

# GEORGE HALL ELEMENTARY LIBRARY MEDIA HANDBOOK

## LIBRARY MEDIA CENTER MISSION STATEMENT

The mission of *George Hall Elementary Media Center* is to provide a nurturing environment that empowers the school community to become critical thinkers and life-long learners through the effective use of information in various formats.

## LIBRARY MEDIA CENTER VISION STATEMENT

*George Hall Elementary Media Center's* vision is to offer each student the opportunity to become evaluators of information, develop an appreciation of literature and create an infinite love of reading. As a result, our students will become self-reliant, responsible and successful citizens of the community.

## CIRCULATING MATERIALS

The media center uses an online cataloging system called Destiny. It can be accessed anywhere the internet is used. Students, teachers and parents can access Destiny to check the availability of books.

Students in grades K-1 are allowed to check out one library book and grades 2-5 can check out two books (one fiction/non-fiction). Special permission must be given by the media specialist for students to check out more books. All books are loaned to students for one week. Students can renew a book by returning it to the library and repeat the checkout procedure.

## LIBRARY CARDS

Every student and staff member will be given a library card to check out books in the library. Students are expected to follow the rules for their library card. Cards should be kept in a designated area in the classroom and **should never leave the school building**. Students are expected to take care of their library cards. Replacement cards will not be made for careless acts. However, a check out label will be placed on the student's Accelerated Reader folder for 50 cents.

## LOST/DAMAGED RESOURCES

Overdue, lost, or damaged book notices are sent home periodically.

While there is no fine for overdue books, if a book is lost or damaged it must be paid for; the replacement cost of the book is quoted on the overdue notice.

Please pay with exact cash or with a check made out to *George Hall Elementary*

School, and send the payment to school in an envelope marked "Library." The payment is refundable if a lost book is found and returned within **60 days**. Students who owe money to the library risk losing their privilege of borrowing more materials.

#### ACCELERATED READER

Accelerated Reader (AR) is a very important program at our school. Students are administered the STAR assessment in order to find the reading level that will ensure reading success. Students are then encouraged to take computerized AR quizzes on library books within their reading zone. Students are responsible for visiting the library and choosing books of their interest. AR is often used for a homework grade. Please read at least 20 minutes each night so that you are ready to quiz on your book the following school day.

#### MEDIA CENTER BEHAVIOR

Students are expected to display excellent behavior in the media center. Students should enter quietly and always proceed pass the check in station. Shelf markers should always be used appropriately. If assistance is needed to locate materials, students should ask the media specialist.

#### LIBRARY ADVISORY COMMITTEE

Teachers of the staff will be selected to be a part of the library advisory committee. These member are:

Patrice Bragg  
Mallory Brown  
Shenavia Norwood  
Barbara Seltzer  
Carey Arensberg  
Lauren Hammon  
Donnell Ederer