

OAKS ROAD ACADEMY

Media Center

HANDBOOK 2024-2025



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BASIC INFORMATION

PURPOSE

The purpose of the policy and procedures manual is to provide a set of guidelines for operation of the Oaks Road Academy media program. The manual will be updated annually and as changes need to be made.

MISSION - ORA

Together with families and our community, Oaks Road Academy will continuously improve achievement for all learners through a focus on high expectations, collaboration, and dedication within a supportive environment.

MISSION - MEDIA CENTER

The Craven County Schools Library Media Program will value, support, and promote literacy to enhance learning and instructional opportunities for students and educators. By providing inviting spaces and relevant resources, CCS Libraries will facilitate academic and professional growth.

CONTACT INFORMATION

Jaimie Goecke, Digital Literacy Media Coordinator (DLMC)
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BASIC INFORMATION

OPEN CHECK OUT

- Students may be sent by their teacher with a Media Center pass to check out books during open check out times.
- Teachers may send up to three students at a time for check out except during scheduled lessons or story times.
- Please do not send students for open check out on the day of their library lessons. They will have a chance to check out after their lesson.

HOURS OF OPERATION

Please see the linked calendar below for times when Open Check Out Is available.

https://docs.google.com/spreadsheets/d/1QN4UkA7H3B7mbPQynDWINyppbbWQkzCxQqaWUJazk-hs/edit?usp=drive_link

OPEN CHECK OUT CONT.

- **In order to comply with federal privacy laws, only the DLMC and the ORA School employees that have been trained by the DLMC may access the circulation desk. All persons running circulation must adhere to the policies and procedures set forth in this manual.**

IMPORTANT NOTE ABOUT LESSONS

Media center staff strive to minimize distractions and provide students with full access to materials & resources during instruction. **Therefore, the media center is closed during scheduled lessons.**

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BASIC INFORMATION

STUDENT CONDUCT

- Be Respectful
 - Use appropriate voice levels
 - Raise your hand and wait your turn
 - Follow directions the first time they are given
- Be Responsible
 - Take care of all materials (books, pencils, crayons, etc)
 - Return books on time
 - Clean up behind yourself
- Be Safe
 - Use walking feet ONLY
 - Keep hands, feet
- Be an Active Learner
 - Participate in class
 - Stay on task
 - Do your best

SCHEDULING

- Faculty & staff members can schedule time to meet with the SLMC
- With or without students
- In the media center and/or the classroom

MTAC

A Media Technology Advisory Committee (MTAC) is formed at the beginning of each school year. The committee will meet throughout the year to discuss library issues, programs, and activities. In the event of challenged material, one parent, one principal, and one faculty member nonrepresentative of a classroom will join the group to review the complaint and take action.

NOTE

To set up a meeting, contact the SLMC and they will set you up with the person most qualified to help with your concern/question/or activity. This includes and is not limited to: Our DITF, SLMC, Technology Rep.

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CURRICULUM

STANDARDS

Media center lessons shall integrate:

NC Digital Learning Standards for Students,

American Association of School Librarians (AASL),

Standards for Student Learning, and the

International Society for Technology in Education (ISTE) Standards for Students.

TOPICS

Topics shall include, but not be limited to, the following:

- Library Organization
- Literary Genres
- Book Care
- Research Skills
- Evaluating resources (both print and online)
- Digital-aged skills that enable students to be college and career ready
- Creation, collaboration, communication, and critical thinking skills
- Inquiry and design thinking learning opportunities

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PROGRAMS AND SERVICES

BOOK CURATION

If you are doing a project and are in need of books on a specific topic for your students, I'd be happy to pull a curation and get them checked out to you.

Please let me know **2 weeks in advance** to ensure that I am able to get everything sorted out in time for your project.

LAMINATING

- The laminator is located in the media center back room.
- **In order to use the laminator, you must go through a training session with your SLMC.**
- If lamination needs to be replaced, please let the SLMC know.

BOOK FAIR

- Two book fairs will be held each year; one in the fall and one in the spring.
- All profits will go toward purchasing books, equipment, and other library supplies.
- Prior to the book fair, information will be shared regarding dates, times, schedules and payment options.
- Parents are welcome to accompany their child to the book fair.

MONTHLY BOOK CHALLENGES

Each month students will be given a reading challenge to complete.

Students will have the entire month to complete their reading challenge. Students who participate will receive a small prize.

Challenge examples include:

- New Year, New Reads
- Read a book with a character the same age as you
- And many more!

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CIRCULATION AND COLLECTION

STUDENT POLICY

- At the beginning of the year, every student checks out one book at a time while they relearn the rules of the library. After students have been through an orientation class and can show responsibility for materials, students may check out books according to the following guidelines:
- Kindergarten and 1st grade - 1 book
- 2nd grade to 5th grade - 2 books
- Exceptions to the rule may be made for research and book club purposes
- Students may not check out additional materials if they have overdue books or fines. Instead, they will be allowed to choose from the Honor Books. These are books that are not a part of the library collection. Students are on their honor to return them to the LMC.

CIRCULATION POLICY

- ALL patrons are responsible for materials checked out under their name.
- Overdue slips and fine notices will be printed and distributed to students at school.
- All books are due 14 days (2 weeks) after check out.
- Students and teachers may renew books as many times as needed, as long as no one has a hold on the book. Items must be present for renewal.

PARENTS

- All parents are welcome to check out up to 5 books for a period of two weeks.
- Books may be renewed up to two times.

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CIRCULATION AND COLLECTION

FACULTY

- May request for the DLMC to pull books and materials for use in the classroom. Specific titles or subjects may be requested.
- Due to the loss of material over time and the need to share limited resources with all faculty members, we suggest the following time limits for teachers: Books should be kept no longer than four weeks. If there are any materials that you need longer than this amount of time, please make arrangements with the DLMC. Please return all items checked out to you as soon as you are done. These time limits are flexible in nature, but ensure that materials will be available to all who need them.
- Equipment and other select items will be excluded from having a due date but must be accounted for at the beginning and end of each school year. **Please do not lend these items to other teachers.** Return them to the library and they may check them out in their own name. You are responsible for the items checked out to you.
- All materials/equipment must be checked out before being removed from the media center. If no one is available for checkout, please leave the materials on the checkout desk with a note including your name (please write clearly). You will be notified as soon as the materials are ready, typically by the end of the day. **Please do not take anything from the media center without following this procedure.**
- Each teacher is responsible for the care of all resources checked out for use in their classroom.

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CIRCULATION AND COLLECTION

LOST/DAMANGED

- All library patrons are responsible for the materials checked out under their Destiny account. Patrons should examine materials as soon as they are checked out and report any issues to the DLMC as soon as possible.
- Damaged books should be returned to the LMC for repairs. Patrons should NOT attempt to repair materials themselves. Special book tapes and glues are used to repair damages.
- If an item is lost or damaged beyond repair (as determined by the DLMC), the patron must pay the total replacement cost.
- Patrons with outstanding materials or fines will not be able to check out any additional materials until the account is cleared.
- If a lost item is found before the end of the school year, a refund will be issued to the patron.
- Debts remaining at the end of the school year will be turned in to the office and will become a part of the student's permanent file.
- Any items that are checked out at the time a student withdraws from school must be returned or paid for upon withdrawal.
- All money for library books should be sent to the DLMC for receipting. Teachers should NOT receipt the money in their books.
- **The last person who checked out an item is responsible for that item. In other words, if you let a friend borrow a book and the friend loses it, you are still responsible for the book.**

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CIRCULATION AND COLLECTION

COLLECTION

- It is important to become familiar with both the collection and the global community. Assessing information needs of the administrators, teachers, students, families and local community is important for building an appropriate collection. Collaboration with teachers and administrators will greatly help with the information needs assessment. It is also beneficial to survey the users of the library as well as their families and the local community (Bishop, K., 2013, p.17; Evans, G.E. & Saporano, M. Z., 2012, p. 21)
- Guidelines for Selection of Materials
- The materials selected for the ORA LMC will be chosen based on the following criteria:
 - Materials which support the school curriculum
 - Materials which align with the North Carolina Standard Course of Study
 - Books for leisure based on student interests
 - Additional questions which will be considered when choosing materials for the LMC include:
 - Are the materials age appropriate for the intended readers?
 - Are the materials going to become obsolete or outdated quickly?
 - Will the materials help expand a smaller area of the collection or are there sections of the collection that are already full?
 - Is the format appropriate for the library and its readers?

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CIRCULATION AND COLLECTION

COLLECTION CONT.

- Are the materials accurate in content and appropriately formatted for the subject matter?
- Will the materials be widely used?
- Does the material foster a love of reading?
- Does the material reflect our diverse population?
- Does the material have an equitable global view?
- Does the material contain high quality text?
- Are the materials cost effective?
- Reviews from reputable organizations will be considered.
- The DLMC will view the books in person whenever possible.
- The physical condition of the books should be of high quality and long lasting (typically library bound or hardback).
- Only age-appropriate materials free of gratuitous violence will be chosen.
- Suggestions for material purchases may be made by faculty, staff, students and parents. The DLMC is primarily responsible for selecting materials for the LMC. Patrons (students, staff, administration, parents, etc) are encouraged to offer recommendations of materials to be considered for inclusion into the collection by using the LMC Help Desk Google Form.

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CIRCULATION AND COLLECTION

COLLECTION CONT.

- Miscellaneous materials such as book displays, toy/plush book characters, games, furniture, etc may be purchased for library use. Though these items are not considered to be a part of the library collection, they will still be chosen with collection development criteria including:
 - Age-appropriateness
 - Support of curriculum
 - Ability to be widely used
 - Will not become outdated quickly