



**JACKSON CENTRAL MERRY  
MIDDLE AND HIGH SCHOOL**

**HOME OF THE COUGARS**

**Library Media Center  
Policies and Procedures**

## **Purpose**

The purpose of the policy and procedures manual is to provide a guide for the operation of the Jackson Central Merry Middle and High School Library. This manual will be updated as changes are made in the library media center.

**Mission Statement of the Jackson Madison County Public School System** The mission of the Jackson Madison County School System is to prepare tomorrow's leaders by providing a safe, caring learning environment, working in cooperation with families and the community and providing appropriate curriculum and effective instruction.

**Mission Statement of Jackson Central Merry Middle and High School** The mission of Jackson Central-Merry is to foster a community of learning within a safe and supportive environment by building positive relationships and providing a high-quality education while preparing students for a successful transition to the next stage of their lives.

**Mission Statement of the Jackson Central Merry Library** The mission of the Jackson Central Merry Library is to support the school's curriculum and, as part of that mission, provide access to current, adequate, and appropriate information resources and to ensure that all students, teachers, and staff are independent and efficient users of ideas and information.

## **Objectives**

The goals of the media specialist are:

1. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
2. To teach students to access, evaluate, and use information.
3. To encourage students to read for learning and for fun.
4. To maintain a well-balanced collection of media appropriate to the needs of the school.
5. To promote instruction in information literacy to students and faculty.
6. To provide assistance in locating and using instructional materials.
7. To manage a planned program and a welcoming environment

## **Library Location**

The Library is located on the east side of the campus across from the cafeteria.

## **Library Hours**

The library is open from 10:30 a.m. until 2:30 p.m. every school day. Students are welcome to visit the library before and after school, during lunch, and between classes.

## **Item Loan Policy**

Our school library has materials available for faculty, staff, and students to read, enjoy and borrow. These materials include books in our fiction, nonfiction, short story, poetry, biography, graphic novel, and Spanish language book sections.

JCM middle schoolers do not have access to selected high school content level materials without a parental permission form on file. Please contact Ms. Prewitt at [mcprewitt@jmcoss.org](mailto:mcprewitt@jmcoss.org) for more information.

## **Student Check Out**

Items checked out from the library should be returned in the condition they were originally checked out. Any library material returned damaged is subject to a replacement fee.

*Students may borrow one book at one time for a loan period of up to two weeks.* It is the student's responsibility to return the book on time. If a student, faculty or staff member wishes to check out a book currently on loan, they may place a hold on that title. The librarian will contact the user when the book is available to be checked out.

## **Teacher Check Out**

Teachers are permitted to check out items from the library depending on availability. Teachers are expected to return all materials to the library media center as soon as possible when they are no longer in use so that the materials may be accessed by others. Teachers are expected to return all borrowed materials to the library media center in the condition they were originally checked out.

## **Damaged Items**

If an item is damaged while checked out to a student, staff, or faculty member all attempts will be made by the librarian to repair the item before charging the patron.

## **Item Return**

Items should be returned before or on the due date. Please return books to the book drop bin which is located beside the New Book shelf under the window. Faculty and staff may return items to the book drop or by placing items in my mailbox.

## **Teacher Requests**

Faculty and staff are welcome to visit the library to browse and pick up materials in person anytime or notify the librarian of needs via email, text, or phone call. Please be respectful of requests; the librarian will do everything to fulfill material requests in a timely manner.

## **Overdue Book Policy**

Books are checked out to students for a two-week time period and may be renewed one time before being returned.

If a student has an overdue book, he or she will receive an overdue notice including the bibliographical information of the overdue title and the replacement cost of the book. Overdue notices are distributed to students once a week, typically during the school day each Thursday.

If the book is not returned, the student will be asked to submit payment to replace the title.

The overdue book title will remain on the student's record for the remainder of the year or until the book is returned or paid for the cost of the replacement. Semester report cards will be held until all debts are cleared.

The average replacement cost of materials from our library media center is as follows: (Please Note: Replacement costs are approximations and are subject to change based on publisher availability, copyright age, and format of the material.)

- Nonfiction Book: (approx.) \$30.00
- Fiction Book: (approx.) \$25.00

## **E-Books**

All JMCSS students may access the Jackson Madison County Public Library's e-book catalog on Sora, accessed through Clever [[Sora - Home \(soraapp.com\)](https://soraapp.com)]. Books may be checked out for a period of up to two weeks. Books may be returned early.

## **Management**

The OPAC, also known as the card catalog, allows users to search the library's holdings. The library has a web page on the Jackson Central Merry High School website with general library news, announcements, and information. Jackson Central Merry's collection of books may be accessed [at Jackson Central Merry High School \(booksys.net\)](https://booksys.net). Library materials are circulated using the automation program, Atrium Book Systems.

## **Student Conduct**

Students visiting the library are expected to uphold the behavior expectations of Jackson Central Merry High School. Students violating these expectations will be asked to leave the library. There should be no food or drink in the library media center. Students should help keep the library clean and orderly by pushing in their chairs, picking up any trash, and speaking in a quiet voice.

### **Collaboration**

The librarian is more than willing to work with the classroom teacher and coordinate a library or research-centered lesson to fit a curriculum. Suggested topics for collaboration are:

- Introduction to TEL, the Tennessee Electronic Library database
- Internet Safety
- Uses of AI
- Any other collaboration projects as suggested by faculty

### **Severe Disruptions/Defiance**

Students who misbehave may be given a STEP or disciplinary referral. Any students who severely disrupt or are defiant will be sent out of the library with a Dean.

Teachers, not the librarian, are responsible for their students when their class is utilizing the library space.

**Jackson Madison County School System Library Materials Policy** To view the school system's policies regarding library materials, please visit:

[4403.docx - Microsoft Word Online \(live.com\)](#)