



DeKalb International Student Center

LIBRARY MEDIA CENTER HANDBOOK

Shelby Failing, Teacher-Librarian

I. Mission

The mission of the library media program is to ensure that students and staff are effective users of ideas and information, while acquiring the English language.

II. Information for Students

- A. Hours of Operation:** Book Checkout from 8:15am until 3:45pm
- B. Materials available for checkout:** Students may check out books only; no A/V materials are checked out to students.
- C. Number of checkouts allowed/Checkout period:** Students may check out three (3) books at a time, provided there are no books overdue.
- D. Overdue, Damaged and Lost Materials:** Notices will be sent to homeroom teachers for overdue books. Notices requesting payment will be sent for books that are damaged beyond repair and for lost books.
- E. Access to Library:** Students have access to the library at any time the library is staffed by personnel; however, they should visit with a teacher, with the permission of their teacher or with a parent.
- F. Computer/Internet use in the library:** We have 11 working computers available in the library for use by students.

Other resources available

- BrainPop <http://www.brainpop.com> and BrainPopJr. <http://www.brainpopjr.com>
Ask Ms. Failing for the passwords to use at home.
- Starfall: <http://www.starfall.com>
- Accessing DeKalb Public Library Catalog: <http://www.dekalb.public.lib.ga.us>
Galileo Databases – Ask Ms. Failing the password to use at home:
 - Galileo Teens: <http://www.galileo.usg.edu/teen/dekalb-k12/search>
 - Galileo Kids: <http://www.galileo.usg.edu/kids/dekalb-k12>
 - Storyline Online: <http://www.storylineonline.net>

III. Information for Teachers

- A. Hours of Operation:** Checkout from 8:15am – 4:15pm
- B. Materials available for checkout:** All materials in the library are available for check out.
- C. Number of checkouts allowed/Checkout period:** You may check out an unlimited number of materials; however, if any material is overdue, you will receive a notice list before additional materials can be checked out. This is a circulating collection, which means no one person should keep anything for the entire year.

D. Equipment: Equipment checked out from the library will remain in the classroom until returned. Schedules for use of the iPads, laptops, and/or Chromebooks will be determined by department heads.

E. Instruction/Collaboration: According to GBOE Rule for Media Programs (160-4-4-01), teachers and teacher librarians collaboratively develop, implement, and evaluate standards-based instructional activities that integrate library resources, technologies, and information literacy skills across the curricular content in support of the school's and district's mission to improve student achievement. The Teacher-Librarian is available for collaboration with teachers.

F. Class Visits/Scheduling: As mandated by the State Board of Education, the DeKalb International Student Center has a flexible schedule that ensures every student visits the library two times per month for book check-out. There is also time available for teacher collaboration.

G. Sending students: Students can come to the library at any time. If coming alone, the students should have a pass that states the purpose of the visit. Please be aware that there are classes most days in the library which can make it difficult for Ms. Failing to stop instruction to assist students with passes.

H. CTSS contact information for hardware/software issues: Please submit a Help Ticket using the Red Phone on your desktop. You must be logged in with your Employee ID in order to access this feature.

IV. Copyright Information

All teachers are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The Teacher-Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be brought to the Teacher-Librarian. A quick checklist can be found at

https://www.xavier.edu/library/about/documents/Copyright_9-23-08.pdf

V. Reconsideration of Challenged Materials

Any book or other material challenged by a parent, teacher, or other stakeholder will be examined according to the established procedures. The issue will be brought to the attention of the Principal and/or Teacher-Librarian. They will submit the information to the local Media Committee.

This committee will look at all the relevant issues and read the book. If they cannot resolve the issue, the challenged material will be presented to the System wide Media Committee, then on to the Superintendent, and finally to the Board of Education.

VI. Video usage policy –

A. Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.

B. The showing of any video must be listed by the teacher in their weekly lesson plan, with the related learning goals identified, and the video's Motion Picture Association of America's Rating or the Producers Rating for district owned video recordings.

C. No videos with ratings **other than G** will be shown without parental consent.

D. Movies may not be shown for reward or entertainment.

VII. Other Services offered by the *DeKalb International Student Center* Library

Media Center Staff (as time allows):

- A. Train staff to set up and operate media center equipment**
- B. Instruct staff in the use of resources and computer programs** such as Discovery Education/video streaming, Destiny, GALILEO and other databases, word processing, PowerPoint, Office 365, VERGE, etc.
- C. Instruct staff and students in multimedia production:** Powerpoint, etc.
- D. Provide readers' advisory service to students and staff**
- E. Provide bibliographic/work citation assistance**
- F. Place materials on special reserve for classroom assignments**

VIII. Other Services offered by the Department of Educational Media

A. Learning Resource Center (LRC) <http://lrc.dekalb.k12.ga.us/>

B. Professional Library <http://plibrary.dekalb.k12.ga.us>

- These resources include:

Print (books and journals) and non-print materials that can be requested by telephone or email and sent to our school by courier Monday through Thursday.

- District-purchased electronic databases integrated into the GALILEO network.
- Faculty in-services on professional resources (available by request)
- Video (VHS and DVD) and audio (CD) resources as well as sheet music collections available through the LRC by booking, email, or telephone.

IX. Scheduling of Library Media Center Facilities: All ELA LAB and Intensive English students are scheduled 2 times per month for book check-out. See Ms. Failing to collaborate and schedule time for classes in the library.

X. MISC.

- A. Laminating:** All laminating is completed by Ms. Failing or Ms. Thike. All laminating jobs can be dropped off to the library and will be laminated one time per day as time permits. No laminating jobs can be rushed.
- B. Additional Equipment/Services:** All work materials, such as Die Cut, etc., are located in the teacher's lounge.