**Oak Grove Central Elementary School Library**



Policies and Procedures

Handbook

Table of Contents

Mission & Vision…………………………………………………………………………………………..………………..Page 3

Library Goals …………………………………………………………………………………………………………………Page 3

Library Expectations …………………………………………………………………………….………………….. Page 4

Check-out Procedures……………………………………………………………………..…….………..………….Page 4

Early Check-out ………………………………………………………………………………….…..……………………Page 5

Technology Procedures………………………………………………………………….…………………………….Page 5

Scholastic Book Fair …………………………………………………………….………………..…………………..Page 5

Library Fines ………………………………………………………………………………………………………………..Page 6
Library Bill of Rights ……………………….…………………………………………………………………………Page 6

Challenged Materials ……………………………………………………………………………..……………………Page 6

Collection Development Procedures ………………………………………………………………….…….Page 6

Cataloging ……………………………………………………………………………………………………………….……..Page 6

Acceptable use Policy for Internet …………………………………………………………………………Page 7

Donations ………………………………………………………………………………………………………………….…..Page 7

Library Advocacy Committee ………………………………………………………………………………..….Page 7

Appendix ………………………………………………………………………………………………………………….…….Page 8

**Mission**
The mission of Oak Grove Central Elementary School library is to provide a safe and enjoyable learning environment that fosters a love for literature and nurtures a love for learning through print and digital media materials and resources.

**Vision**
The vision of Oak Grove Central Elementary School library is to become a place to help students, teachers, and parents partner together and provide the necessary materials and resources in order for them to be successful through their educational journey at Oak Grove.

**Long and Short Term Goals for OGCE**

Short Term:

1. Collaborate with teachers and students to purchase new books and media resources.
2. Provide monthly a newsletter to help communicate what is happening in the library and how parents can get involved.
3. Provide a periodical and resource section for students and teachers.

Long Term:

1. Weed out and update collection to show average age under or within ten years.
2. Level all books to show Reader levels.
3. Write a grant to help provide new books and updated materials for students and staff.
4. Promote and expand professional development section.

**Library Expectations**

1. Be Respectful
* Use a quiet voice and polite words.
* Listen to the person talking.
* Do not bother others who are working quietly.
1. Be Responsible
* Check out books the right way and return them on time.
* Take care of all library materials.
* Learn to use the library independently.
1. Be Cooperative
* Work well with others.
* Be patient and wait for your turn.
* Help someone if you can.
1. Be Safe
* Walk instead of running or jumping.
* Push in chairs so others will not trip on them.
* Listen to all adults who may be telling you something important.
1. Be Productive
* Choose the books that are best for you.
* Use your time wisely. Check out books before your class has to leave.
* Do the work you are here to do.

**Student Check-out Procedures**

OGCE students will have the opportunity to check out up to two books each activity rotation for the entire school year.

Students will NOT check-out a library book if their previous book(s) are lost or overdue.

**Teacher Check-out Procedures**

Teachers can check out an unlimited number of items to help aid in classroom instruction.

ELA teachers have unit boxes that will be checked out one week prior to pick-up. An ELA unit schedule has been provided to the librarian.

Teachers may request other materials needed for check-out by e-mail.

**Technology Procedures**

1. Websites are to be teacher approved.
2. There is to be no social networking websites, chat rooms, instant messaging systems, etc.
3. Do not damage, abuse or misuse the netbooks, computers, or iPad.
4. No changing the screen or appearance of desktops, netbooks, or iPad.
5. Do not download or load any games or other software onto the technology provided by OGCE.
6. No use of the internet provided at school to engage in cyberbullying of any type.
7. No one is to change or add their personal apple ID account to any of the IPad that belong to OGCE.

**Early Check-Out**

Early morning check-out is every morning from 7:00-7:30.

Students must have a library pass to come, and they must come on their assigned day.

During this time, students may return and check-out books as well as pay for any books that may be lost or damaged.

**Scholastic Book Fair**

OGCE will have one book fair in the fall for the library, and one will be held in the spring for Spotlight.

The fall book fair is going to be in December. Money from this book fair will be spent on new books, materials, and resources for the library.

**Library Fines**

Students do not have to pay for books that are returned late.

Students are responsible for paying for books that are lost or damaged so that they can be replaced.

Overdue notices go home weekly every Thursday to help students remember to turn in books that are overdue and/or pay for books that are lost.

**Library Bill of Rights**

The OGCE library adheres to the Library Bill of Rights. A copy can be found in the library.

**Challenged Materials**

OGCE will follow the DeSoto County School procedures for challenged materials. Information on this policy can be found in the appendix of this handbook.

**Collection Development Procedures**

* Selection – While the library’s primary purpose is to support the curriculum, texts that encourage and foster a love of reading in patrons will also be selected. The librarian will select texts based on the library’s greatest needs.
* Acquisitions – The librarian will solicit input from the Library Advisory Committee and students’ wish list to order texts. In addition, the texts will be ordered that support the curriculum.
* Processing – The OGCE librarian will process the books using MARC records.

**Cataloging**

The OGCE library uses Destiny to facilitate its online catalog. Patrons can access the catalog from any location via the internet. The link can be found through the district and school websites.

**Acceptable Use Policy for Internet**

The OGCE library patrons will adhere to the DeSoto County Schools acceptable use policy. A copy of this can be found in the appendix of this handbook.

**Donations**

OGCE will follow the district policy for accepting monetary donations. A copy of this policy can be found in the appendix of this handbook.

OGCE library will accept books donated to the library if they are in good condition, age appropriate, current, relevant interest for the patrons at the school, and matches current units of study taught.

**Advocacy**

Library Advisory Committee

1. Librarian - Whitney Taylor
2. Principal – Stacey Pirtle
3. Assist. Principal – Becky Lantrip
4. 4th ELA Teacher – Brandy Bailey
5. 4th Math Teacher – Ashley Rogers
6. 5th ELA Teacher – Maddie Howell
7. 5th Math Teacher – Lori Gilbert
8. Special Ed/Resource Teacher – Lisa Lloyd
9. Gifted Teacher – Leslie Shelton
10. Parent – Shannon Hollingsworth

The Library Advisory Committee will review any challenged material and decide if the materials should be removed from the collection. In addition, the LAC will be consulted for input on library purchases. The LAC will meet twice a year (once each semester) after school or on a professional development day.