



# ***Cedar Grove Elementary School*** **LIBRARY MEDIA CENTER** **HANDBOOK**

Staff: Ms. H. Harris, Teacher-Librarian

## **Welcome to the Cedar Grove Elementary School Library Media Center.**

The Library Media Center at CGES is here to provide YOU with resources and services to support and enhance the educational and recreational needs of the Cedar Grove Elementary School Community. In addition, to a large collection of books, there are also magazines, computers, internet access and DESTINY (online library catalog) available to assist you with informational and research assignments. The Cedar Grove Elementary School Library Media Center has an “open door” policy and we look forward to seeing you each week.

## ***I. Mission***

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

## ***II. Information for Students***

### **Hours of Operation:**

We are open each school day from 7:30 am to 2:30 pm. Students with a teacher’s pass may make special arrangements to use the media center outside of these hours.

### **Number of checkouts allowed/Checkout period:**

Each student may check out books for a period of two weeks and may renew them twice. The media specialist will provide students with their library cards.

- **PK-1<sup>st</sup> Grade: May checkout 1-2 books per visit**
- **2<sup>nd</sup> Grade: May checkout 2-3 books per visit**
- **3<sup>rd</sup>-5<sup>th</sup>: May checkout 3-4 books per visit**

**Overdue, Damaged and Lost Materials:**

There are no overdue fines. However, lost and damaged books must be paid for before the end of the school year in order to assure that the student can register for the following year.

**Photocopy/printing costs:**

Students are allowed to print educational material in the library media center at NO COST!

**Access to Library:**

Students who come to the media center without a teacher must show a written pass to the media specialist.

**Computer/Internet use in the library:**

The computers in the library may be used for locating books, doing research, or checking school email (First Class). Students may not access violent games or inappropriate websites in the media center. Such activity may result in loss of media center privileges.

**Other resources available:**

Every student has a First Class account (email) to use for school-related communication. These accounts are not private: teachers may access them at any time. The student's user ID is S plus lunch number with no space between.

**Example: S8112345.** The password is the same as the student's login. If you do not know your student number, you can get it from the media specialist.

***III. Information for Teachers***

**Hours of Operation:**

We are open each school day from 7:30 am to 2:30 pm.

**Number of checkouts allowed/Checkout period:**

Teachers may check out an unlimited number of books for as long as needed. There are no overdue fines for teachers. The media specialist will find books and bring them to the classroom if requested.

**Equipment:**

If you need to show a DVD or Video, equipment can be borrowed from the media center. Please allow at least one day's notice when requesting equipment. We also have LCD projectors, document cameras, laptops, cd players, and portable DVD players. Again, please allow a day's notice when requesting. Teachers must be aware that, except for overhead projectors, the equipment cannot stay permanently in one classroom. Please share with your colleagues.

Other equipment available in the media center includes a poster maker, a laminator,

and die cut letters. Many projects involving this equipment can be done by the teacher or the media specialist.

The school owns several digital cameras, and one camcorder. Please use the utmost care when these are in your possession. Keep them locked in a secure place whenever they are not in use.

### **Instruction/Collaboration:**

Any time instruction is planned, please confer with the media specialist to make prior arrangements. For optimum learning, the classroom teacher will plan lessons together with the media specialist and will reinforce the media lessons in the classroom. If the media specialist is conducting the instruction, the classroom teacher will remain with the class to maintain order and offer support.

### **Classroom, Small Group, or Individual Student Visits:**

Teachers may sign up in advance to bring entire classes to the media center for instruction, research, or to check out books or read quietly. Any time instruction is planned, please confer with the media specialist to make prior arrangements.

Students may come to use the media center alone or in small groups with a written pass from the teacher and a clear purpose in mind. The teacher should write on the pass the time allotted for such assignments. Please avoid sending students to the media center without an assignment.

### **Overdue Notices:**

Overdue notices for students will be printed and placed in homeroom teachers' mailboxes. Please see that the students receive these notices as soon as possible.

## ***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 or places information on the media center/ school website. Questions concerning copyright issues should be brought to the Teacher-Librarian.

## ***V. Video Usage Policy***

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

Grades K-5: No videos with ratings other than G will be shown without parental consent.

Grades 9-12: Movies with R ratings must receive approval of the Assistant Principal for Instruction and a parental permission slip must be signed. Movies may not be shown for reward or entertainment use only.

## ***VI. Additional Information/Services***

### **Media/Technology Committee:**

A media/technology committee, composed of the principal, media specialist, CTSS, teachers, parents, and student representatives, assists in the making of media center/technology policies and procedures, defining short and long range goals, evaluating the program, selecting resources, and acting as an advisory team in the event of challenged materials. All staff members, however, are to be familiar with procedures to follow in the event print or non print learning materials are challenged. The media/technology committee is also important in the dissemination of information regarding the importance of copyright adherence.

### **Teacher suggestions/request:**

Each year the media center receives funds from the state for new books, magazines, and videos. Suggestions from teachers are encouraged; especially titles recommended in text books and teacher guides. Every effort will be made to satisfy teachers' requests.

### **Services Provided by DCSS:**

#### **Jim Cherry Teacher Center/ Metro-East Learning Resource System (GLRS)**

The Jim Cherry Teacher Center provides a wide variety of resources and information to satisfy the diverse educational needs of teachers and administrative staff in the DeKalb County School System. In addition to books and journals, the professional collection provides access to alternative information sources. DeKalb County Employees must have a library card to check out materials from Jim Cherry. Please email Valerie Ayer to apply for your library card. Materials Loan Library includes instructional kits, audio-visual equipment, software teacher certification study guides, adapted speech devices, tests, adapted toys, videos, and books.

Phase one of the Jim Cherry Teacher Center is now open! Phase One services include FREE laminating, die-cutting, and button making, by appointment, Monday through Friday. Their hours are 8:00 a.m. until 5:00 p.m. and they are located at 1701 Mountain Industrial Boulevard; Stone Mountain, Georgia 30083. Please call 678-676-2417 or 678-676-2400, for an appointment and directions. DeKalb County School System staff members get a \$3.00 credit on all materials except photo copies laminating when they show their DeKalb County School System ID. Laminating is .25 cents per foot. However, on Tues, Thurs, and Sat, with an appointment you can laminate free. Appointments are only taken one day in advance.

The Metro-East Georgia Learning Resource System (GLRS) offers access to

equipment for teacher-made materials. Special Education materials and services are available. <http://plibrary.dekalb.k12.ga.us>

**Jim Cherry Materials Production Center  
1701 Mountain Industrial Blvd  
Stone Mountain, GA 30083  
678-676-2417**

Metro-East Georgia Learning Resources System (GLRS) operates a progressive Materials Production Center for making posters, buttons, ribbons, and a variety of other items to enhance instruction.

### **Department of Educational Media**

The **Professional Library** supports educational information seeking with a large collection of books, ERIC documents, and access to journals in print, microfiche, and online. Staff members are encouraged annually to submit recommendations for additions to the print and non-print collections of the Professional Library and the LRC. The Learning Resources Center ( **LRC**) supports the Pre-K through grade12 curriculum with an outstanding collection of CDs, DVDs, videos, laser discs, audio books, audio cassettes, sheet music, and computer software. Items can be ordered daily by staff members individually, or with assistance from Media Center staff, through the use of LRCNet and Medianet. Teachers are assigned a client code number through LRC upon request or provided by the media specialist. **The password for all is booking**. The loan period for materials is three days. Delivery and pick up are by courier.(Instruction for the use of the LRCNet and Medianet is provided by the media specialist).

Educational Media has provided NoveList, a database available online to all DeKalb students, parents, and staff. It is a rich database of fiction titles covering all genres with six ways to search. Updated quarterly, the database can be used to identify the "next good book", enrich reading activities, and link to the public library where the books may also be available. The site may be found by going through GALILEO and its quarterly password available through the media staff.

### **Fernbank Science Center**

Fernbank Science Center offers a wide variety of instructional materials and programs. Visits to Fernbank and visits by the science center staff can be arranged through the school's science representative. Media kits and exhibits can be ordered through the media specialist and kept from one to three weeks.

### **Inter-Library Loan**

Although there is no formal arrangement for sharing resources between schools in the DeKalb System, through our system-wide Destiny circulation/catalog there is cooperation between schools throughout the county. Schools within a cluster loan materials when necessary, and on

occasion personal contacts are made between media specialists who are familiar with another collection in order to obtain something needed by a teacher or student. Requests for loans can be made individually through the First Class Library conference site. The [Professional Library](#) also provides interlibrary loans.

### **Public Library Services:**

Communication between library media specialists and public librarians is a key to students' success in the research process and in fostering the love of literature. To facilitate these processes, the [School Assignment Alert Form](#), which announces class research assignments, and information concerning summer reading programs are available to teachers through the media center. Even though students can utilize any public library, Champion's community library is the [Sue Kellogg Public Library](#).

### **Services Provided by the State of Georgia:**

The state provides the [GALILEO](#) database, as well as the [United Streaming](#) link through Georgia Public Broadcasting Education site. Another resource that is a one-stop web-based curriculum and instructional resource for educators is the [State Board of Education](#) site along with the [Georgia Performance Standards](#) as the core. This web site provides enhanced databases, web links for K-12 standards, lesson plans, teaching tools, media resources, a theme-based collection and Georgia treasures