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**Media Program Handbook**

**Mission and Vision Statement**

The Literacy Academy at Dunleith Elementary School delivers a quality Literacy Arts education for all students. Students utilize literacy skills to understand all aspects of learning. The literacy focus at Dunleith Elementary creates an environment where reading and writing are the foundations for life-long learning. This program provides Kindergarten through fifth grade students an inclusive academic program that integrates literacy with technology learning tools and resources. Marietta City Schools’ Mission is to prepare each of our students for academic achievement for college, career, and life success. Dunleith’s mission is to work collaboratively with Dunleith Elementary colleagues, students, parents, and the community to maximize student achievement.

Dunleith Library is guided by the vision and standards set forth by the American Association of School Librarians. These standards are embodied in a publication entitled Standards for the 21st Century Learner. Common beliefs include the following:

1. Reading is the foundation for learning.

2. Inquiry serves as a basis for learning, i.e. the initiative to perform research.

3. Students must learn to behave ethically and responsibly with information.

4. Technology and information literacy skills are inseparable.

5. The library supports equitable access to resources.

6. A broader, more comprehensive definition of information literacy includes:

* Critical thinking

• Decisions are based on sound research

• Students demonstrate ethical sharing of knowledge.

• Students pursue aesthetic and personal growth.

**Role of the School Library Media Specialist**

The responsibility of the school library media specialist is to support the needs of the faculty, students, and parents. The purpose of the school library is to promote student learning, enjoyment of reading, acquisition of information literacy skills, and to ensure the school curriculum is supported by the teacher-librarian as part of the collection development process. The library media specialist is considered a teacher as well as an information specialist.

**Media Center Access**

**Hours and Use**

The before school program supervised by Ms. James is housed in the media center. Before school begins at 6:30 am. The library opens officially after Dunleith News Network (DNN), our daily school newscast, that begin at 8:30 and end approximately by 8:40 am. The library closes at 2:45 pm each workday.

Throughout the day, students may come to the Media Center individually (no more than 3 at a time) with a pass or with their whole class. With a pass, a student’s visit should last about ten minutes. If the visit will be longer, the student(s) must bring a note from the teacher stating the purpose and duration of the visit. Check out for students ends each day at 2:45 pm in order to prepare for dismissal. Teachers may check out at any time. See check out procedures.

Students and teachers may access Destiny, the web based library catalog, on any computer throughout the school in the desktop programs folder. Teachers may also access Destiny in the MCS Teacher Resources folder. Beginning in second grade, students are taught during orientation to perform various searches in Destiny in order to locate resources. All students in kindergarten through fifth grade go through orientation at the start of the school year to learn about policies, procedures and expectations in the Media Center.

The Dunleith Media Center staff includes a full-time certified Media Specialist and a part-time Media Paraprofessional (aide).

**Reading Oasis**

There are many areas where students may sit and read in the Media Center. One area, the Reading Oasis, requires a special note which is awarded to the student by any teacher for good behavior/character. The student will check in with the Media Center staff and show the note prior to sitting in the Reading Oasis. The teacher should indicate on the ticket how long the student may stay and read in the Reading Oasis (up to 20 minutes).

**Scheduling Media Center Time**

Any time a whole class is visiting the Media Center, the visit **must** be added to the Media Center’s Signup Genius Calendar. Teachers can bring their whole classes a max of one time each week and the homeroom teacher must stay with the students during their class’s visit. Teachers may schedule visits for check out, story time, research, lessons with the Media Specialist, guest speakers or a special event by signing up electronically on Signup Genius. Requesting a lesson also requires advance collaboration with the Media Specialist, at least one week in advance.

Teacher directions for scheduling a visit:

• Go to on Dunleith's "Media Center" webpage: <https://www.marietta-city.org/domain/221>

• Look at the top, right-hand side, under Media Center "Contacts" Information.

• Click on the "+" next to "Media Center Links."

• Click on "This Week’s Classroom Media Center Signup" or “Next Week’s Media Center Signup”

• At the top are the general rules for the Media Center, if you want to review with students.

• Look at times available.

• Put a check mark on the time you want.

• Click “Submit” at the very bottom.

• Login in with your user information or signup as a guest with the last name of homeroom teacher.

• An emailed reminder will generated and sent to you the night before your visit. (Check Junk Email.)

Once an event is scheduled, the event can usually be deleted/cancelled by the teacher, but if the event does not, please email the Media Specialist for assistance. Also, a teacher cannot alter events scheduled by other teachers. Any scheduling conflicts should be brought to the attention of the Media Specialist so that it can be worked out. The goal of the media program is to maintain a flexible schedule so that the Media Center is accessible for all.

**Check Out Procedures**

**Student Check Out**

All student library books can be checked out for a loan period of two weeks and all students must use their student identification numbers assigned by Marietta City Schools, (i.e. – lunch number) to check their books out. Kindergarteners can check out one book at a time; First and Second graders can check out two books at a time; and Third, Fourth, and Fifth graders can check out three books at a time. Students are required to use a shelf marker when pulling a book from the shelves, so that the book can be put back in the correct place if the student decides not to check the book out.

A book may be renewed for the length of the original loan period provided that the student is able to produce the book at the time of the renewal request, and as long as no other student has placed a hold request on that book. Holds may be placed on any print material.

Students are encouraged to participate in Dunleith reading incentive programs such as Marietta Reads and Reading Bowl. They are also encouraged to read from all genres and to select both fiction and non-fiction. Reference materials are available for student use while in the Media Center but those items are not available for check out.

A check-in station is available for students to return their own books. The students will scan the barcode and place the book on the proper cart (Green – Everybody/Easy, Yellow – Nonfiction, & Red – Fiction).

Students can lose their check out privileges when a book they have checked out is not returned on time and becomes overdue. Quarterly notices are sent home to identify students who have overdue books. A book that is past due for more than two weeks is considered lost and must be paid for in order for the student patron to regain check out privileges. A replacement fee will also be charged for books which are damaged beyond repair. Students should bring any damaged materials to the attention of the Media Specialist or Media Aide as soon as possible, so that every effort may be made to repair the item(s).

Students are expected to pay to replace lost materials, but the fee will be refunded if the lost book is found and returned during the same school year. Lost books which are returned after the school year will not be refunded. Also, students with lost books at the end of the school year will have their report cards held until the books are returned or paid for.

**Teacher Check Out**

Thirty items may be checked out from the Media Center at one time by a teacher and the loan period is three weeks. Those limits may be exceeded only when necessary so that other teachers and students have access to the same materials.

Any barcoded items must be checked out through the Media Specialist or Media Aide using the computer catalog system including books, carts, and visual equipment such as projectors.

Teachers may check out before, during, and after school. In the event that the circulation system is not working or if no one is available to complete the transaction, the teacher’s name and the material’s barcode number should be clearly written on a note and placed next to the circulation computer. That information will then be entered into Destiny, our web based library catalog system, by the Media Specialist or Media Aide.

**Collaboration**

Cooperative planning between teachers and the Media Specialist is encouraged to promote curricular integration, information access, research skills and literacy. Media skills instruction is most effective when it is taught in the framework of classroom curricular objectives. Therefore, the Media Specialist will periodically attend grade level team meetings to stay informed about what is being planned for the classroom and to collaborate with teachers regarding materials and instruction. Sufficient time must be set aside by the Media Specialist and the classroom teacher to plan and teach collaborative lessons which may be conducted in the Media Center, classroom, or computer lab.

**Copyright**

Copyright protection is provided by United States law (title 17, US Code) for the authors of “original works of authorship,” including books, musical and artistic works, sound recordings, movies, computer programs, architectural works and material on the Internet. The law allows for limited use of these works without the permission of the owner for certain educational and research purposes. Consumable materials such as workbooks and test booklets may not be copied. Guidelines regarding “Fair Use” by educators of copyrighted works may be obtained from the Media Specialist or by reviewing:

The Copyright Site <http://thecopyrightsite.org>.

The U. S. Copyright Office [http://www.copyright.gov](http://www.copyright.gov/)

Staff members receive annual copyright training. Students are also instructed in the importance of citing sources, avoiding plagiarism and following copyright law.

**Collection Management**

**Materials Selection**

The responsibility for the selection and purchase of materials belongs to the professionally trained Media Specialist in collaboration with the Media Committee. Requests from administrators, teachers, and students are solicited and appreciated. The selection of print and non-print material for inclusion into the media collection (including gifts and donations) will be based on, but not be limited to, the following criteria:

* Relevance to the curriculum
* Needs of the existing collection
* Instructional Value
* Quality and accuracy of content
* Cost
* Appearance, appeal and format
* Appropriateness for our patrons
* Contribution to the diversity of the collection
* Recommendation by professional review sources
* Requests by patrons

**Weeding**

Weeding is defined as the practice of discarding excess copies, worn or damaged materials, rarely used books, and materials with information that is incorrect, out of date, stereotyping, condescending, or no longer relevant to the curriculum or needs of students. The Dunleith Elementary media program recognizes the importance of maintaining a collection that is current, appropriate, and useful. Therefore, a periodic evaluation of the collection will be performed by the Media Specialist in order to remove or replace materials which are no longer useful. The Media Specialist will follow the current Marietta City Schools procedures for weeding and discarding materials.

**Challenged Materials**

Challenged materials will be handled according to Marietta City Schools Board of Education policy in the district media handbook. Any stakeholder can challenge materials circulated in the media center, including administrators, teachers, students, parents or community members.  The complainant must be a resident of Marietta City.  If the complainant is not a resident of Marietta City, the process will not continue. All complaints should be referred to the Media Specialist. If requested by the person making the complaint, a Challenged Material form may be completed and submitted to the Media Specialist within 10 business days. Then, within 45 days of receiving the complaint, the Media-Technology Committee will meet to hear the complainant’s concerns, review the challenged material and make a recommendation. Complainants may appeal the Committee’s decision within 10 days to the district for further review.

One possible result of a challenge is that a book may be placed on “Reserved Status.” In that case, any student wishing to check out the book would first be given a permission form by the Media Center staff to take home for a parent signature.

**Program Evaluation**

The Media Specialist collects data from various sources in order to determine progress toward media program goals as established by the Media and Technology Committee. Those sources include:

* Annual technology survey of the faculty to determine needs
* Monthly and annual Circulation Statistics comparisons
* Annual planning and actual budgets
* Annual inventory report
* Collection Analysis by Follett Titlewave
* Annual completion of the GA DOE Library Media Program Self-Evaluation rubric by the Media Specialist
* Feedback from administrators, library patrons, and Media Committee members

**Media Committee**

The Dunleith Media and Technology Committee serves as a liaison between the Media Center, faculty, students, the community and the school system. It is comprised of representatives from the grade levels, special areas, special education, and administration.

 Responsibilities of the committee include, but are not limited to:

* Setting current and future goals and priorities for the media program
* Approving an annual proposed budget
* Evaluating progress toward goals
* Determining technology and media program needs
* Encouraging collaboration between teachers and the Media Specialist
* Informing colleagues about media program services, materials and events
* Amending the media handbook
* Planning and promoting special events

The Media Specialist coordinates the committee meetings which occur three times or more, as needed, during the school year.

**Media Matters**

**Events**

The media program is at the center of many special events and school observances which promote literacy including Marietta Reads, Children’s Book Week, Read Across America/National Library Week, Dr. Seuss’s Birthday, Black History Month, Women’s History Month, Hispanic Heritage Month, Read-Ins and two-four Book Fairs each year during the Parent-Teacher Conference Weeks, before December break, and/or before Summer break.

**Resources**

In addition to funding new print and audiovisual resources, the media program maintains several Internet based subscription services to assist students in developing reading and research skills. The Media Center provides 8 look-up research stations.

**Communication**

There are several ways the Media Specialist keeps the Dunleith community informed about important information and special events regarding the media program:

* Emailing an electronic newsletter to the faculty
* Directing Dunleith News Network (DNN), the daily school news show which is broadcast from the studio in the Media Center
* Sending letters home in the Dolphin Delivery (Book Fair Fliers/Letters)
* Maintaining the Dunleith Media Center website on the school page at: <http://www.marietta-city.org/domain/221>
* Creating displays inside and outside the Media Center

**Personnel**

Mary Tarrant is our full-time media specialist and this is her second year at Dunleith Elementary but, Mrs. Tarrant was a full time media specialist in Richmond County for three years prior to her current assignment. Mrs. Tarrant holds a Master’s degree in the Master of Arts in Teaching in Early Childhood and Bachelor of Business Administration in Marketing from Augusta State University. Also, from Georgia Southern University, Mrs. Tarrant received her Instructional Technology certificate in School Library Media.

As the media specialist, Mrs. Tarrant will:

• Chair the media and Marietta Reads school and district committees.

• Collaborate with teachers to integrate literature and information literacy into the curriculum through lessons

 in the media center, individual classrooms or the computer labs.

• Conduct a yearly inventory of the collection and weed titles to keep the collection current.

• Demonstrate and use information technologies with students and faculty.

• Encourage leisure reading through program activities.

• Evaluate the collection and determine needs for development.

• Evaluate the media program needs and develop goals to meet those needs.

• Ensure teachers have completed the copyright module.

• Keep current on trends in elementary education, children’s literature and technology.

• Offer staff development to faculty on a variety of information literacy topics.

• Organize and supervise production of a daily live broadcasted morning show known as Dunleith News

 Network (DNN) for the Dunleith Elementary campus.

• Promote the media center and its services to students, teachers, and the community

• Provide demonstrations of basic equipment use to students and faculty

• Supervise media center paraprofessional and media center volunteers

• Support the school and Marietta City School system goals through instruction that supports and enhances the curriculum

• Use the allotted budget to support the goals of the school and the media center

A part time paraprofessional will work in the media center.

The media center paraprofessional will:

• Assist in maintaining a neat, orderly and inviting atmosphere

• Assist media specialist with lessons

• Assist media specialist with other tasks as needed

• Assist students with book selection

• Assist with circulation and book shelving

• Assist with yearly inventory

• Distribute overdue notices

• Maintain media center bulletin boards and displays

• Make minor book repairs

• Prepare materials for circulation

• Pull books requested by teachers