



# AUSTELL ELEMENTARY SCHOOL LIBRARY MEDIA CENTER PROGRAM

## **Austell Elementary School Library Media Center Mission Statement:**

*The mission of the Austell Elementary School media program is to foster a positive environment for student learning and achievement while striving to actively promote reading, technology and information literacy.*

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### **Cobb County School District Mission Statement:**

The mission of the Cobb County School District is to provide an academically rigorous, caring and safe educational environment in partnership with families, students and the community.

### **Cobb County Library Media Education Mission Statement:**

Positively impact student achievement by establishing instructional partnerships, implementing evidence-based practice, and providing reliable resources in an environment welcoming to all stakeholders.

### **Austell Elementary Library Media Center Mission Statement:**

The mission of the Austell Elementary School media program is to foster a positive environment for student learning and achievement while striving to actively promote reading, technology and information literacy.

### **Purpose:**

The purpose of the policy and procedures manual is to provide a guide for the operation of the Austell Elementary School Library Media Center and will be updated as needed.

### **Goals and Objectives:**

The goals and objectives of the media specialist are listed below and revised as needed to foster a positive and effective learning environment for all stakeholders.

- Teach students to access, evaluate, and use information effectively.
- Maintain a well-balanced collection of resources and materials in order to meet the diverse and unique needs of Austell Elementary School.
- Provide assistance in locating and using instructional resources and materials
- Promote instruction and information literacy to Austell Elementary School students, faculty, staff, and families.
- Provide instructional materials that will stimulate growth in curriculum and supports the Austell Elementary strategic plan.
- Manage a well-planned library media program that fosters learning in a welcome environment.

### **Library Media Center Hours of Operation:**

- Open to Austell Elementary School faculty and staff 6:30 a.m. - 3:00 p.m. Monday - Friday throughout the school year; extended hours available upon request.
- Open for Austell Elementary School students 7:00 a.m. - 3:00 p.m. Monday - Friday throughout the school; extended hours available upon request.
- Open to Austell Elementary School families and other stakeholders 7:00 a.m. - 3:00 p.m.; extended hours available upon request.

### **Expectations:**

- Students must come to the Austell Elementary School Library Media Center with a purpose for learning.
- Students must have a classroom pass from their teacher when visiting the Austell Elementary School library media center alone or in small groups.
- Teachers must detail the purpose of small group and single student visits.
- Austell Elementary School faculty and staff members are encouraged to browse and check out materials as needed.
- Austell Elementary School faculty and staff are strongly encouraged to utilize self-checkout to promote independence and flexible scheduling.

- Austell Elementary School teachers may notify the media specialist via email, phone, or student of urgent and/or unexpected needs. The Austell Elementary School media specialist will diligently strive to deliver urgent and/or unexpected materials in a timely fashion.

## **Student Conduct:**

Austell Elementary School students must adhere to the established rules of acceptable behavior rules below. Failure to do so will result in the consequences that follow.

### **Rules:**

- Students must use a quiet voice when working in groups in order to respect others working around them.
- All patrons must take the necessary measures to ensure the safety of all Austell Elementary School materials and resources.
- Students must keep hands, feet, and other objects to themselves.
- Students must use a shelf marker as they browse the collection for items to check out.
- Students must ask a member of the Austell Elementary School library media staff before printing.
- Students must listen and follow directions from the Austell Elementary School library media staff.

### **Consequences:**

Failure to adhere to the Austell Elementary School library media center rules listed above may result in one or more of the consequences listed below.

- Verbal warning from an Austell Elementary School library media center staff member.
- Reassignment of seat or working location.
- Pass back to class for the day accompanied by teacher notification.
- Referral to Austell Elementary School administration.

## **Scheduling:**

In accordance with Cobb County Media Education Best Practices the Austell Elementary School library media center will utilize a flexible scheduling system.

- Teachers may reserve computer and/or lesson time using the on-line schedules accessible 24/7 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.
- 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.
- 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.
- 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.

## **Library Media Committee:**

- The Austell Elementary School library media specialist will develop the Austell Elementary School Library Media Committee.

- The Austell Elementary School Library Media Committee will communicate both formally and informally throughout the school year.
- Topics of engagement will include, but are not limited to challenged books, collection development, and weeding.
- The Austell Elementary School Library Media Committee will be comprised of one or more Austell Elementary School parent, Austell Elementary School teacher and/or faculty member, Austell Elementary School student, and the Austell Elementary School library media specialist.

### **Media Aide Program:**

- Austell Elementary School students and parents will be recruited each school year to serve as Austell Elementary School Media Aides.
- The Austell Elementary School Media Aide Program will consist of 8 - 10 carefully selected student volunteers from grades first through fifth and an unlimited number of parent volunteers.
- Student Media Aides must have a teacher recommendation, good grades, and no negative behavioral issues
- Austell Elementary School Media Aides will assist the media specialist and para-professional with duties that include shelving books, sharpening pencils, cleaning tables, and assisting other students.
- Austell Elementary School Media Aides will have the opportunity to enjoy a hands-on experience in day-to-day library media center operations and be recognized in the yearbook.

### **Video Production:**

- Austell Elementary School students in the fourth and fifth grade may apply to become of the Austell Elementary School Video Production Team if they have a written referral from a teacher or staff member.
- The Austell Elementary School Video Production Team will be comprised of 12 - 15 students and split into two groups.
- The groups will meet after school on alternate weeks in order to develop, direct, and produce a morning news program.

- Austell Elementary School Video Production Team members will learn all aspects of video production to include videography, green screen technique, script writing, video editing and producing while working as a team.
- Austell Elementary School Video Production Team members are required to have a spotless behavioral record and good grades.
- Austell Elementary School Video Production Team members will serve for an entire school year; fourth grade students will be required to apply a second time if they wish to join in their fifth year.

### **Book Fair (s):**

- The Austell Elementary School Library Media Center will host two Scholastic Book Fairs each year to raise money to fund various programs and materials to promote academic growth and achievement.
- Items funded may include, but are not limited to workstation headphones, Austell Elementary School Video Production Team member lanyards and identification card cases, and small prizes and awards to recognize student achievement.

### **Technology and Equipment:**

The Austell Elementary School Library Media Center has a vast array of equipment and technology listed below that is available for student use and classroom and/or teacher checkout.

- Two Apple iPad Carts with a combined total of 40 iPads and headphones for each.
- Two Dell Netbook carts with a combined total of 40 units.
- One full-size laptop cart with 30 laptops.
- 25 desktop workstation computers with headphones.
- Two student laptops provided by the Cobb County School District by students and teachers as self-checkout stations.

- Simplicity Touch Recordex interactive smart board.
- Digital video and photographic cameras
- 24/7 access to Cobb Digital Library accessed on site and remotely at MackinVia.com.
- Two wireless scanners
- Black and white and color printers
- Ellison Die Cut Machine
- Cold and hot Laminators
- Binding Machine
- Overhead projectors
- Two mobile smartboards

### **Other Programs and Services:**

Other programs and services available to Austell Elementary School stakeholders include, but are not limited to those listed below.

- Periodicals to include The Atlanta Journal and Marietta Journal newspapers and various magazine subscriptions.
- Information literacy and copyright training and information
- Technical troubleshooting