

Sawyer Road Elementary Media Program Handbook

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1. Philosophy and Mission Statement

Sawyer Road Elementary School (SRES) media program is dedicated to the educational development and achievement of all its students. The vision of the school is to provide a stable educational environment that promotes each student's intellectual, social and physical growth in order that they become productive, responsible citizens, prepared to be active in a lifelong journey of learning. As a part of the school's program the media center seeks to create an environment rich in resources to embody the school's educational goals as outlined in the curriculum. The focus of the media program, as the information resource center of the school, is to provide a variety of resources in print and non-print format to meet the needs, abilities and interest levels of the students and staff.

The purpose of this policy is to define the framework within which the media center provides the necessary resources to meet the educational, recreational and cultural needs of its patrons (students, faculty and staff). It is a guide which is adhered to as a best use guide, but does not entirely limit the selection process. The primary focus of the policy is to implement and enrich the curriculum goals of the school.

Media center materials will address both the breadth of the curriculum and the individual needs and interests of the faculty and students. The material selected will represent varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.

Mission Statement

The mission of the media center program is to support the philosophy, goals and instructional program of SRE.

To address the needs of our students by providing a wide range of materials at varying reading and comprehension levels and provide an environment that nurtures and encourages their learning.

To assist students and faculty to becoming effective users of information across all formats (transliteracy).

2. Media Center Access

The media handbook outlining media procedures will be available in print form upon request and posted on the media center fusion page.

Hours

Students may access the media center immediately following morning announcements until 3:00 every day. Special needs will be addressed as needed.

Teachers may access the media center and materials as needed.

Teacher Check-Out Procedure

1. All books and other materials are checked out using the barcode for the book and teacher's name.
2. Books and materials may be kept as long as necessary or to the end of the school year. (Efforts to minimize faculty lost materials will be addressed at a subsequent faculty meeting)
3. Classroom collections should be changed frequently to keep all books and materials available for everyone to use.
4. All professional magazines are located in the Professional section of the media center.
5. The Professional section of the library has diverse resources for all faculty and staff.
6. Non print material and equipment is available to staff. This includes cameras, mini-dv recorders, classroom response systems, tape/cd recorders, listening stations, etc
7. Effective February 15, 2013 faculty and staff are required to pay for lost materials.

Student check out procedure

1. Students in kindergarten may check out one book for two weeks
Students in 1st through fifth grade may check out two books for two weeks.
2. Books may be renewed for the same length of the loan period as long as they are not past due and have been visually presented. Also, if a hold has been placed on the item by another patron, renewal will not be permitted. An item not returned on or before the due date is past due/overdue.
3. Holds or reserves may be placed on any print material.
4. Any damaged or lost material must be paid for. Check out privileges will be suspended until arrangements are made with the media specialist.
5. Monthly reports will be run to identify students who may have forgotten about their due dates and notified. If a book is past due for more than 10 days it is considered lost.

Use of the media center

Students may visit the media center with their teacher's permission.

Students may twice per day and only two students per class should come at a time. If there is an exceptional need or time is available small groups of 3-4 may be sent at a time.

During whole class visits, the teacher is to remain with the class and is responsible for the discipline and management of the class

Special events or programs need to be scheduled on the calendar

Small groups sent with teachers or parents to the media center need to check availability before using the media center. (A phone call from the classroom will work.)

Pirate Reading Loft

The Reading Loft is used as a special reading/behavior incentive
Students are sent from their classrooms on passes specific to the loft and
check in with the media center staff
Behavior expectations are high for loft use

3. Media Center Events

The media center participates in all campus events as well as its own events that promote literacy as well as observances that are directly related to reading and children, e.g. Children's Book Week, Library Week, Marietta Reads, and Dr. Seuss' Birthday
Also, there are two book fairs per year that encourage literacy.

4. Collaboration

Cooperative planning between the teacher and the media staff is encouraged in developing specific units for research, literacy or skills instruction, or instruction supporting CCGPS. Media instruction is most effective when it correlates with the classroom curriculum and makes the utilization of skills meaningful.

Teachers working with special projects will benefit from planning with the media specialist to insure availability of materials and time.

The media specialist periodically attends grade level team meetings for input, planning, collaboration, and staff development.

The school media committee meets four times a year for input and planning. The committee consists of the media specialist, one teacher from each grade level, and one administrator.

5. Collection Management and Maintenance

Materials Selection Criteria (print and non-print materials and equipment)

The media specialist shall judge any material (print and non- print) including gifts, unsolicited materials and loans for inclusion to the collection based upon the following general selection criteria, but not limited to:

- appropriateness to the subject area
- relevance to the curriculum, existing collection and community
- accuracy and currency of content
- favorable recommendations based on preview and examination of materials by professional personnel and/or reviews in selection sources
- reputation and significance of the author, illustrator and publisher
- contribution the material provides to the diversity of the collection
- appeal to users
- cost compared to need
- adherence to copyright guidelines
- requests by students and staff

Responsibility for Selection

- The certified media specialist as the professionally trained personnel assumes final responsibility for the selection of materials. The media specialist is encouraged to seek and enlist (request recommendations) assistance and/or advice from administrators, teachers, staff, media committee, students and others associated with the school when making the selection.

Donation and Gifts

- All materials are reviewed for addition or exclusion according to established criteria for collection development. The media specialist will make this determination; the media committee may be consulted.

6. Program Evaluation

The media program assesses the program throughout the year and conducts formal evaluations twice per year.

Continual assessment through:

- Examination of goals and objectives of the media center
- Discussion and information gathering concerning needs of patrons
- Compiling and analyzing data from various sources and components of the media program
- Adjustment of the program or components as derived from the assessments.

Procedures for Evaluation:

- a. Annual completion of the Georgia Department of Education Library Media Program Self Evaluation Rubric. This may be used in the annual media program evaluation and viewed in the first Media/Technology Committee meeting
- b. Feedback is sought from all users of the media program on areas that are in need of improvement.
- c. End of year Reports – Typically these include:
 - Circulation statistics, Patron (student) account report for Lost Items
 - Media Budget Report
 - Inventory Report
 - Titlewave Analysis

7. Media and Technology Committee

The Media and Technology Committee is comprised of representatives from every grade level of the school, one from EL/EIP/Interrelated and an administrator. We meet three times per year or more often if needed.

8. Challenged Materials

SRE Media Center will follow the Challenged Materials Procedures for the Marietta City School System. We will refer to the System Media Handbook. All challenges need to be referred to the school media specialist.