

Mary Lin Media Center Handbook

Mission Statement

The Mary Lin media program is an extension of the classroom. An integral part of the learning process, the program supports and enriches the curriculum, encouraging a love of reading and providing opportunities for critical thinking and decision-making, building self-reliance, self-esteem and promoting life-long learning. The media program provides resources in a variety of formats to a diverse population in an environment that encourages use by students, staff, and parents.



Hours of Operation

The media center is open throughout the school day from 7:30AM to 3:00PM.

Role of the Library Media Specialist (LMS)

Instructional Support

The LMS is an integral member of the instructional team, and works with whole classes and small groups on a flexible schedule. The LMS facilitates research projects and multimedia presentations, and presents mini lessons on information literacy skills including identifying appropriate resources, Internet research tools and website relevancy, keyword searching, bibliography, plagiarism and using an index and table of contents. Teachers may sign-up in the media center for collaboratively planned activities, and are responsible for bringing their students to the media center at the appointed time. Groups of six or fewer students may be sent without prior notice to work independently.

The LMS meets formally and informally with teachers throughout the school year to plan instruction that integrates information literacy standards. Planning forms (available by the library entrance) help clarify how the LMS can assist with a unit, and should be filled out to insure that materials are available. The LMS can gather both print and non-print resources to support classroom libraries and instruction.

The Media Center Committee

The media/technology committee sets goals for the media program including assessing technology needs and budget and service priorities. Teachers on the committee are also responsible for communicating grade level concerns and planning needs to the media specialist. The committee meets on a monthly schedule or as needed, and is composed of the following members:

2006-2007 Media Center Committee
Brian Mitchell, Principal
Emily Herman, LMS, co-chair
Parent Representatives:
Paula Kupersmith, Jeff Kling

Teachers:
Rachel Barisaac,
Anna Shelton, co-chair
Nancy Elliott
Frank Smith
Kristin Guthrie

Circulation Policies and Procedures

Whole class, small group and individual book circulation is available throughout the day. Independent book checkout hours for students are from 7:30 to 7:55 AM, and after school accompanied by a parent. Students may also check out books individually or in small groups during the school day. Students should have media center passes and give them to the media specialist upon arrival. Additional passes may be requested as needed and are always available in the media center.

Students use shelf markers when selecting books.

All library materials are checked out electronically. Most materials/equipment can be placed on a reserve status or booked in advance to insure availability. Students and teachers may be trained to use the electronic catalog and checkout system.

Students with outstanding fines or books that are overdue for two weeks or more receive notices at the end of each grading period. These notices are placed in teachers' mailboxes. Fines are not charged for overdue materials, but students are held accountable for lost and damaged books. Fines are imposed if an item is damaged beyond repair or not returned prior to the last day of school. Students with overdue materials may temporarily lose their checkout privileges until the items are returned.

Teachers may borrow videos and AV materials for classroom use. The loan period is one week unless requested by another faculty member. Digital cameras and camcorder are available for checkout and must be returned at the end of each day.

Parents are encouraged to checkout books.

Suggested book limits are as follows: K, 1st and 2nd grades—4 books; 3rd, 4th and 5th grades—5 books. Teachers may make changes to these guidelines for their class. Parents may checkout up to 10 books. Teachers may checkout as many books as required for classroom libraries/units

Reference Circulation

Reference materials are typically used in the media center, but may be checked out for classroom use on a daily basis.

AV Collection/Big Books

The media collection includes a varied collection of videos and a selection of individual software titles that can be checked-out for classroom use. Videostreaming is available in the computer lab and on classroom computers.

Big books and books on tape are also circulated for classroom use.

Parent Collection

A small parent collection offers books and videos on parenting and homework skills, and Core Knowledge.

Periodicals

The periodical collection contains a variety of magazines for students. Teachers should familiarize themselves with the collection and use magazines to enrich units of instruction. The periodical collection changes each fall based on interest. Teacher and student recommendations are always welcome. Back issues of magazines are available for circulation.

Current subscriptions include:

Atlanta Journal-Constitution

American Girl

Boys Life

Chickadee

Cobblestone

Cricket

Dig

Dolphin Log

Faces

Fun for Kidz

Kids Discover

National Geographic

National Geographic Kids

Odyssey

Owl

Ranger Rick

Sports Illustrated for Kids

Zoobooks

Reading/Media Programs

The media center supports and encourages participation in a variety of programs including Mary Lin Birthday and Wish Books, Read Across America, RIF, Milner Award, Georgia Children's Book Award, Summer Reading Achievers and the Georgia Media Festival.

Computer Lab

The lab is open during regular media center hours. Please schedule whole class and small group use on the sign-up sheet in the media center. The media specialist supervises the lab and is available to facilitate research activities and VideoStreaming, and teach Microsoft applications including: Word, Publisher, Excel and PowerPoint.

Information Literacy Skills Kindergarten

1. Locate the media center

2. Explain the role of the LMS and the purpose of the media center
3. Locate the appropriate areas of the media center
 - A. Reading
 - B. Hearing Stories
 - C. Book Check-out
 - D. Computing/technology for reading and writing
 - E. Research
4. Demonstrate appropriate circulation procedures
5. Demonstrate proper care of print materials and computers in the media center
6. Examine and discuss picture books that relate to Core Knowledge curriculum objectives
7. Participate in voting for Milner Award and Georgia Book Award

Grade 1

1. Locate sections in the media center
 - A. Fiction
 - B. Non-fiction
 - C. Reference, dictionaries, encyclopedias
 - D. Magazines
2. Identify and describe two types of books: fiction and non-fiction
3. Distinguish that E/Fiction books are shelved in ABC order by author's last name
4. Identify title, author, and illustrator of a book and its parts, including front/back cover, spine, and title and copyright page
5. Identify media and how it is used
 - A. CD-ROM
 - B. Videocassette
 - C. Non-fiction/fiction trade books
6. Demonstrate the research process through simple introductory experiences
 - A. Use Athena
 - B. Index, table of contents, glossary
 - C. Locate information
7. Select books of interest according to reading ability using the Athena automated catalog
8. Select a variety of literature from a multicultural perspective including fairytales, folktales, poetry, etc.
9. Demonstrate appropriate circulation procedures and media center behavior
10. Identify and demonstrate proper care of materials including books, magazines, and computers
11. Listen to and discuss culturally diverse picture picture books including poetry, folk literature, Caldecott Award books, and chapter books that relate to Core Knowledge objectives
12. Participate in voting for Milner Award and Georgia Book Award

Grade 2

1. Locate books by favorite authors, titles, and subjects using Athena electronic catalog
2. Recognize that E/fiction books are shelved in ABC order by author's last name in a specific left to right top to bottom sequence

3. Distinguish differences between fiction and non-fiction
4. Examine the Dewey decimal system, and describe the purpose and use of call numbers
5. Identify location and purpose of title page, copyright date, dedication, and credits
6. Demonstrate the research process through collaborative research projects
 - A. Athena
 - B. Index, table of contents, glossary
 - C. Locate and summarize information from encyclopedias, dictionaries, trade books, magazines and Internet
7. Continue to develop specific research skills through collaboratively planned research projects
 - A. The research process/note taking/plagiarism
 - B. Table of contents
 - C. Index
 - D. Glossary
8. Demonstrate appropriate use of information media and technology
 - A. Show safe and proper use of hardware and software
 - B. Access technology as an educational tool
 - C. Access an Internet site through a general search and a URL
9. Demonstrate appropriate circulation procedures and media center behavior
10. Identify and demonstrate proper care of materials including books, magazines, and computers
11. Examine and discuss culturally diverse picture books including poetry, folk literature, chapter books, Caldecott Award books that relate to Core Knowledge objectives
12. Use a variety of materials including: fiction, nonfiction, periodicals, AV as information sources
13. Participate in voting for Milner Award and Georgia Book Award

Grade 3

1. Locate books by call number with Athena electronic catalog
2. Identify reference resources and demonstrate the research process through collaborative research projects
 - A. Encyclopedia
 - B. Atlas
 - C. Almanac
 - D. Dictionary/Thesaurus
 - E. Internet
 - F. Nonfiction Books
3. Continue to develop specific research skills through collaboratively planned research projects
 - A. The research process/note taking/plagiarism
 - B. Index/table of contents/glossary
 - C. Bibliography
 - D. Organize information logically

4. Continue to distinguish categories of knowledge based on Dewey Decimal Classification
5. Begin to describe criteria for selecting reading and research materials
6. Apply technology to production of information
 - A. Word processing
 - B. Graphics
 - C. Multimedia Software
7. Recognize and read different forms of literature (e.g. specific authors, genres, etc.)
8. Explain the role of character, plot, setting, main idea, etc., in literature
9. Demonstrate appropriate circulation procedures and media center behavior
10. Identify and demonstrate proper care of materials including books, magazines, and computers
11. Examine and discuss culturally diverse picture books including poetry, folk literature, chapter books, Caldecott Award books that relate to Core Knowledge objectives
12. Use a variety of materials including: fiction, nonfiction periodicals, AV as information sources
13. Participate in voting for Milner Award and Georgia Book Award

Grade 4 and 5

1. Locate books independently by call number using the Athena electronic catalog
2. Identify reference resources and demonstrate the research process through collaborative research projects
 - A. Encyclopedia
 - B. Atlas
 - C. Almanac
 - D. Dictionary/Thesaurus
 - E. Internet/search engines/Galileo/NetTreker
 - F. Nonfiction Books
3. Continue to develop specific research skills through collaboratively planned research projects
 - A. The research process topic/keyword/note taking/plagiarism/copyright
 - B. Index/table of contents/glossary
 - C. Bibliography
 - D. Organize information logically
 - E. Parenthetical documentation
4. Apply technology to production and presentation of information
 - A. Word processing
 - B. Graphics
 - C. Multimedia Software
5. Recognize and describe various genres of literature and read books that represent a variety of genres
6. Analyze books and determine their Dewey Classification, i.e. volcanoes—500's
7. Describe criteria for selecting reading and research materials
8. Examine and explain the role of character, plot, setting, main idea, theme etc., in literature
9. Demonstrate appropriate circulation procedures and media center behavior
10. Identify and demonstrate proper care of materials including books, magazines, and computers

11. Examine and discuss culturally diverse picture books including poetry, folk literature, chapter books including Newbery Award books that relate to Core Knowledge objectives
12. Use a variety of materials including: fiction, nonfiction, periodicals, AV as information sources
13. Participate in voting for Milner Award and Georgia Book Award