

Ridgeland High School Media Center

Handbook

2025-2026

Elisabeth Noel, Library Media Specialist

Hours: 7:45 a.m. – 3:45 p.m.

586 Sunnybrook Road

Ridgeland, MS 39157

601-898-5023, ext. 463

Mission of the RHS Library

The mission of the Ridgeland High School Library Media Center as part of the Madison County School District is to:

- provide a welcome environment that is conducive to learning and that promotes the intellectual and personal growth of students.
- provide a quality education for every child and encourage lifelong literacy and learning through reading.
- make available a collection of quality literature that engages the reader thus fostering a love of reading for its own sake.
- endeavor to provide an information rich environment in which both students and staff learn to access, evaluate, and utilize a variety of information in print and electronic formats, and to
- support the school's curriculum, academic goals, and assist members of the learning community in becoming effective users of information by providing a comprehensive program that includes access to information that is appropriate for student development and that is diverse in format and interest.

Introduction

The library media center has many resources that teachers and students use throughout the school year. This guide is to help you become familiar with these resources, learn the procedures for the equipment and get hands-on experience.

Media Center Hours

M-F: 7:45 AM– 3:45 PM

Library Collection

We will be working hard to add sources to our collection. We have over 9,000 print and online sources.

- If teachers are planning to assign any outside research or reading, please inform the media specialist at least one week in advance. We will be happy to reserve books and curate electronic sources in the media center or limit the number of books one student may check out. This will allow more students to have access to the material.
- Teachers may check out books and library equipment for a maximum of three weeks. If you need to renew books, one may do so if there is no waiting list to use the item. Please remember that you will be held accountable for any books lost or damaged.
- *InfoBase, WorldBook Online, and Magnolia* are available from the RHS Library page and Clever. Resources can be accessed from the sites with login credentials. To download and save materials, create account features on the platforms.

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Cell phones

- **Please, no talking on cell phones while in the media center.**

- **Die Cutting Machine**

A die-cutting machine is in the library for teachers to cut out letters, numbers, and shapes for bulletin board or display purposes.

- **Food & Drinks**

We try to maintain a pleasant and clean environment. To preserve the cleanliness of the space, please refrain from eating or drinking in the media center unless it is an approved event where cleaning services are provided. Drinks are allowed provided they have a screw top lid.

Laminating

The media center has a laminating machine for teachers to preserve documents. Many items at one time will not be laminated due to the limitations of laminating film shared by the faculty. Make sure you attach a note with your name. Laminated items will be ready as soon as possible. An email will be sent to the teacher when laminating is ready for pick-up. Teachers are responsible for picking up items from the library when they are completed.

Maker Space

The RHS Media Center offers many tools for classroom projects such as the use of the die cut machine, construction paper, posterboards, glue, markers, and color pencils to aid in the completion of projects. The library also offers an assortment of games and puzzles.

Teacher Resources

The library houses a small section of professional resources for teachers; we are hoping to expand this section as the year proceeds. However, feel free to come and browse this collection of books and teachers' guides.

They can be found in a designated area. Digital teacher resources are provided on Clever which include Learn 360/Infobase and Magnolia. If you have a suggestion or request that you would like the library to house, please fill out the RHS Media Center Request Form.

Video Usage

We have a collection of DVDs available for check out to teachers only. The DVDs are on the bookshelves in the workroom. Teachers may search Follett if looking for a specific title.

Multimedia Equipment Checkout

Teachers may check out audio visual equipment and other devices/ equipment from the library for use in the classroom. A check out form should be completed and signed. Length of check out is determined by demand for the item. Teachers should return all equipment in the same condition as checked out. Damage to equipment will result in a fine and cause checkout privileges to be revoked.

Poster Maker

The RHS Media Center offers a poster making service for teachers. So that we can better serve you, we ask that you complete a poster maker request form and email the picture and poster design **in a PDF format 3 days in advance. Posters being made are to be used for instructional purposes only!** The number of posters teachers can request are 2 standard sized posters (large 18 x 24 in.) or 3 medium posters (24 x 31 in.) per semester.

Purchasing Procedures

The media center purchases books and audiovisual items to enhance the curriculum and instructional needs of the school. To ensure that the books and materials meet your needs, we would appreciate your requests. **Fill out the form found in the back of this packet or send me an email with your request.**

Requests for Materials

At any point in the year if you need a video, book, or resource for you or for your students that the library does not already have, please fill out a request form and return it to the library. If an item is approved and needed by a certain date, please request at least two weeks in advance to ensure that the item is delivered in time.

Reserving the Media Center

The RHS Library strives to maintain a flexible schedule to allow teachers and students the opportunity to gain access to resources. Be mindful that many instructors use the library as a teaching space. This includes the career and college coach and subject area tutors.

Note: Student achievement and learning must be the core of all library collaborations.

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Computer Use/1:M

The MacBook Air laptops should be used for educational purposes only. Do not change any settings or add any programs unless informed by a teacher. Students are expected to abide by district Acceptable Use policies as stated in the Student Handbook. Failure to follow these policies will result in computer privileges being taken away.

Student Orientation to the Media Center

- Students visiting the media center during classes must have an eHall pass.
- Students can visit for the following: check out a book, read, study, use the student printer, or MacBook repair.
- Students visiting the media center should sign in and out in the notebook on the circulation desk.

- Students may print to the media center's student printer by using their MacBook. Copies are black and white. Students are not charged for a reasonable number of copies.
- The media center staff has the discretion to ask students to return to class if the student is being disruptive, not completing the goal of the intended visit, or not adhering to media center procedures or if the media center is needed for another activity/class.

Students may check out a maximum of 2 books for 2 weeks. They may recheck the book(s) if no one else has requested it.

- Any student with overdue books at the end of the school year will be notified and placed on the fine list.
- Students are responsible for damaged and lost books. The student must pay for damaged or lost books before another book can be checked out. Once a book is paid for, no refunds can be made. If the book is found, it belongs to the person who paid for it.

- MacBook repair costs: 1st occurrence: \$50.00, 2nd occurrence + \$150, 3rd occurrence \$50 + cost to repair and loss of computer privileges.
- RESPECT!! Students are asked to respect the media center, its contents, fellow classmates and the media specialist and other staff.
- The library media specialist has the discretion to ask students to leave the media center and return to study hall if:
 - A. There is already a class(es) in the media center
 - B. The student/students are disruptive
 - C. The media center is needed for another activity

How to Search for Titles in the Library

- From the RHS Homepage, click on the library tab. Then click on RHS Destiny Library Catalog or access the Destiny App in Clever.

Ridgeland High School Media Center

Audio Visual Equipment Form

Teacher's Name: _____

Equipment Needed: _____

Dates of Use: _____

Grade Level: _____

Course: _____

Objectives	Procedures

Teacher name: _____

Checked out date: _____

Checked in date: _____

Ridgeland High School Media Center
Audiovisual Equipment Form
(You may return form by email a week in advance)

NOTES ON FAIR USE AND COPYRIGHT:

The Madison Central Library purchases audiovisual materials with public performance rights when possible. Please ensure that whatever you use from other sources complies with copyright laws. Audiovisual materials must be curriculum related, included in your lesson plans, and used in a face-to-face (teacher-to-student) educational encounter. It is illegal to record from any TV channel that you pay to receive such as A&E, ESPN, History Channel, etc., and show it in your classroom. For more information or to discuss possible educational material purchases, see the library website or talk with your librarian.

NOTES ON ACCOUNTABILITY:

According to the district, you are responsible for the care and return of Madison County equipment. Should equipment in your care be lost, stolen, or damaged, a report will be filed with the principal who will determine the course of action that shall be taken.

**Ridgeland High School Media Center
Request Form (for ordering)**

Teacher's Name _____

Date _____

Item(s) Requested to be ordered

Please provide any other information that might assist in finding this product or specifics such as volumes, renditions, subtitles, episodes, authors, etc. that you might desire.

*Thank you for your time and attention!
If you have questions, please come by or call the Media Center. I
would love your feedback and suggestions.*

*Elisabeth Noel, Library Media Specialist Email: enoel@madison-schools.com Grey Phone Number: *136*