

Austell Elementary School
Media Center Policies and Procedures
2016-2017

I. Mission Statement

a. Mission Statement: The mission of the Austell Elementary School media program is to promote a positive environment for student learning and achievement. Also the media program strives to actively promote the reading of complex, appropriate print and non-print texts that further student development and knowledge.

II. Flexible Media Center Schedule

a. Class visits: Teachers may book computer and/or lesson times using the on-line schedules accessible on the Destiny homepage. In accordance with flexible scheduling guidelines time slots will be in 15 minute increments. Teachers are discouraged from scheduling the same time every week. All scheduling is on a first come, first serve basis.

b. Small groups: Students may come to the media center in small groups of four or less with a pass from their teacher. The pass must list exactly the students should work on while in the media center, the student's names, and when the students should return to class.

c. Individual students: Students are encouraged to visit the media center during open hours (as long as they have a pass from their teacher) and before school beginning at

7:15 until 7:50, but students must first check in with their homeroom teacher.

- d. Teachers requesting lessons are encouraged to fill out a collaborative planning form or engage in another form of communication (i.e. email, grade-level meeting) at least 3 days before scheduled lesson.**

III. Circulation

a. Circulation for students

- i. Kindergarten students may checkout 1 book at a time.**
- ii. First-Fifth grade students may checkout 2 books at a time.**
- iii. Students with overdue items may not check out until the item (s) are replaced, paid for, or otherwise satisfied.**
- iv. All student books and magazines are due two weeks from the date they were checked out.**
- v. Equipment is not available for student checkout.**
- vi. Students may place a hold on any book title. Students will be notified when a title on reserve is available. Reserve items will be held out of circulation no longer than 3 days after notification. If reserve item is not checked out by student that reserved it within the reserve hold time, it will be put back into circulation.**
- vii. Teachers will receive a list of students with overdue materials two weeks before the last day of school. Students will be highly encouraged to return their materials on time.**

viii. Students are responsible for books that are lost or damaged beyond use. If a student is unable to pay for a lost or damaged item he or she may replace it with a title of comparable value unless the item is from another school. Students with lost, damaged, or overdue items from another school will be highly encouraged to contact the media specialist at the other school in order to resolve the issue.

b. Self-Checkout for Faculty and Staff

- i. All Austell Elementary School faculty and staff will be instructed on how to return and checkout items using Destiny. Teachers are strongly encouraged learn the procedure and utilize the ability to return and checkout items for themselves regularly.**
- ii. Teachers and paraprofessionals may return and check items out to students when or if needed.**
- iii. Teachers may checkout 100 books at a time for three months at a time.**
- iv. There will be no late charges for faculty and staff.**

IV. Inventory

- a. Inventory Overview: A complete inventory will be conducted every other year. Partial inventories may be conducted when full inventories are not preformed.**

V. Copyright Policy

- a. Copyright Overview: Copyright is a form of protection provided by the laws of the United States (title 17, US code) to the creators of the original works of authorship,**

including literary, dramatic, musical, artistic, or other intellectual works. Copyright infringement of printed materials, audiovisual materials, computer software or any of the above is a violation of the copyright act and may result in the imposition of civil and criminal penalties including, but not limited to, a fine and/or imprisonment.

- b. See additional copyright information posted in the media center around the color printer for acceptable and non-acceptable instances of Copyright.**

VI. Volunteers

- a. Volunteer Overview: At the Austell ES media center, we welcome volunteers. However, volunteers do need to sign the appropriate volunteer paperwork (copies can be found in the media center and the front office). Also, volunteers need to sign in and report to the main office.**