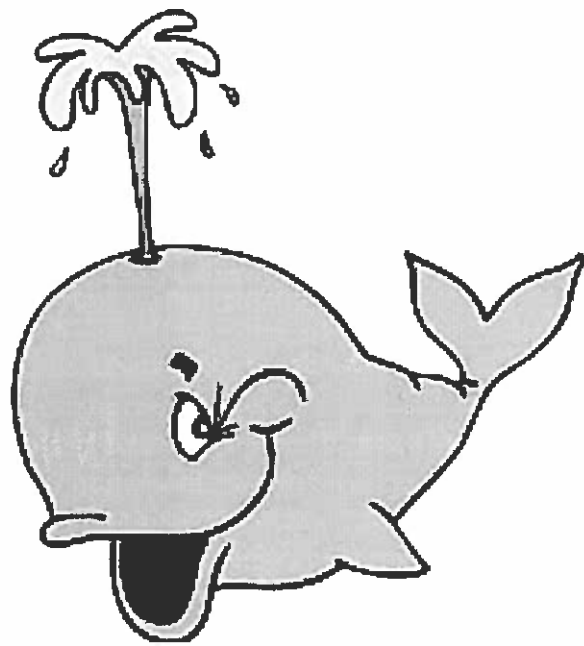


Library Media Handbook



Whitley Elementary School 2019~2020

Ms. Ashley Strickland, Library Media Specialist

Whitley Elementary Library Media Center

Mission and Vision Statement

The mission and vision of the Whitley Library Media Center is to ensure that all students become effective users and evaluators of information and to encourage a lifelong habit of enjoyable leisure reading. This will be accomplished by providing easy and frequent access to up-to-date information via a printed, visual, and digital collection of informational resources and related equipment. The media specialist will collaborate with classroom teachers to provide collaborative lessons and skills to motivate students to explore the world of knowledge for personal enjoyment and intellectual development in a welcoming and nurturing environment.

Whitley Elementary School School Mission

The mission of Whitley Elementary School is to prepare our students for the future by developing students who are successful academically, socially, emotionally and physically by providing challenging and cooperative activities, which are conducive to learning and to motivate parents to become active participants in the educational process of the students,.

School Motto

Investing Jointly for Well Educated Students

Whitley Elementary Circulation Policy

Students, faculty, staff, and parents have access to Whitley's library collection. Kindergarten through fifth grade students are allowed to checkout library books and materials. Checkout privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

Kindergarten and first grade students are allowed to checkout one library book at a time. Second through fifth grade, students are allowed to checkout up to two library items for one week from either the Easy, Fiction, or Non-Fiction Sections. Students are encouraged to visit the Media Center as needed throughout the week during open times. Books may be freely exchanged or renewed during every visit. Each teacher may send up to five students at a time during open times. We do not charge overdue fines, however, fines are charged for lost and or/damaged books.

Teachers have access to all the same resources as students. Additionally, teachers have access to Professional books as well as audio-visual materials. Teachers are not limited to any specific number or type of materials that can be checked out at a time. While teachers are not held to a strict loan period for the use of material, teachers are expected to return materials to the Media Center when these materials are no longer an asset to them or their students.

Whitley provides online access to the catalog of materials in the Library Media Center through the Destiny library management program.

Lost/Damaged Library Books

Students and teachers must pay for all damaged (beyond reasonable wear) or lost materials. Fines for lost books will be \$10 per book or the replacement fee. Fines for replacement of labels will be \$3 per book. Damage fines will vary depending upon whether or not the book can be repaired and what the repair involves. Students may be required to pay a replacement cost if the book is damaged beyond repair. Check-out privileges will be suspended when a patron has overdue materials or lost/damaged fines at any school in the Mobile County Public School System.

Library Rules and Procedures

Upon entering the Media Center, students will return library books (as needed). If a student is entering with his/her class for library instruction, then he/she will go sit at a table or areas where instructed. If a student is entering during open time, then the students will pick up a shelf marker to aid in the selection of books from shelves. Students will slide the shelf marker in next to the books they would like to look at before removing it from the shelf. The shelf marker will serve as a reminder to the students as to the correct location of the book should he/she need to return it to the shelf. Once a book(s) has been chose, the student return the shelf marker to the circulation desk and checks out the library. Books many be checkout for one week at a time. Books may be renewed at the request of the patron. Overdue lists will be sent to each classroom teacher who has students with overdue materials. Students who lose or damage books or materials will be expected to pay a replacement fee for these lost or damaged items. This includes books owed to schools formerly attended by the students. Additionally, a student's borrowing privileges may be revoked or suspended until his/her record is clear.

Library Rules

- ◆ Walk in the library
- ◆ Keep voices down at a respectable level
- ◆ Always use a place marker when looking for books on the shelf
- ◆ Help keep our library shelves clean and orderly
- ◆ Ask for help

Consequences

- ◆ Warning about your behavior
- ◆ You will be asked to sit down or go back to class
- ◆ Library privileges or computer privileges suspended

How to check out a library book

- ◆ Come to the circulation desk with your library books
- ◆ Give Ms. Strickland your library books
- ◆ She will check out your books and hand your books to you
- ◆ Return your books on/before they are due

Donations and Gifts

Gift materials are accepted or rejected according to the selection criteria. Donations not used in the Library Media Center will be passed on to classroom or charity organizations. Gifts and donation of books and other non-book materials will be accepted under the following conditions:

- ◆ The items are suitable for elementary age students
- ◆ The items are in useable condition
- ◆ The items are free from copyright infringement
- ◆ The items will be an asset to the education experiences of the students or teachers of Whitley Elementary


LOCALSCHOOL LIBRARY MEDIA ADVISORY COMMITTEE

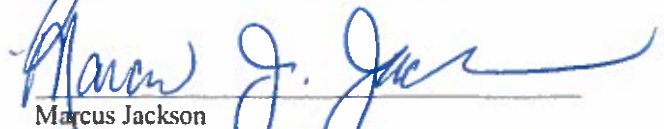
A Library Media Advisory Committee is an essential component of the Library Media Center Program. This committee should be formed and used as an advisory committee in all aspects of the Library Media Program. The committee is headed by the Library Media Specialist and is comprised of the following members:

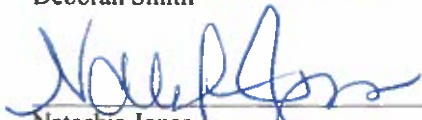
- Ms. Ashley Strickland, Library Media Specialist
- Ms. JaaDaa Holcombe, Principal
- Mrs. Deborah Smith, Intervention Teacher/Title I Facilitator
- Mr. Marcus Jackson, District Reading Coach
- Ms. Natoshia Jones, Parent
- Ms. Sheronica Williams, 4th & 5th Grade Reading Teacher
- Ms. Donna Robinson, 3rd Grade Teacher
- Ms. Jacinta Coleman, 2nd Grade Teacher
- Ms. Pauline Ransom, 1st Grade Teacher
- Ms. Melissa Henry, Kindergarten Teacher
- Ms. Jacquelyn Johnson-Scott, Pre-Kindergarten Teacher

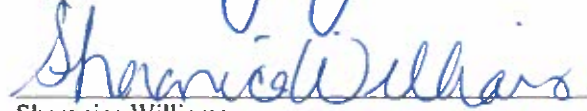

Ashley Strickland


JaaDaa Holcombe


Deborah Smith


Marcus Jackson


Natoshia Jones


Sheronica Williams


Donna Robinson


Jacinta Coleman


Pauline Ransom


Melissa Henry


Jacquelyn Johnson-Scott