

**Southaven Elementary School**

**Library Media Center**

**Policies and Procedures**

**Handbook**

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**Table of Contents**

Vision, Mission, and Goals Page 3

Library Procedures Page 4

Student Check-Out Procedures, Page 5

Early Check-Out, Library Fines

Student Technology Policies and Procedures Page 6

Teacher Check-Out Procedures, Page 7

Library Committee, Scholastic Book Fair

End-of-Year Procedures Page 8

Southaven Elementary Library Media Center's vision is to become a 21st Century environment that promotes learning in all students grades kindergarten through five by being a fun, safe, productive place to read, write, research, and create.

The mission of Southaven Elementary School Library Media Center is to provide our students and teachers with a text, resource, and technological rich learning environment that will spark creativity, foster a love of reading, promote research skills, and aid in implementation of the Mississippi College and Career Ready standards.

Southaven Elementary School Library Media Center Goals:

* Students will learn to venture out and read a variety of different texts.
* The SES library media center will be a safe haven for students and teachers to research and select texts.
* Students will be provided with a plethora of book genres to encourage the development of life-long reading.
* The SES library will provide a wide range of resources for teachers to grow and expand their lessons.
* Students will be encouraged to read, write, and research on topics they enjoy.
* The library will become a favorite place for our young readers to expand their growing knowledge.

Library Procedures

L  Listen to the librarian.

I   Inquire (ask) if you need help.

B  Be respectful of others.

R  Read and talk quietly.

A   Always walk, never run.

R   Return Books to their proper places.

Y   Your manners are appreciated.

**Student CHECK-OUT Procedures**

* 2nd – 5th Grades will begin checking out books briefly after starting school.
* 1st Grade will begin checking out books from pulled book bins and gradually work their way to using the shelves.
* Kindergarten will begin checking books out in mid-September.
* Students will not be allowed to checkout library books, if their previous library book was not returned.

**EARLY Morning Check-Out**

* Students in grades 2-5 may visit the library for early morning check-outs very morning from 7:50 - 8:30 a.m.
* Students in grades 2-5 MUST have a Library Pass from Homeroom Teacher.
* Students in Kindergarten and 1st grade may visit early morning check-out only if a teacher or assistant brings them.

**Library Fines**

* Students will never pay fines for library books that are returned late.
* Students **MUST** pay to replace damaged or lost books.

**Technology Procedures**

1. All websites **ARE** to be teacher Approved.

2. Students are **never** allowed to go to social networking websites, chat rooms, instant messaging systems, etc.

3. Students are **NOT to** damage, abuse, or misuse the netbooks, computers, or IPads.

4. Students are **NOT** allowedtochange the screen or appearance of desktops, netbooks or IPads.

5. Students are **NOT to** download or load any games or other software onto the technology provided by SES.

6. Students are not **to** use the Internet provided at school to engage in cyberbullying of any type.

7. **NO ONE** is to change or add their personal AppleID account to any of the IPads that belong to SES.

**Teacher Check-Out Procedures**

* Teachers are allowed unlimited check outs.
* Teachers can email a desired book list. The librarian will pull the books, check them out, and will let the teacher know when they are ready for pick-up.
* Teachers are allowed to check-out an IPad cart or a netbook cart. The cart must be reserved ahead of time. Teachers will pick up their cart the morning of the check-out and return it the same day by **4:00**.
* Faculty may check out books from the

Professional Collection located behind the circulation desk.

* Magazines are periodically available for giveaway. Please let me know if you’d like our old magazines.

**Library Committee**

* A library committee formed from teachers, administrators, and parents will work together to promote active reading and learning.

**Scholastic Book Fair**

* SES Library will have one book fair in the fall. The book fair in the spring is led by the Spotlight Teacher but will be held in the library.
* Students will **NOT** have Early Check-Out or be able to checkout library books during the book fairs.

**Library End-of-Year Procedures - 2017**

**Library Books**

* Last day to check out library books to students will be **announced asap**.
* ALL library books from **teachers and students** will need to be returned by **a date soon to be announced**. (These are books that come off the shelves in the library.)

**Other Library Materials**

* ALL Guided Reading Books, Themed book sets, and Math Units will need to be returned by **the last day of school**.
* ALL DVDs, Listening CDs, and Technology (Netbook Carts, Laptops, Listening Centers, etc.) need to be returned to Library by **the last day of school**.
* **Please count and check all lists** in Themed Units or Math boxes before you return them. If something is missing, please make a note.

**Library Inventory** takes places yearly at the end of the school year. Everything with a barcode will have to be inventoried. Because of the large number of items our school has the process takes a lot of time. Therefore, deadlines are needed.