

**Austin Elementary School**  
5435 Roberts Drive \* Dunwoody, GA \* 30338

*Where Readers are Leaders*



## **LIBRARY MEDIA CENTER HANDBOOK**

Mrs. Janie Kossak, School Librarian

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### **Mission**

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

### **Information for Students**

The Austin Elementary Library Media Center Staff—including Mrs. Kossak, Librarian, our student volunteer Media Squad, and our parent volunteers—is available to provide all students with print and nonprint information and additional assistance as requested.

#### **Hours of Operation**

Students may visit the Austin Media Center with teacher permission as long as space, resources, and services permit:

- Before school, from 7:25 AM until 7:45 AM.
- During class time from 7:45 AM until dismissal begins, as an individual or small group of 1/3 of class or ten students, whichever is lesser.

#### **Materials available for checkout**

Students may select from a wide variety of easy fiction, fiction and non-fiction books; however, they can only checkout one book in a series or by a specific author at one time. They may also checkout one magazine at a time.

#### **Number of checkouts allowed/Checkout period**

All materials are circulated for a two-week loan period with the option to renew the materials once for an additional two weeks. When grade-level projects are assigned, students are encouraged to keep books for a shorter time to allow multiple checkouts during the project period. The number of checkouts depends on the student's grade level:

|              |                                     |
|--------------|-------------------------------------|
| Pre-K        | one book                            |
| Kindergarten | two books                           |
| First Grade  | two items (magazine and/or books)   |
| Second Grade | three items (magazine and/or books) |
| Third Grade  | three items (magazine and/or books) |
| Fourth Grade | four items (magazine and/or books)  |
| Fifth Grade  | four items (magazine and/or books)  |

\*Parents may checkout up to five items on their child's account\*

Students who bring their library cards may check out their own books following the procedures taught during orientation. Without a card, students must ask Mrs. Kossak or a parent volunteer to check their materials out for them. If a student loses his library card, he must pay a 50¢ fine to receive a new card. Students are welcome to take their library books to the cafeteria to read during lunch. Napkins and extra caution with drinks should be used. ☺

## Overdue, Damaged and Lost Materials

### Overdue Materials

Students who keep materials longer than the allotted two weeks without renewing (once is permitted) have overdue materials.

- Every two weeks, overdue notices are sent home through TIP.
- If a student believes he/she has received an overdue notice by mistake, please contact Mrs. Kossak as soon as possible.
- No fines are charged, but students with overdue materials are not permitted to checkout additional materials until the overdue items have been returned.
- Please make every attempt to return materials on time so that all library patrons can utilize them.

### Damaged Materials

Library materials are expected to be returned in the condition they are checked out.

- Students should point out damaged library materials to the Media Center Staff as soon as they notice them.
- If materials are returned to the Media Center with writing, torn pages, or damaged covers, fines may be assessed.
- As with overdue materials, damaged materials must be paid for before additional materials can be checked out.

### Lost Materials

- If media materials are lost, they must be paid for at the cost of replacement.
- This will be not less than \$10.00 for a hardback book and not less than \$5.00 for a paperback book.
- Students must pay in cash only and will receive a receipt.
- If a lost material is found before the end of the current school semester, a student may bring the lost item and receipt to the library and receive a refund.
- As with overdue and damaged materials, lost materials must be paid for before additional materials can be checked out.
- If offered by school librarian AND with parent permission, a student may provide restitution for lost library materials by "working" in the library. Tasks your child may be asked to perform include dusting, shelf-reading, stamping date due cards, shelving books, etc. This work in the library may be performed before school, after school, or during school with teacher permission. The standard compensation rate is \$10.00 per hour.

## Other Resources Available

### Library Computer Use

The Media Center offers computers school community use. All users are expected to abide by the guidelines outlined in the DeKalb County Schools *Code of Student Conduct* distributed each year.

Media Center computers may be used for the following purposes:

- Online research using Destiny, GALILEO, and teacher-bookmarked sites
- Finding library materials using Destiny
- Word processing and creating presentations
- Other uses as defined by teacher

Students must ask for permission before printing unless otherwise directed. Per page charges may apply.

### **Accessing Destiny off-campus**

Destiny may be accessed using any Internet-connected computer. From Austin's website, go to the Library Media Center link on the left navigational bar. From the Library Media Center Page click Destiny. Each student may login with username: S+student ID# and password: mydestiny.

### **Media Squad**

Each year, students are selected to serve on the Austin Media Squad based on the positive characteristics and good judgment that they have displayed. Therefore, our expectations of students chosen to serve their school community are understandably high. Media Squad members have a great deal of responsibility in our school and interact with both the faculty and the students, so it is a very important and respected job. Service time for Media Squad members is 7:15 am to 7:45 am in the mornings and 2:15 pm to 2:45 pm in the afternoons. Transportation to and from the school is not provided; all Media Squad members must be able to get to and from school independently. For more information about Media Squad, please email Mrs. Kossak.

## **Information for Teachers**

The Austin Elementary Library Media Center Staff—including Mrs. Kossak, Librarian, our student volunteer Media Squad, and our parent volunteers—is available to provide all students with print and nonprint information and additional assistance as requested.

### **Hours of Operation**

The Media Center is open for use by teachers from 7:15 AM to 3:15 PM.

### **Materials available for checkout**

Teachers are welcome to check out books, reference materials, magazines, journals, videos, and equipment from the Media Center from 7:15 AM to 3:15 PM. If books, magazines, or videos are needed after hours, teachers may place them on the circulation desk with their library card on top. The items will be checked out as soon as the library opens and delivered to the teacher by the media squad runner.

If there is a print or video resource that you need for your class that our library does not have, please let Mrs. Kossak know so that she can request materials from other DCSS libraries, help you order a video from the LRC (Learning Resource Center), or assist you with searching the Professional Library for materials that might be helpful for classroom instruction or graduate studies.

### **Number of checkouts allowed/Checkout period**

Teachers may checkout the materials that they need for instructional purposes. Unlike students, there is no limit to the number of materials that teachers and staff may checkout. Professional courtesy requires consideration of others who also wish to utilize the materials by checking out only what is needed for direct instruction and returning items in a timely manner. If particular items are requested by another patron, Mrs. Kossak may contact teachers about sharing materials.

Teachers and staff are responsible for **all** library media center materials checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

### Equipment

Media Center equipment, including laptop carts, document cameras, ActiVotes, ActivExpressions and digital/video cameras are available for classroom use. In order to ensure maximum service and use for everyone:

- Reservations are required by 7:15 AM the day the equipment is requested if the equipment will be delivered by the Media Squad. Equipment can be reserved by utilizing the EAUN Equipment schedule in FirstClass, coming to the Media Center, or emailing Mrs. Kossak.
- Equipment can be reserved for up to three days consecutively depending on availability.
- All equipment will be delivered and picked up daily by Media Squad or library staff. Make sure all components are included (ex. remotes and cables).
- If equipment is not collected at the end of the day, it is the teacher's responsibility to secure the equipment overnight.
- Report all technical problems and/or missing parts of the equipment to Mrs. Kossak as soon as possible. Please be specific.
- Secure items in classroom when possible.

Teachers and staff are responsible for **all** library media center equipment checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

In addition to equipment that can be delivered to classrooms, the Media Center laptop lab is available for teachers to utilize with their classes. Teachers should check availability in the Austin Media Center Schedule in FirstClass (Austin Schoolhouse>EAUN Library Media Conf>Austin Media Center Schedule) and email their requests to Mrs. Kossak. If you need additional resources such as headphones, teachers should let Mrs. Kossak know in the email.

### Instruction/Collaboration

Teachers are encouraged to send students individually or in small groups for checkout and to bring their classes to the Media Center for information skills lessons. Instruction on search strategies, reference skills, and other applicable standards are planned collaboratively by Mrs. Kossak and the classroom teacher.

When bringing classes to the Media Center, teachers should:

- Collaborate with the teacher librarian about the purpose of the visit and standards being taught so that appropriate print and nonprint materials will be available.
- Reserve space and resources at least twenty-four hours in advance; lessons will be planned at least one week in advance.
- Reserve space and resources in person or via email. Check availability by viewing the Austin Media Center Schedule in FirstClass.
- Be aware that the following technology resources are permanently available: ActivBoard teaching space, 12 student/teacher computer workstations, and scanner. Other equipment must also be reserved on the Circulating Equipment Calendar.
- Remain with the class while they are in the Media Center and see that all materials, including chairs and tables, are returned to their proper place.
- Remind substitute teachers in pre-planned and emergency lesson plans that they do not bring whole classes to the Media Center unless prearranged by the classroom teacher and librarian.

### Sending students

As long as the space, resources, and services permit, students may be issued passes to the Media Center.

- Passes can be issued to individuals or small groups (lesser of ten students or 1/3 of the class).
- Students should be able to state their purpose in the Media Center. However, if students have a specific task (other than checkout) to accomplish, please include it on a note to the Media Staff.
- If students are coming for checkout, please make sure they have their library cards.
- Please do not send students to the Media Center during morning announcements (between 7:45 and 7:50 AM).
- As much as possible, make sure that each student in your class is provided equal opportunities to visit the Media Center.

## Copyright Information

All teachers are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The School Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be directed to the School Librarian.

## Video Usage Policy

- Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.
- The showing of any video must be listed by the teacher in his/her weekly lesson plans, with the related learning goals identified, and the video's Motion Picture Association of America's Rating or the Producers Rating for district-owned video recordings.
- As per DCSS guidelines, no videos with ratings other than G will be shown without parental consent in grades K-5.
- Movies may not be shown for reward or entertainment use only.

## Other Services offered by the Austin Elementary Library Media Center Staff

- Set up of AV Equipment (i.e., carts with projectors/laptops, etc.)
- Train staff to set up and operate media center equipment
- Instruct staff in the use of resources and computer programs such as Destiny, FirstClass, Discovery Education/video streaming, netTrekker, and GALILEO
- Provide readers' advisory service to students and staff using NovelList and/or DestinyQuest
- Pull resources for specific lessons/units of study
- Place materials on special reserve for classroom assignments

## Other Services offered by the Department of Educational Media

### Learning Resource Center (LRC)

If you peruse Austin's video collection and still can't find exactly what you need, try the LRC. You can access the LRC from the convenience of any Internet-connected computer. Just follow these simple steps:

1. Go to <http://lrc.dekalb.k12.ga.us> (there is a link on the Destiny home page)
2. On the left hand navigational menu select **LRC Catalog**
3. On this page there are several options to choose from depending on what you would like to do. **Search** is a great way to start.
4. Type in whatever keyword/topic you would like to search and click **submit**.
5. The next screen will provide any selections that fit your search criteria. To find out more

about an individual selection just click it.

6. If you decide you like a selection, click the green **PICK** button.

7. Next you will encounter a login screen. If you don't know your client number and password, ask Mrs. Kossak.

8. After you enter this information, you will see the Media Shopping Cart. On this screen, you need to first click **Test Availability** to find out when your choice is available for your use.

9. If the availability works with how you've planned to use the material, then click the **Submit** button.

10. After you make selections, make sure you log off.

If you experience any difficulties, Mrs. Kossak will be glad to walk you through the process.

Also, don't forget that you can make suggestions to the LRC about material selections. If you know of materials they should add, just let them know

### Professional Library

The Professional Library, a division of the Department of Educational Media and Instructional Materials, supports teachers, administrators and staff with a variety of services and resources, including the following: bibliographic/library instruction; books, journals, newspapers; electronic newspapers; GALILEO; teacher certification materials and interlibrary loan services.

The Professional Library is open Monday thru Friday, 8:00AM-4:30PM and is located at the Administrative Instructional Complex at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The library's collection of resources, are accessible online at: <http://plibrary.dekalb.k12.ga.us>. For assistance with research and or obtaining resources, please email: [plibrary@fc.dekalb.k12.ga.us](mailto:plibrary@fc.dekalb.k12.ga.us) or call 678-676-2423 or 678-676-2433.