***Walls Elementary School***

***Library Media Center***

***Policies and Procedures***

***Handbook***

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**Walls Elementary Librarian**

***2018 – 2019***

***I am Walls Elementary, the Pride of the Delta.***

***I will be responsible for what I do.***

***I will respect myself and others.***

***I will be kind and be the best that I can be.***

***I am a Walls Gator!***

***Table of Contents***

|  |  |
| --- | --- |
| **Statements and Budget** | **Page 3** |
| Mission Statement | Page 3 |
| Vision Statement | Page 3 |
| Statement of Philosophy | Page 3 |
| **Operational Procedures** | **Page 4** |
| Open/Flexible Scheduling for Library | Page 4 |
| Technology Procedures | Page 4 |
| Circulation Policy | Page 5 |
| **Collection Development** | **Page 6** |
| Evaluation and Weeding | Page 6 |
| Donations and Gifts | Page 6 |
| Cataloging and Processing | Page 7 |
| Requests | Pages 7-8 |
| **Technology** | **Page 9** |
| Acceptable Use Policy for Internet | Page 9 |
| **Management and Facilities** | **Page 10** |
| Opening and Closing Duties | Page 10 |
| Inventory Procedure | Page 11 |
| **Library Program** | **Page 11** |
| Services/Activities Offered | Page 11 |
| Library Bill of Rights | Page 12 |

***Statements and Budget***

**School Mission Statement**

The DeSoto County School District is dedicated to ensuring academic excellence through quality leadership and instructional efforts within a conducive learning environment.

**Library Mission Statement**

The Walls Elementary School Library is dedicated to ensuring academic excellence through the providing of quality books and electronic resources that inspire a love for learning in the midst of a conducive learning environment.

**Vision Statement**

The Walls Elementary School Library desires to see all students grade Kindergarten through 5th develop a love for reading, which will lead to academic and personal growth in an environment that is safe, fun and teaches 21st Century Skills.

**Philosophy Statement**

The school library is an integral part of instruction. The media specialist is there to provide teachers with resources that support curriculum. The media specialist also maintains the library collection to inspire and encourage students to become strong readers and thinkers. Materials for the library will be selected based on the interests of the students and the needs of the teachers built on the curriculum.

***Operational Procedures***

**Library Schedule**

The library operates on a fixed schedule from 8:35 am to 3:05 pm each day.

8:35 – 9:25 **~** Kindergarten

9:25 – 10:15 ~ 1st Grade

10:15 – 11:05 ~ 2nd Grade

11:05 – 11:55 **~**5th Grade

11:55 – 12:35 **~** Lunch

12:35 – 1:25 **~**3rd Grade

1:25 – 2:15 **~** 4th Grade

2:15 – 3:05 ~ 4th/5th Grade

***Early Check Out* –**Students are allowed to come to the library each day from 8:00 – 8:30 in order to check in/out books.

**Technology Procedures**

**1.**  All websites **ARE** to be **TEACHER** **APPROVED**.

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

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

**4.**  Students are **NOT** allowed to change the screen or appearance of the computers or netbooks.

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

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

**7.**  **NO ONE** is to change or add their personal AppleID account to any of the IPads belonging to WES.

**Circulation Policies**

**Student Circulation**

**1.**  Kindergarten will not check out books August through December. In January, the Media specialist will allow Kindergarten to check out one (1) book.

**2.**  1st Grade will be allowed to check out one (1) book beginning in August and continuing through the remainder of the year.

**3.**  2nd Grade will be allowed to check out one (1) book August through December. In January, the media specialist will allow 2nd Grade to check out two (2) books: one (1) fiction and one (1) non-fiction.

**4.**  3rd – 4th Grades will be allowed to check out (2) books beginning in August and continuing through the remainder of the year. The students will be required to check out one (1) fiction and one (1) non-fiction.

**5.**  5th Grade will be allowed to check out two (2) books in August and continuing through the remainder of the year. The students will be required to check out one (1) fiction and one (1) non-fiction from August through December. However, in January the students will be allowed to choose two (2) books without restrictions for the remainder of the year.

\*\*The weeks before Christmas and Spring Breaks, 3rd – 5th Grades will be allowed to check out two (2) books without restrictions.

          **Faculty Circulation**

**1.**  Faculty are allowed unlimited materials.

**2.**  Faculty do not have a specific due date for materials borrowed.

**3.**  Faculty may borrow professional development and reference materials.

**4.**  Faculty may request materials by e-mailing the media specialist, or by sending a student with a list of materials needed. Once the media specialist has pulled the desired materials, they will be delivered to the faculty member or an e-mail will be sent notifying the faculty member that the materials are ready.

**Evaluation and Weeding**

**Weeding –**Weeding is a process by which materials no longer useful are removed from the library collection, usually during inventory. However, weeding should be carried out continuously if the library collection is to be kept up to date. Types of materials which should be regularly weeded from the school library are:

1.     Items in poor physical condition that the readers cannot use them.

2.    Materials whose leaves have become yellowed and brittle with age.

3.    Sources which contain material that is outdated or no longer true. This applies particularly to materials in science, or social studies, especially about other lands and people. The copyright date is a great help in evaluating this type of materials, though not the only factor to be considered.

4.    Books which have been replaced by new and revised editions.

5.    Materials, which are not suitable for readers using the collection.

6.    Items which are duplicated of books once popular, but seldom used.

7.    Dated audiovisual materials and equipment.

(copied from: <https://desoto.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/8412/Default.aspx?docId=132469>)

The media specialist will evaluate and weed the collection based on the **MUSTIE** principal:

**M – Misleading**(and/or factually inaccurate)

**U – Ugly**(worn and beyond mending or rebinding)

**S – Superseded**(by a truly new edition or by a much better book on the subject)

**T – Trivial** (of no discernible literary or scientific merit)

**I – Irrelevant** to the needs and interests of your community

**E – Elsewhere** through interlibrary loans, borrowing or electronic format

**(Source: Texas State Library and Archives Commission) (Copied from:**[**www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-(2)-20170307.pdf?sfvrsn+2**](http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-%282%29-20170307.pdf?sfvrsn+2)**)**

**Donations and Gifts – District**

Book donations and gifts will be accepted if they meet the qualities defined by the **MUSTIE**principal. Monetary donations will be used based on district policy.

**Cataloging and Processing**

The media specialist will catalog and process all books where the vendor does not offer the resource at a reasonable cost.

The media specialist will strive to catalog and process all books in a timely manner in order to provide the students will the materials as quickly as possible. This timeline will be dependent on whether or not the vendor provides the media specialist with the processing materials. The processing of materials not provided by the vendor should take no longer than a month’s time.

**Requests**

Requests for materials can be submitted to the media specialist through e-mail, in writing, or in person. The media specialist reserves the right to not purchase requests based on the budgetary constraints at the time of the request. Teachers may request materials based on the following chart.

***Technology***

**Acceptable Use Policy for Internet – District**

A child enrolled in Desoto County Schools will have the opportunity to use a computer for class activities, research, and internet functions. Desoto County Schools’ computers are equipped with filtering software in an effort to prevent contact with inappropriate sites. When your child uses the equipment, the following behaviors will not be tolerated.

1.     The pirating of software.

2.    Damaging or abusing any equipment.

3.    Printing, accessing, or installing any obscene or dangerous materials on the computer.

4.    Exposing any Desoto County computer to a virus.

5.    Changing any records or permanent operating system files.

6.    Bringing any personal software and using on school computers.

7.    Sending/receiving unauthorized emails.

\*\* Students who abuse computer privileges are subject to lose access to all school computers for one school year.

***Management and Facilities***

**Opening and Closing Duties**

**Opening-**

  The media specialist will turn on technology needed for the day.

  The media specialist will open Destiny in preparation for free-flow morning activities.

  The media specialist will prepare and place materials needed out for that day’s lesson.

**Closing-**

  The media specialist will pick up all materials used for the day’s lesson.

  The media specialist will turn off all technology.

  The media specialist will prepare library for the next day’s lesson by preparing materials needed.

**Inventory Procedure**

  The media specialist will complete an inventory once per year at the end of the scholastic year.

  All items will a barcode will be inventoried.

**End-of-Year Procedures Prior to Inventory-2019**

  The media specialist will close the library three weeks prior to the students’ last day (April 27th). All materials must be returned by Friday, May 3rd. The media specialist will send out notices the week prior (April 23rd – April 27th).

  All Guided Reading materials must be turned in by May 3rd.

**Duties of Support Staff and Volunteers**

  Volunteers will help with the daily shelving and circulation of books.

  Volunteers (PTA) will help with the running and management of the Scholastic Book Fair annually.

  Volunteers will help with the judging of the school Spelling Bee and Reading Fair annually.

***Library Program***

**Services/Activities Offered**

 The media specialist prepares a lesson on library skills each day.

 The students check out books each day based on grade level (see circulation policy).

 The library offers computers for research and library searches.

 The library hosts the YMCA before and after school care daily.

 The library hosts an annual Scholastic Book Fair to promote reading and help supplement the library budget.