

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.

TEXTBOOKS

Students are distributed textbooks that should remain in the classroom. These resources should be free of damages and should be returned before the end of the school year. If textbooks are lost or damaged, students will be responsible for paying the replacement fee given by the school system.



George Hall Media Center
1108 Antwerp Street
Mobile, AL 36605

GEORGE HALL ELEMENTARY LIBRARY MEDIA CENTER

Mrs. Stephanie Mitchell
Library Media Specialist

Mrs. Melissa Mitchell
Principal

Library Policies and Procedures



August 2016-May 2017

Tel: 221-1350

MEDIA CENTER SCHEDULE



The media center is open at 8:30 -2:30. We are closed at 11:00-12:00 for lunch and planning. Story time will be at

8:00-8:30 for Kindergarten and 1st grade students.

Checking Out Materials

The media center uses an online cataloging system called Destiny. It can be accessed any where 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 check out 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.

Overdue Materials

There is no fine for overdue materials. However, students will not be allowed to check out books until the overdue book is returned.

Lost/Damaged Books

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 re-

turned within **60 days**. Students who owe money to the library risk losing their privilege of borrowing more materials.

References

Reference materials and books are available for student and teacher usage in the media center. They are not usually circulated in order to provide access for everyone.

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.