B. C. Rain

Library

Media

Information

Handbook

Mission Statement

The mission of the B.C. Rain Media Center is to promote the effective use of ideas and information for college and career readiness by:

• Ensuring access to electronic and print materials.

• Collaborating with students and staff across the curriculum.

• Providing instruction and professional development on educational technologies.

• Empowering patrons to use and produce media in a variety of formats.

• Fostering a lifelong love of reading.

Information Selection

Criteria for Selection of Resources

Selections of resources are based on needs of the curriculum, the library collection, and student and faculty wish list.

Budget

Once the library media center budget is obtained the media committee discusses the school’s needs. Purchases are recommended and the budget is compiled. The purchases/budget are presented to the local school budget committee for approval.

Media Center Use

Circulation

All Ben C. Rain students, teachers, staff, and parents are eligible to use the library/media center and its materials.

Students may check out 3 books at a time for a 2 week period.

Faculty may check out as many books as needed for a 2 week period.

DVDs are available for checkout for 1 week.

Books may be renewed as long as there is not a hold on it.

Fines are not being charged at this time.

Scheduling

Teachers may come by the library to sign up for a time to use the media center. Students can come to the library on a pass from their teacher to check out a book or to do research.

Information Technology

Internet Use

Students must have parental permission to use the Internet. Students have access to the internet in classrooms and media center.

Equipment

Teachers are responsible for the equipment they check out and equipment housed in their classrooms. Teachers are responsible for putting in work orders if equipment needs to be repaired. <http://help>

Textbooks

Assistant Principal