

Baker High School Library Media Information Handbook



**Media Specialists
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Mission Statement

Baker High School

The mission of Baker School is to provide a safe, caring environment in which students will become productive citizens, conscientious adults, and life-long learners.

Baker High School Library

The mission of the Baker High School Library Media Program is to support our school's instructional program to improve student learning and achievement. This mission can be achieved by:

- ensuring learners will be able to independently inquire, think critically, and gain, create, and share knowledge;
- providing real and virtual access to appropriate, high-quality resources and services during and outside the school day;
- providing access to high-quality, diverse literature that helps foster and strengthen a love of reading;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

Mobile County Schools Library Media Program

The mission of the Library Media Program in the Mobile County Public School System is to enable individuals to become information literate and effective lifelong readers. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

Alabama Library Association

The Mission of the Alabama Library Association is to provide leadership for the development, advocacy, and improvement of library and information services and to promote the profession of librarianship, in order to enhance learning and ensure access to information for all.

Library Media Program

Library Media/Technology Action Committee

Baker has a Technology/Media Committee. Members meet and discuss curriculum needs for purchasing materials for the library media center. Committee members help to emphasize the importance of the library media center and its uses to their students and teachers.

Committee Guidelines:

- The committee consists of library media specialists, administrators, teachers, students, and parents.
- The library media specialists will serve as the chairpersons and the central office liaisons.
- Committee members meet during the first quarter of the school year for budget planning and again as needed.

Job Descriptions

Job descriptions may be found in the *Library Media Information Handbook* developed by the Library Media Services of Mobile County Public School Systems.

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 the media center.

Budget

Baker's budget is obtained from the principal. The Technology/Media Committee discusses the school's needs. Purchases are recommended and the budget is compiled. The budget is presented to the local school budget committee for final approval.

Acquisitions

Standard procedures for procuring materials will be adhered to by the library media specialists. These procedures are set forth in the *Library Media Information Handbook*.

Reconsideration Procedures

All procedure and forms necessary for any questioned material can be found in the *Library Media Information Handbook*.

Resource Maintenance Services

Library Media Arrangement

All materials in the library media center should be arranged so that the materials will be easily accessible to teachers and students. Materials will be arranged to read from top to bottom and left to right in each section of shelving. They will be in numerical order first and then alphabetically by the first three letters of the author's last name. The housing of materials will depend on the size and physical appearance of the library media center.

All nonfiction books must be shelved by Dewey classification rules.

Individual biographies are filed by biographee's last name.

Fiction books are filed alphabetically by the author's last name.

There may be a need to have a special section of books for a specific purpose for short periods of time and for display.

Weeding the Collection

Good collection management requires the weeding and discarding of obsolete or worn materials. This process should be carried out in a continuous, systematic manner, to ensure that the collection remains current, relevant, inviting, and meets AdvancedED standards.

Why Weed:

- To utilize available space in the best and most economical way
- To have an up-to-date collection
- To locate books needing rebinding or replacing
- To give the best possible service through a collection of quality materials

What to Weed:

- Books of poor content and outdated information
- Multiple copies that are not needed
- Books of very poor appearance
- Volumes of no use or not relevant to the needs of the students and teachers

Lost or Damaged Library Materials

The students are encouraged to take care of 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,

Instructional Services

Student and Teacher Media Center Use

All students, teachers, staff, and parents are eligible to use the library/media center and its materials. State ID numbers are used as patron numbers. Students may check out two books for a three-week period of time. Teachers and staff are not limited to the number of items they check out and can keep them as long as they need them. Reminders will be sent to help individuals keep track of materials.

Student Transfers

Students transferring into Baker or transferring out of Baker must be cleared of all library materials.

Scheduling

Teachers are to come by the library and sign up on the master calendar for the day they wish to use the media center. Students can come to the media center, on a pass, to check out books or to use the media center for research.

Fine Policies & Procedures

If books are not returned by the due date, the student is charged .05 per day for each overdue book. The fine for an overdue book is limited to \$5.00. If a student loses a book, he/she is expected to pay to replace the book or provide the library with a copy of the book in a comparable binding. Students with overdue or outstanding fines must clear their record before borrowing additional materials.

Lifelong Learning

Library media specialists and teachers collaborate to ensure that students will become effective users of information. The students' ability to think critically increases as they have more opportunities to locate, interpret, analyze, evaluate, and communicate ideas and information. When opportunities to increase critical thinking are integrated throughout the curriculum, students develop a practice that will translate into lifelong learning strategies.

Library Rules and Procedures

1. A student must have a pass to enter and leave the media center.
2. Students must sign in and present their pass at the circulation desk.
3. NO food or drinks in the library.
4. Students are not to damage or destroy any media center resources, materials, or computers.
5. Reference books may be checked out overnight. Fines for Reference books are 30 cents per day.
6. A student may check out two books at a time for a three week period. Fines for overdue materials are .05 cents per day.

Copyright

Our school follows the Mobile County Public School System's copyright policy. The policy along with copyright resources can be found on pages 12-22.

Information Technology Services

Internet Acceptable Use

Students must have parental permission to use the Internet. Students have access to the Internet in their classroom and in the media center.

Equipment Responsibility for Teachers

Equipment is housed and stored in classrooms. Teachers are responsible for the equipment in his/her room. If maintenance is required, teachers are responsible to fill out work orders to have them repaired. The media specialist will fill out work orders on equipment that cannot be repaired at school.

