

Daughtry Elementary Library Media Center



Practices and Procedures

General Information

Hours of Operation

The library is open from 8:00am-2:45 daily. Staff members & volunteers may come in before or after school as well as anytime during the school day to plan, check out materials, or work with students. Mentoring and conferences may be held in the conference room if needed for privacy, when available.

Checkouts

An orientation takes place at the beginning of the year for each class before the first checkout. PBIS expectations are reviewed with students as well as book care and library procedures. Whole class checkouts and lesson/stories will be limited to one class at a time. Kindergarten students will come as a whole group with a teacher/para.

Student Visitation

Students may visit the media center as individuals unless they are in Kindergarten or First Grade. Classes may send no more than 4 students to the media center at one time.

Professional Resources Section and Book Requests

The professional resources section contains materials on a wide range of topics. Please submit any requests for books to the media specialist to be discussed with the media committee.

Proper Supervision

Up to 4 students may be sent from a class at a time for individual checkouts. Students who continually do not follow proper school rules and behavior will be sent back to class.

Students

Students may check out books during their computer lab time and may keep books for up to two weeks without them being overdue.

Teachers

Teachers may checkout and return items before, during and after school. Teachers may request items to be held or pulled for research.

Lamination/Posters

Teachers may place items to be laminated on the back counter in the lamination room with their provided name label. Lamination is typically done daily, but at times may not be completed for two or three days if workload is heavy. Completed lamination is placed on the long countertop out in the main library area for teacher pickup. Posters should be emailed as a PDF file with instructions for the size to be printed and whether it needs to be laminated or not.

Overdue/Damaged/Lost Books

Overdue items reports will be run several times during the school year. Media specialist communicates with students about their books weekly to find out when the book is being returned. Notices are sent home with students as well. Teachers can also be asked privately to remind students and parents about overdue/damaged/lost books. The student's library checkout privileges are suspended during this time but they may still read books inside the media center. The student's library privileges and account will be restored once the book is returned in the condition it was checked out in or by paying the replacement cost of the book as provided by the media specialist.

Video Streaming

Teachers may stream using our SWANK platform. Teachers may not play a video using any other platform. In order to request access to a movie, teachers must fill out a request form to be submitted to the Principal. If approved, the media specialist will then request the movie through SWANK. If the movie is anything other than a G rating, a permission slip will be provided to the teacher to make copies of for sending home to parents.

Copyright

School System personnel shall adhere to all policies related to media equipment, which have been adopted by the local BOE and any relevant and federal laws, including Federal Copyright Law. Willful infringement by an employee is prohibited and may result in disciplinary action.

Donated Materials

Books and other materials that are donated to the school library will be evaluated by the media specialist and/or media committee for use either in the library or to be given as free books.

Media Committee

The purpose of the media committee is to make decisions and recommendations about how the media center can best support the curriculum and learning efforts of students at DES. The committee will ideally be composed of one representative from an upper and lower grade level, the media specialist, an

administrator, a community member and a parent. The committee will meet 2-3 times a year unless a book challenge has been presented.