



WADSWORTH MAGNET SCHOOL

LIBRARY MEDIA CENTER HANDBOOK

Mrs. H. Harris Wimes, 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.

II. Information for Students

A. Hours of Operation

7:55 a.m. - 2:15 p.m.

B. Materials available for checkout

Students: Fiction books, Non-Fiction books, Biography books, Everybody books

C. Number of checkouts allowed/Checkout period

Students: A student can have no more than three books checkout out on their account. The loan period is for two weeks from the day of checkout.

D. Overdue, Damaged and Lost Materials

Students who lose, destroy, or otherwise damage library media center materials shall be required to reimburse the DeKalb County Board of Education for the replacement value of the item.

1. The price charged for a lost book or other material shall be determined by the replacement value of the material. A processing charge of \$1.00 shall also be assessed.

2. If the material was in very poor condition and so noted on the material's record when checked out, the media specialist may use personal judgment in prorating the price to be charged.

3. All amounts for lost or damaged library materials must be paid for no later than the last instructional day of the school year.

4. Students shall have their report cards and/or certificates of promotion/diplomas withheld until restitution is made.

In the library media center, from which grades are not issued, students who owe for lost, destroyed, or damaged materials shall be denied the privilege of checking out additional materials until the school system is compensated. Students may continue to use the learning resources within the confines of the media center.

1. It is important that students who owe for lost, destroyed, or damaged materials not be denied the use of the learning resources within the library media center facility.

2. The library media specialist shall follow all accountability procedures set forth by the Department of Student Accounting, in cooperation with the Department of Educational Media, as follows:

- Obtain and report information on all students who have not compensated the school system for lost, destroyed, or damaged library media materials: and
- Report the students who owe restitution to school personnel and notify parents/guardians at the time of grade reporting an/or the withdrawal of the student from school or system

Procedures Related to Textbooks and /or Media Center Materials

A. Students who transfer out of the DeKalb County School System and have failed to compensate the DeKalb County Board of Education for lost, destroyed, or damaged textbooks and/or library media materials shall have their records withheld until the school receives a written request from a private or public school outside the DeKalb County School System. At the time of withdrawal from the DeKalb County School System, the principal or designee shall check to see if the transfer form for the Elementary, Middle, or the High School Withdrawal indicated an "all clear" status from classroom teachers and library media specialists. If there is a problem, every effort must be made to clear the student's record prior to the withdrawal. If the record is not cleared, it should be clearly marked with all information regarding the title, cost, etc. of the lost materials. Then, after receiving written request from a public or private school outside the DeKalb County School System, the school from which the records are requested shall mail the student records to the requesting school within 10 calendar days of the request.

B. Students who transfer within the DeKalb County School System and have failed to compensate the DeKalb County Board of Education for lost, destroyed, or damaged textbooks and/or library media center materials will be given a completed Withdrawal/Transfer Form by the sending school. If there is a problem, every effort must be made to clear the student's record prior to the withdrawal. If the record is not cleared, it should be clearly marked with all information regarding the title, cost, etc. of the lost materials. Then all such forms are to be examined by the receiving school, and if a transfer student is not in good standing, the classroom teacher and library media specialist shall be alerted and given information on lost materials.

1. A transfer student who owes for a textbook shall not be issued another textbook in that content area until restitution is made.

2. Transfer students shall be denied the right to check out any materials from the library media center if they owe for lost, destroyed, or damaged library media materials in their previous school. These students may continue to use the learning resources within the confines of the library media center in the receiving school. It shall be the responsibility of the library media specialist when alerted to enforce the prohibition against checking out materials until the account has been cleared.

3. Students in their final year in a school (elementary, middle, or high) shall not be issued a certificate of promotion until their records have been cleared of all lost/damaged textbooks and/or library materials.

Restitution in Lieu of Monetary Payment

A. Students who are not financially able to pay for lost or damaged textbooks or library media center materials shall be allowed to provide restitution in the form of voluntary service.

B. Any voluntary service shall have the prior approval of parents or guardians.

Refunds

A. A student shall be refunded the full amount paid for lost book(s)/ material(s) upon return of the book(s)/ material(s) in acceptable condition together with the receipt of payment, provided the request for refund is submitted prior to the closing of the local school financial records of the school year when payment was received.

B. Students who provide voluntary service for restitution shall not be reimbursed for their service in the event that their book(s)/material(s) is/are found.

E. Other resources available

- Reading Bowl or other reading clubs
- Accessing Destiny off campus
- Accessing Public Library Catalog
- Library Assistants
- Computer/Internet use in the library

III. Information for Teachers

A. **Hours of Operation:** 7:00 a.m. - 3:30 p.m.

B. Materials available for checkout

A teacher may checkout books for no more than 2 weeks from the time of checkout.

Fiction books, Non-Fiction books, Biography books, Everybody books, DVD's, Chrombebooks. Laptops, Padcaster,
Available for checkout for in-library use: Littlebits, 3-D Printers, Makey Makey kits.

Technology equipment can be checked out for no more than one day and must be returned to the media center by 3:00 p.m.

C. Instruction/Collaboration

Teachers can request for a collaborative lesson or instruction by requesting for day/time through O365 email. A calendar for availability is available at <http://www.wadsworthes.dekalb.k12.ga.us/MediaCenter.aspx>

D. Class Visits/Scheduling

The Wadsworth media center operates on a flexible schedule. To schedule class visits, please visit the media center calendar to schedule your class visits or collaborative lesson.

Sending students: Students can visit the media center during ELT when there is not a class scheduled. No more than 4 students per class can come during ELT.

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.

V. 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. Grades K-5: No videos with ratings other than G will be shown without parental consent.
- D. Movies may not be shown for reward or entertainment use only.

VI. Other Services offered by the Wadsworth Magnet School Library Media Center Staff

- A. Set up of AV Equipment (i.e., carts with projectors/laptops)
- B. Train staff to set up and operate media center equipment
- C. Instruct staff in the use of resources and computer programs Office 365, Discovery Education/video streaming, Destiny, GALILEO and other databases, word processing, PowerPoint
- D. Instruct staff and students in multimedia production and video editing
- E. Facilitate Helen Ruffin Reading Bowl
- F. Provide readers' advisory service to students and staff NoveList, ALSC, and YALSA
- G. Provide bibliographic/work citation assistance
- H. Place materials on special reserve for classroom assignments
- I. Operate the closed circuit video distribution system

VII. Other Services offered by the Department of Educational Media

- A. Learning Resource Center (LRC)
- B. Professional Library

VIII. Scheduling of Library Media Center Facilities

Teacher may visit the Wadsworth Media Website at <http://www.wadsworthes.dekalb.k12.ga.us/MediaCenter.aspx> for available days to schedule a visit or request services. Email Ms. Wimes in O365 the date you request.