

# Media Center Procedures



Brenda Gehm, Media Specialist

Monroe Local Schools

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# **Monroe Local School Matson Learning Center Media Center Procedures**

## **I. Purpose of Media Center**

The purpose of the Matson Learning Center is to support and supplement classroom learning activities with appropriate instruction, services, and physical resources. During class hours, the media center is available for use by entire classrooms of students who are directly supervised by a Monroe Local School faculty member. Before school (beginning at 7:15 A.M.), during lunch period, and after school (until 4:00 P.M.) the media center is also open for use by students and faculty.

## **II. Hours of Operation**

Monday – Friday: 7:15 A.M. to 4:00 P.M.

## **III. Services of the Media Center**

### **Materials and Resources**

The media center provides materials and resources for information, entertainment, intellectual development, and enrichment of the students of the school district. The media center should endeavor to:

- a. Select, organize, and make available necessary books and materials.
- b. Provide guidance and assistance to patrons.
- c. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to students.
- d. Maintain a balance in its services to various student age groups.
- e. Cooperate with, but not perform the functions of other institutional libraries.
- f. Provide service which best meet the needs of the students.
- g. Regularly review library services being offered.
- h. Use media and other public relations mechanisms to promote the full range of available media center services.

### **Collaboration**

Monroe Local Schools Media Center is dedicated to teacher and media specialist collaboration. Faculty members may schedule time directly with the media specialist for instructional time for classes.

### **Individual or Groups of Students**

If a staff member needs to send a small group of 1-5 students to work in the media center independently, the following procedures must be followed:

- a. Staff member must schedule a meeting with the director of library services.
- b. A collaborative written plan must be put in place stating the rationale for the students being in the media center.
- c. Students must carry special passes at all times in the media center. These cards can be revoked at any time.

### **Book Set Request**

Staff members that would like sets of books pulled for classroom instruction should submit a Book Set Request for Media Center form to the director of library services. Please submit the form at least 5 days before the materials are needed.

## **IV. Circulation Policy**

### **Registration**

All borrowers must be students registered in the school district and must have a valid school system I.D. card to borrow library materials. Materials cannot be checked out until an I.D. card is issued and present with the borrower.

### **Lost I.D. Card**

If a patron loses his/her I.D. card, he should notify the high school assistant principal's secretary in the JR/SR High office as soon as possible and request a replacement. Replacement cards cost \$5.00.

### **Loan Periods**

Reference Materials:

Reference materials may be checked out for 1 day.

Periodicals:

Periodicals may be checked out for 1 day in grades 7-12.

Video Tapes, DVDs, Computer Software:

The above items may be checked out for 4 weeks by staff members.

Books:

Books may be checked out for 1 week by students in grades K-6 and 2 weeks by students in grades 7-12. Staff members may check books out for 4 weeks.

Renewals:

Reference materials and periodicals may be renewed at the discretion of media center staff.

Video tapes, DVDs, and Computer Software may be renewed once if there is no reserve on the item(s).

Books may be renewed once if there is no reserve. Further renewals will be at the discretion of the staff.

### **Borrowing Privileges**

Elementary student borrowers are limited to the maximum check out of 1 book in grades K-2 and a maximum of 2 books in grades 3-8. Students in grades 7-8 may check out a maximum of 2 periodicals. Students in grades 9-12 are limited to a maximum check out of 5 which includes books and periodicals.

### **Overdue, Lost, or Damaged Materials**

Overdue notices will be given to homeroom teachers to be distributed to the borrower at the beginning of each month in the elementary. Overdue notices for the elementary and JR/SR High will be sent home in the quarterly report cards.

Patrons who lose materials are charged the replacement cost for each item.

If materials are damaged so as to be judged by the media center staff as being unsuitable for the collection, the patron must pay the replacement cost.

A notice of these charges will be sent to the borrower.

### **Fines**

JR/SR High School students are charged \$.10 per item per school day for overdue books and \$.25 per item per school day for overdue reference materials and periodicals.

## **V. Patron Responsibilities and Conduct**

Patrons using the Matson Learning Center are expected to respect the need of fellow patrons for a quiet work environment. All of the behavior expectations that apply in a classroom also apply in the media center. Patrons are reminded that all food and drink are prohibited within the public areas of the Matson Learning Center. Faculty members are expected to directly supervise a class brought into the Matson Learning Center. The following consequences will be followed for inappropriate behavior in the media center.

- a. student will receive a verbal warning
- b. student will receive a written referral to the office
- c. student will receive removal of library privileges

## **VI. Media Center Use**

Faculty members wishing to reserve the computer lab, laptop cart, or a section of the media center must sign up in the Reservation Book located on the counter of the JR/SR High circulation desk. Faculty members are expected to directly supervise a class of students brought into the media center.

Faculty members must attend a training session before using the laptop cart. Faculty members must directly supervise student use of the laptops and complete the Media Lab Laptop Cart Checklist each time the laptop cart is used.

## **VII. Materials Selection/Collection Development Policy**

The purpose of the Monroe Local Schools Media Center is to provide all students with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Monroe Local Schools Media Center is dedicated to partnering with all stakeholders in the Monroe Local School District. Staff and students may request that materials be purchased by completing a Purchase Request for Media Center and submitting it to the director of library services.

Because of the volume of publishing, as well as the limitations of budget and space, the media center must have a selection policy with which to meet student interests and needs. The materials selection/collection development policy is located in the Monroe Local Schools Policy Manual.

## **VIII. Materials Review**

Monroe Local Schools believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching, or listening activities of that child. Conversely, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the media center.

Monroe Local Schools subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967 and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints in many styles.

Patrons offended by any material in our collection may complete a Request for Review of Materials or Course Content form and submit it to the director of library services. The Instructional Material Review Committee will follow the procedures outlined in the Monroe Local Schools Policy Manual.