

Centennial Thunder Media Center Operational Guidelines and Policies

In our library we inquire, collaborate, critically think about and create information through the use of technology and ethical research practices. We use digital and print books from a diverse, engaging and relevant collection to develop lifelong readers and learners.

Hours	<ul style="list-style-type: none"> ● The Thunder Media Center is for student and faculty use. ● The library is open 7:45 am - 3:15 pm, Monday -Thursday and Fridays from 7:45-2:15 ● The Media Center is open to students during lunch (unless reserved by a class) ● A hall pass is required to use the Media Center during class times ● Summer library will be offered twice a month June-August. (Dates announced each May)
Circulation	<p>All members of the school community may check out materials. The card catalogue is available on-line.</p> <ul style="list-style-type: none"> ● e-Books from Follet may be checked out on any device with internet by logging onto* the library on-line card catalogue. EBook checkouts will automatically expire after 3 weeks <ul style="list-style-type: none"> *Students log in using student school email and Student ID# *Teachers log in using their Microsoft Office 365 login ● e-books and audiobooks from OverDrive may be checked out on any device by logging in to OverDrive.com, APP or through a link on the library online catalogue. <ul style="list-style-type: none"> *Students log in using student school email and Student ID# *Teachers login using their Microsoft Office 365 login info ● Print books are checked out for 3 weeks with a 10-day grace period ● Books may be renewed or put on hold at the circulation desk. ● Three books may be checked out at a time to one student

	<ul style="list-style-type: none"> ● Play-away audio books are available for check out – students must supply their own earphones. ● Makerspace items are also available for checkout at the circulation Desk for use during lunch. *Student checkouts must remain in the Media Center during use. *Teacher checkouts may be taken out of the Media Center but must remain in the building.
Overdue, Materials	<ul style="list-style-type: none"> ● Patrons who have fines over \$1.00 or who have overdue books may not check out new materials ● After the 10-day grace period, a late fine of \$0.10 per day, per item will accrue with a max of 5.00\$. ● Overdue notices will be emailed at the middle and end of each term ● Fines must be paid in the office and the receipt should be brought to the library
Lost or Damaged Items	<ul style="list-style-type: none"> ● Lost or damaged books should be reported to Mrs. Johnson right away. ● The fine to replace a lost or damaged book must be paid in the office and the receipt should be brought to the library. ● Students who damage or lose materials will be fined the cost of replacing the item plus a \$2.00 processing fee ● Students who find lost books within 30 days and return them in good condition will be reimbursed ● Intentional or negligent damage to Makerspace Tools will result in a fine to fix or replace the item.
Media Center Expectations	<p>All students have the right to use the library as long as the following expectations are met:</p> <ul style="list-style-type: none"> ● Food and drink only with special permission ● Respect the media center space and its materials, ● Respect the property and space of other patrons using the media center ● Appropriate voice and energy level- Keep it calm 😊
Collection Development Acquisition Policy	<p>The aim of the Thunder Media Center is to have a current, engaging, relevant and diverse collection.</p> <ul style="list-style-type: none"> ● First consideration is given to procuring titles that have proved popular with our student body. ● Second consideration is given to providing texts which will compliment each grades curriculum and core standards, along with striving to keep up to date informational materials as budget allows.

	<ul style="list-style-type: none"> ● There is also an effort to provide information on a wide variety of topics, which might be relevant to the ages and maturity levels of our students. ● We are also currently building our digital library through overdrive, consideration is given to books that have a digital format. ● The Media Center is committed to completing series as long as the series continues to be age appropriate.
Requests	<ul style="list-style-type: none"> ● Students and faculty may request books to be purchased for the library. Using the following form. REQUEST ● The form is also on the library website on the home page.
Weeding and Inventory	<ul style="list-style-type: none"> ● The library collection will be inventoried at the end of each year. ● Periodic evaluation of the materials will be conducted in order to maintain an up to date, relevant, diverse collection. Books that are not circulating, are outdated or have inaccurate information, encourage stereotypes or biases will be removed from the collection. Per the Davis District Policy
Donations	<ul style="list-style-type: none"> ● Donated materials may be considered as long as they meet collection development standards and are in good condition. ● Donated material that does not fit standards will be used for student rewards or passed on to classrooms for use.
Makerspace	<p>Students may check-out makerspace items during lunch and before or after school with approval from the librarian.</p> <ul style="list-style-type: none"> ● Students are responsible for damage caused through neglect or intentional misuse of items. ● Teachers may check out Makerspace items for up to one week. ● Teachers are responsible to ensure that students use appropriate care and safety while using Makerspace items.
Parental Restrictions	<ul style="list-style-type: none"> ● Parents are encouraged to take an active interest in their child's reading materials. ● Our library serves a broad age range. ● Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that will fit better. ● As stated in the District Library Policy, “A parent desiring to restrict their child’s access to specific library books or materials shall submit the

	request in writing to the library professional at the school the child is attending.”
Challenged Library Material	<p>Occasionally the content of library materials may be questioned.</p> <ul style="list-style-type: none"> • All concerns should be brought directly to the librarian’s attention in a timely manner. • Often parent concerns can be addressed by talking through our library policies and working with the librarian to restrict their own child’s access to specific library materials if needed. • If further action is desired, we will follow the district policy in place for formal reconsideration of library materials.
Computers	<ul style="list-style-type: none"> • Students may use their own devices, or library computers, at any time in the library for research, reading, or other educational purposes. • All students must have signed an Acceptable Use agreement before using school computers. • Computer use will be denied to those who do not follow district Acceptable Use Guidelines • Computer Lab may be used before/after school and during lunch for school activities and eBooks only.
Media Skills Students	<ul style="list-style-type: none"> • Student Media aides will be selected each semester to help in the library. • Student aides may be asked to serve on the Library Advisory Committee • Media Skills students will provide student input & perspective on ways to enhance the Media Center for students. • Applications and instructions are available on the Media Thunder website or in the library
Reservations	<ul style="list-style-type: none"> • The library space is available for the school community to use and enjoy. • The library space may be reserved for meetings, lessons, presentations, small group activities, or study groups. • Computers in the Thunder lab may be reserved by teachers or students to work on school projects. • A calendar of library availability can be found on the Centennial Media Thunder webpage under the faculty tab. • Reservations must be made via email to Mrs. Johnson and teachers are responsible to arrange set-up and take-down. • 48-hour notice is appreciated
Library Instruction	<p>Mrs Johnson is available for faculty or student instruction to help support curriculum, technology, and literacy needs.</p> <ul style="list-style-type: none"> • Students or teachers may schedule a small group or 1-1 media mentoring time focused on writing, literature, study skills, research, multimedia, Technology tools, makerspaces, or technology assistance. • Teachers may schedule a research lesson in collaboration with classroom

	<p>research, book talks, and media literacy topics.</p> <ul style="list-style-type: none"> • Teachers may request a curriculum book cart or resource kit delivered to their classroom. • Students or teachers may schedule a book talk lesson to support curriculum or student interests. • A menu of services is available on the Centennial Media Thunder webpage under the faculty tab or in the library.
Clubs & Activities	<p>Media Thunder provides opportunities for students to get involved with the library. Parents and faculty are welcome to join any activity!</p> <ul style="list-style-type: none"> • Breakfast Book Club: This club will meet the last Friday of each month at 7:15 am in the library to discuss great books! The club is open to anyone. Please get a sign- up form in the library. There is a \$10.00 fee for this club. • Newbery Book Club: This club runs October till the beginning of January and meets every Friday during lunch (except the last Friday) in the library. We will read books eligible to win the Newbery and try to predict the winner. Students must sign up ahead of time and agree to read at least five books from the list. • Chess Club: Chess open play will be held on Fridays during lunch (except The last Friday) from January through April in the library. A formal championship tournament will be held during the fourth term of the year, around April. Students may bring their lunch to the Media Center for the Championship games. • Library Advisory Committee: This Committee will meet on the last Friday of each month during lunches (Media Assistants are strongly encouraged to be on this committee.) The Committee will offer ideas and feedback and help make decisions regarding upcoming contests, incentives and purchases in the library. Please get a sign-up form from Mrs. Johnson. • Robotics Club: Robotics Club is held every Monday and Tuesday after school from 3:00-4:15. This is a VEX IQ Competition team. There is an application process to be a part of the team. No experience is necessary. Students will learn engineering, coding, collaboration and communication skills through their participation in this club. We will compete in several competitions throughout the school year. See mrs Johnson for an application.
Communication & Social Media	<p>Media Thunder will communicate and promote the library through a variety of methods</p> <ul style="list-style-type: none"> • Our website provides updates, information, and links to the online catalog and research sources • Instagram Account @cjh.library.news provides updates, information and fun pictures about activities going on in the library

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| | <ul style="list-style-type: none">● Regular emails will be sent out to faculty and patrons with important library information.● Personal visits to faculty teams will be conducted every Friday during PLC's. |
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