- Document Cameras
- Overhead Projectors
- CD/Tape Player/Radios
- ActivExpressions student response systems
- Listening Center with Headphones
- Tape Recorders

Daily equipment will be checked out up to 3 continuous days at a time. Because this equipment holds a great value to our staff, we need the equipment picked up by 8:15AM and returned to the library media center by 4:00PM. Please reserve this equipment as least one day in advance. It is reserved on a **FIRST COME, FIRST SERVED** basis.

The equipment available for daily check out includes:

- LCD projector on a cart w/laptop computers
- Digital cameras
- Document Camera on a cart w/LCD projector
- Chromebook Carts / ThinkPad Carts
- Curriculum on Wheels (COW)

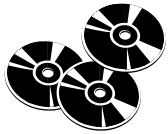
TV/VCR and TV/DVD/VCR carts are also available for daily checkout. If prior arrangements have been made for consecutive days use, you may lock it in a secure area at the end of each day. **NEVER** remove a TV cart without notifying the teacher librarian. **No children under sixteen can transport the TV Carts.**

Videos/DVDs:

We have an approved selection of videos (VHS) and DVDs available in the library media center's periodical room. We also encourage you to use the Learning Resource Center (LRC) to order videos and DVDs as well. Videos shown in your classroom must be written into your lesson plans, aligned with curriculum goals, and obtained from an approved selection of DCSD instructional materials.

Lamination (Teachers):

Laminating is available in the library media center Monday - Friday from 8:00AM to 4:30PM. This is only available for Columbia Middle School faculty and staff.



CCTV (Closed Circuit Television) Broadcasts:

We have 2 channels through which we can broadcast to the entire building. Requests to broadcast over closed circuit must be submitted in advance, and will be accommodated as scheduling allows. Reminder...Videos and DVDs must be from our school or LRC and must be written in your lesson plans.

Discovery Education:

This is educational programming provided through Georgia Public Broadcasting. Go online to <http://www.gpb.org/education> for listings of videos and lesson plans based on the Georgia Standards of Excellence.

Copyright:

It is every staff member's responsibility to comply with the copyright laws and guidelines. Do not assume that copying material is legal if it is for educational use. Please check to be sure. Refer to Copyright for Schools: A Practical Guide by Carol Simpson, located in our professional section (call number PRO 346 SIM), or see the teacher librarian.

Library Media Technology Committee:

The members of this committee include representation from the faculty, administration, student body, and parents. Agendas for scheduled meetings may include, but are not limited to, collection development and technology needs, priority expenditure requests for Title I funds, and formal requests submitted for the reconsideration of library media center materials.

Additional Resources

Columbia Middle School Website: www.columbiams.dekalb.k12.ga.us

Provides links to school's website, DESTINY and many other great online resources.

Georgia Learning Resources System

Mountain Industrial Center

1701 Mountain Industrial Blvd.

Stone Mountain, GA 30083

678-676-2417

Offers services such as laminating, poster makers, buttons, etc.

Learning Resource Center (LRC)

Mountain Industrial Center

1701 Mountain Industrial Blvd.

Stone Mountain, GA 30083

678-676-2402

<http://lrc.co.dekalb.k12.ga.us>

*Obtain your client code _____ before ordering from the teacher librarian.

*Return videos by 10:30AM on the date the item should be returned. Place in the courier box in the main office.

Professional Library

Mountain Industrial Center

1701 Mountain Industrial Blvd.

Stone Mountain, GA 30083

(678) 676-2433

<http://plibrary.dekalb.k12.ga.us>

Contact Valerie Ayer for e-Books, journals, and other professional resources.

Dekalb Public Library

<http://www.dekalblibrary.org>

Access to various databases is available to all Dekalb County Residents with a library card. All DCSD employees are eligible for a Dekalb County Public Library card.