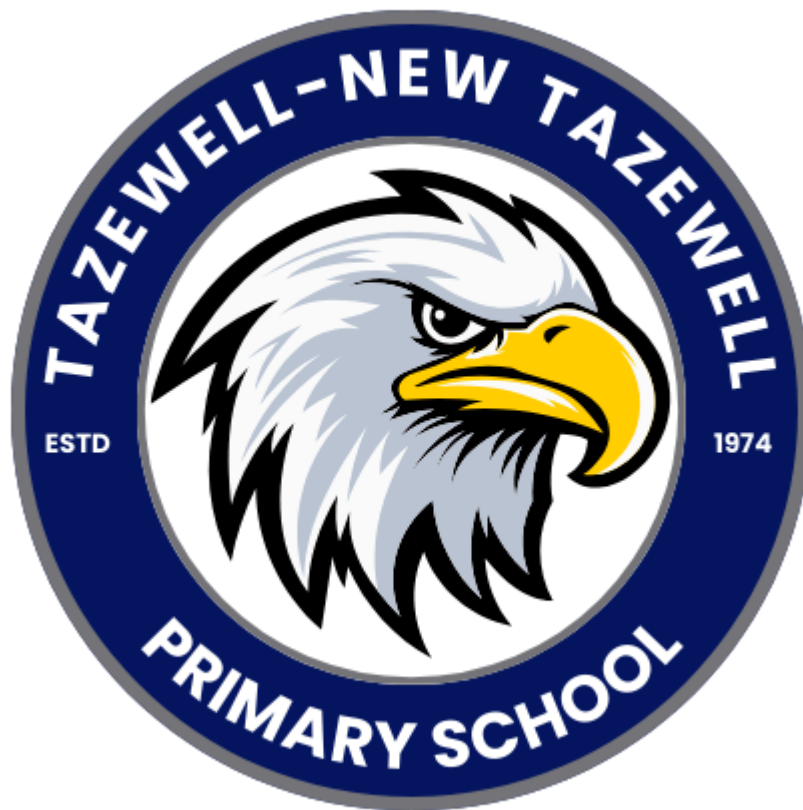


TNT Primary School Library Handbook



Introduction

The TNT Primary School Library is an integral part of the school and the school's curriculum. Its central function is the housing, circulation, and centralized distribution of the collection of information resources and equipment used within the school's many instructional programs. The library provides many supportive and enriching services to assist you in preparing your students for personal success in their growing years. This handbook has been developed with the intent of providing an overview of the library's operations, though the contents of it are by no means all-inclusive.

This handbook will provide helpful information that may answer many questions faculty members might have. If by chance this handbook does not answer your question, or if it raises confusion or concerns, please feel free to seek clarification from me. I may not have all the answers, but I will certainly find the information you need. It remains my goal to provide the faculty, staff, and students with the best media products and services possible to facilitate maximum learning.

Mrs. Lauren Butler, School Librarian

Dr. Chuck Painter, Principal

Claiborne County School Librarians are friendly faces who are here to support our students and faculty. Our libraries serve as the nucleus of our schools. Our libraries and librarians help students with information literacy, technology, research, collaboration, and fostering the love of reading, with the goal of academic, social, and emotional growth for every student to be college and/or career-ready.

Vision

The Claiborne County Schools Department of Library Media Services seeks to promote a culture of literacy and learning to enhance achievement and foster independent readers, self-directed learners, and responsible digital citizens.

Mission

The Claiborne County Schools Department of Library Media Services of the Claiborne Schools promotes the development of independent reading habits and information literacy skills. Our students will become critical readers who acquire, evaluate, and ethically use the information to solve problems and investigate topics of interest. To facilitate this mission, we will provide available, flexible, and inviting learning spaces and access to updated digital and print resources that represent diverse perspectives. Our Library Media Specialists will collaborate with teachers and administrators to design learning experiences that support district goals and curriculum objectives.

Goals

1. To provide skills that will enrich and support the curriculum, taking into consideration individual needs and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
2. To provide skills that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide material on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media.
4. To place principle above personal opinion and reason above prejudice in selecting media of the highest quality to ensure a comprehensive collection appropriate for the users of the media center.
5. To provide for cumulative growth in library skills through instructional planning between teachers and the media specialist.
6. To promote reading as a recreational activity.
7. To provide reading, listening, and viewing guidance, reference and research services, and professional help to teachers and students in locating and using instructional materials and equipment.

Purpose

The school library staff is prepared at all times to assist teachers and students with their instructional needs. The media program makes available, through the media collection, a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers. In order to ensure that the school library will function smoothly, it is necessary to have specific policies and procedures as well as to provide information about the services and materials that are available.

Personnel

The school librarian is responsible for the day-to-day running of the programs and services of the media center. This includes cataloging, circulation, taking care of the library, collaborating, and teaching classes.

Selection of Materials

We want our collection to represent all students. Selection of print and non-print materials will be a cooperative process with the school librarian, teachers, administrators, and students taking part. Suggestions for purchase may be submitted at any time during the school year. Careful consideration will be given to each suggestion before ordering in the areas of most need.

Weeding

Obsolete, outdated, superseded, incomplete, worn-out, badly damaged, or superfluous materials (whether print, nonprint, or equipment) should be continuously weeded. No one item should be retained just to meet quantitative standards. The purpose of the school library is to maintain a meaningful, up-to-date collection that will be used. Therefore, individual items will be disposed of when they have outlived their usefulness.

Gifts

Gifts to the library collection are encouraged and welcome at any time. However, it will be up to the school librarian's discretion to determine the appropriateness of the item to the media collection.

School Library Committee

Our school library committee will consist of representative members of the school community. The committee will develop systematic plans for media services; recommend purchasing priorities for quality media and equipment to promote maximum utilization of materials, equipment, and media facilities to support learning; and respond, through established procedures, to formal complaints regarding instructional media at the school level.

NOTE: See form #1 for the challenge of material to the media collection.

School Library Hours

7:40-8:00 -- Open Library

8:00-9:15 Flex Time

9:15-2:00 -- Classes

2:00-2:45 Flex Time

Signing Up for School Library/Labs/Resources

If you would like to use the library please email the librarian. They will add it to the library calendar.

Classification of Materials in the Media Center

Our media center uses the Dewey Decimal system of cataloging materials in the collection.

The Dewey Decimal system for non-fiction books is:

000-099	General Topics
100-199	Philosophy and Psychology
200-299	Religion
300-399	Social Sciences
400-499	Language
500-599	Science
600-699	Applied Science and Technology
700-799	Fine Arts and Recreation
800-899	Literature
900-999	Geography and History

In addition to the Dewey Decimal system for non-fiction books, we use the following designations for other types of books and materials.

FIC	Fiction
REF	Reference
BIO/92	Biography
PRO	Professional
VID	Videotape
KIT	Audiovisual Materials/Games
DVD	DVD movies and software
AR	Audio Recordings
GRA	Graphic Novels
SPA	Spanish Books

Checking Out Books

Students in grades 2nd-4th may check out two books at a time. K-1 students can check out one book. Books may be checked out for two weeks and may be renewed once. After a book has been checked out to a student, it is the responsibility of each individual student to see that books checked out of the school library are returned in good condition by the due date.

Reserving Books

If a student would like to check out a book that has already been checked out by another student, they may put the book on reserve. This will ensure that when the book is returned, they will have the opportunity to check out the book next.

Overdue Books

Overdue books should be returned as soon as possible so as to allow others to check it out. Students may not check out another book until an overdue book has been returned.

Damaged Books

Students who return books that have been damaged while in their possession will be charged a damage fine. The media specialist will assess this fine. The fine will be anywhere from \$1.00 to the full replacement price of the book, depending upon the extent of the damage.

Lost Books

If a student has lost their library book(s), they will be charged a fine for replacing the materials. If the student has not found and returned their lost book(s) or paid the fine assessed by the librarian, their grade cards will be withheld according to School Board Policy 6.709.

Online Catalog

Destiny, our circulation system, allows us to search our database online to locate materials that are available in the media center. Each workstation in the media center has this capability as well as the computers in your classroom. To access this database you can use

https://claibornecsd.follettdestiny.com/common/welcome.jsp?context=sqas124_4179395

The program allows users to see if the needed item is in the media center or if it has been checked out. In addition, students may check their records to see if they owe debts or if they have a book checked out.

Copyright Laws

The property rights of authors and publishers are protected through federal copyright law. Furthermore, Claiborne County Board of Education policy directs school employees to comply with copyright law. The school librarian has the responsibility of explaining the copyright law at individual school sites.

Classroom Computers

The school librarian and/or the technology liaison will assist teachers as much as possible with technical concerns and the effective use of the software. Specific problems should be reported via work order as soon as they arise.

Student Displays

Teachers are encouraged to display student work in the media center on the short bookcases located in the back of the facility. Please inform the school librarian when you have projects that you would like to display.

Classroom Novel Sets

Classroom novel sets are housed in the school library.

Book Fairs and Other Programs

The school library will house a fall and spring book fair. The date and time is to be determined by the school librarian and administration.

The school librarian will also assist in planning and conducting other annual reading-oriented events such as Read Across America and National Library Week.

Form # 1
Citizen's Request for Reconsideration of Instructional Media

School: _____

Title: _____

Type of Media: _____ Copyright Date: _____

Author/Producer: _____

Distributor/Publisher: _____

What brought this material to your attention? _____

Have you read, viewed, or listened to the entire item? _____

State-specific objections to the material. (Use an extra sheet if needed)

What do you consider to be the theme of this material? _____

What do you consider useful about this material in terms of the school curriculum?

What alternative material would you suggest? _____

What would you like the school to do about this material?

- () Do not require it of students
- () Withdraw it from students under the age of _____
- () Place it on reserve status to be used only with written parental permission

() Withdraw it from all students

Other comments: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Complainant represents:

() Self

() Organization _____

() Other Group _____

Signature of Complainant