



MES LIBRARY
HANDBOOK

Introduction



Mrs. Shelby Schulz
School Librarian

The Midway Elementary Library is an integral part of the school and the school's curriculum. Its central function is to house, circulate, and distribute information resources used across the school's instructional programs. The library provides many supportive and enriching services to assist in student success. This handbook has been developed with the intent of providing an overview of the library's operations, though its contents are not all-inclusive.

This handbook will provide helpful information that may answer questions faculty, students, and families might have. If this handbook does not answer a question or raises confusion, please feel free to reach out. My goal is to provide our school with the best services and products to support maximum learning.

Library Overview

Claiborne County School Librarians are friendly faces who are here to support our students and faculty. Our libraries serve as the nucleus of 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 Midway Elementary School Library strives to be the heart of the school. A dynamic, inclusive space where every student has equitable access to diverse, high-quality resources and meaningful learning opportunities. We envision a community of confident readers and informed learners who can locate, evaluate, create, and use information to solve problems, make informed decisions, and thrive.

Mission

The Midway Elementary School Library empowers all students to become lifelong readers, critical thinkers, and ethical users of information. Through engaging print and digital resources, instruction in information literacy, and a welcoming, flexible learning environment, the library fosters curiosity, creativity, collaboration, and academic success while inspiring a lifelong joy of reading.

Library Policies

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 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. 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.

Checking Out Materials

- Students can check out 2 resources at a time.
- Materials can be checked out for 2 weeks at a time.

Students may check out 2 materials at a time. 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 student to see that books checked out of the school library are returned in good condition by the due date..

Students in K-3rd may check out books, but they are to remain in their homeroom teacher's classroom. in a bin provided by the librarian.

Library Policies

Overdue Books

Overdue books should be returned as soon as possible to allow others to check them 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 on 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.

Library Policies

Online Catalog

Destiny, our circulation system, allows us to search our database online to locate materials that are available in the media center. To access this database, click this [link](#). 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 see if they owe debts of if they have a book checked out.

Copyright Laws

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

Library Policies

Selection of Materials

We want our collection to represent all students. Selection of print and non-print materials will be a collaborative process with the school media specialist, 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 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 always welcome. However, appropriateness of the item to the media collection will be determined by the school librarian.

Media Center Classification

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 Sciences 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

Citizen's Request for Reconsideration of Instructional Material

School: _____

Title: _____

Type of Media: _____ Copyright Date: _____

Author/Producer: _____

Distributor/Publisher: _____

What brought the material to your attention? _____

Have you read, reviewed, or listened to the entire item? Y____ N____

State specific objections to the material (use 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 school curriculum?

Citizen's Request for Reconsideration of Instructional Material

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: _____

Phone Number: _____

Complaint Represents:

☐ Self

☐ Organization _____

☐ Other Group _____

Signature of Complainant: _____



Contact Information



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