**Library**

**Media**

**Information**

**Handbook**

[**Southwest Regional School for the Deaf and Blind**](http://regional.mcs.schoolinsites.com/?PageName='Library')

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**Library Media Program**

**Mission Statement**

**Through the use of specialized communication and equipment, the Regional School Media Program will enable sensory impaired students to become information literate and effective readers. The program will provide educational and technological opportunities to students and staff in keeping with their specific communication needs.**

**Paraprofessional**

**SW Regional School for the Deaf and Blind is not staffed with a paraprofessional.**

**Library Media Selection Committee**

**SW Regional School has a Library Media Selection Committee. Members meet and discuss curriculum needs for purchasing materials for the Library Media Center. The committee also addresses issues such as reconsideration of materials and other situations that may occur.**

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**Information Selection Services**

**Criteria for Selection of Resources**

**The purchase and selection of resources are based on curriculum needs, the existing collection, and the needs of Media Center.**

**Reconsideration Policy**

**The reconsideration process is handled according to School Board Policy.**

**Budget**

**SW Regional School’s budget is obtained from the principal. The Library Media Selection Committee discusses the school’s needs. Purchases are recommended and the budget is compiled.**

**Lost or Damaged Library Materials**

**The students are encouraged to take care of the library/media center materials. If a student loses or damages a book, a fee is charged and receipted. If a student finds a lost book after payment has been made, monies are refunded if the receipt is not over 90 days.**

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**Instructional Services**

**Student and Staff Media Center Use**

**All students, teachers and other staff, as well as, parents are eligible to use the library/media center and its materials. Students’ state ID numbers are used as patron numbers. Students may check out up to 4 books at any time as needed. Teachers and other staff are not limited to the number of items they check out and can keep them as long as they are needed. Reminders will be sent to help individuals keep track of materials.**

**Student Transfers**

**Students transferring into SW Regional School or transferring out of SW Regional School are tracked on the Destiny Library Catalog system and can be seen at other schools in the MCPSS. Any books not returned to a student’s previous school upon their withdrawal will be collected and sent to the previous school by the SW Regional School library media specialist through the MCPSS mail system.**

**Accelerated Reader**

**SW Regional School uses the Accelerated Reader Program. Accelerated Reader is a computerized reading program where students read book, take a computerized test and earn points depending on how well they perform on the tests. Prizes are awarded to students who meet their goals as set by their teachers.**

**Scheduling**

**SW Regional School has a flexible-fixed schedule.**

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**Students may visit the Library Media Center as often as needed to select a book. Teachers are encouraged to use the Library Media Center for small and large group projects and instruction. The Library Media Center is open all school day. Students may come to the Library Media Center to check out books during open times.**

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**Information Technology Services**

**Internet Acceptable Use**

**Students have access to the internet in their classrooms, the computer lab and in the Library Media Center. The Internet Policy statement in the School System Handbook is followed by the students and staff of the SW Regional School.**

**Equipment Responsibility for Teachers**

**Equipment is housed and stored in classrooms and the Library Media Center. Teachers are responsible for the equipment in his/her room. If maintenance is required, teachers are responsible for sending an email to the Library Media Specialist (LMS). If the problem cannot be solved by the LMS, the LMS will then fill out a work order on the MCPSS Technology Work Order Site. The work order will be elevated to the appropriate Technology Department.**

**Textbooks**

**Students are taught on their individual instructional level, rather than their grade level here at the SW Regional School. Therefore, appropriate textbooks will be ordered by the LMS, as requested by the teachers.**

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**Rules**