

Rainbow Media Center Handbook

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Introduction

The Rainbow Media Center Handbook is designed to acquaint students, parents and teachers with the services available from the Media program. It also serves as a reference for media center policy and procedures.

Philosophy

The Rainbow Library Media Center (LMC) serves as the nucleus of our school. It is the essential center for growth and development. The center houses a collection of books, ebooks, computers, iPads, and Chromebooks. Our goal is to ensure that our students and staff are effective users of ideas and information.

Purpose

The purpose of the LMC is to support the implementation of the Georgia Standards of Excellence (GSE) by offering print and digital materials to students, parents and staff members. These materials are in a wide range of formats. The print collection comprises a variety of picture books, easy chapter books, novels, graphic novels, and non-fiction books aimed for the elementary level reader. Supplemental materials include digital subscriptions and Internet access. The media center also subscribes to professional journals and local newspapers.

GENERAL LIBRARY MEDIA CENTER PROCEDURE

The LMC is open from 8:00 AM to 1:00 PM every school day for students. Students may begin visiting the center, with an LMC pass, after morning announcements. The Library Media Center is an open, flexibly scheduled media center to ensure that the needs of teachers, students and parents are met. This plan allows maximum access to LMC Resources.

CIRCULATION

- Kindergarten students may borrow one book at a time for one week beginning second semester.
- Grade 1 students may borrow one book at a time for one week.
- Grade 2 students may borrow one to two books at a time for one week.
- Grades 3-5 students may borrow two-three books at a time for two weeks.
- Students must check their books out at the circulation desk through the established procedures.
- In accordance with DeKalb County School District policy, students who have overdue or damaged materials, cannot check out another book until their LMC record has been cleared. Payment must be made by money order or cash.
- Staff members may borrow an unlimited number of materials. Staff members may keep most materials as long as necessary for instructional purposes but are encouraged to get items back in a timely manner so that they will be available to others.
- It is important for both teachers and students to remember not to lend materials to others. The person checking out the material is the responsible party in case of loss or damage.

LIBRARY CONDUCT

Students are expected to behave respectfully in the media center. Respect for others, respect for materials and self-control are important behavior traits for everyone. No materials are to leave the Media Center without being checked out at the circulation desk. Failure to observe appropriate behavior will result in suitable loss of privileges. Classes that misbehave will also face consequences such as loss of checking out books, Class Dojo Points being taken away, and silent lunch.

LOST OR DAMAGED MATERIALS

It is the responsibility of the person checking out the material to return it on time or to pay for the item if it is lost or damaged. If a book is lost, the student is charged for the cost of replacing the book. Fees for damaged books are determined by order or cash based on the amount of damage and the age of book. Students who owe for lost or damaged books at the end of the school year will not receive their report cards until payment is made. Students who transfer outside the DeKalb County School System will have their transcripts withheld until restitution is made.

LIBRARY MEDIA CENTER PROGRAMS

Students who are enrolled in the 4th and 5th grades may join the Rainbow Reading Bowl team. Team members read the books that have been nominated for the Georgia Children's Book Award, and then compete against other DeKalb County students in a countywide reading comprehension competition. Students in grades 3-5 can participate in the Media Squad. They assist the

Media Specialist with technology and assisting their classmates during their library time.

READING CHALLENGES

The LMC encourages all students to read twenty-five books or book equivalents (approximately 1,000,000 words) as part of the GSE. Students who read 25 books in the 25 Book Campaign will be honored with their picture posted on the front hall. The LMC also encourages the Pizza Hut Book It! Program and Beanstack.

SPECIAL EVENTS

The LMC hosts Book Character Day in October, 100 Days of School in January, World Read Aloud Day in February, Read Across America celebrating diverse books in March, and Drop Everything and Read in April. We also host a Scholastic book fair in October which allows students to purchase new books.

ADULT VOLUNTEERS

Adult volunteers are always needed and welcome in the Rainbow LMC Please stop by the office for more information.

CHALLENGED MATERIALS

Despite the care with which materials are chosen, there are times when someone will object to the appropriateness of a selection. Parents should feel free to discuss materials with the media specialist or principal. Should the parent wish to file a formal complaint against material they may file a "Request for Reconsideration" form. Before filing out the form, the parent

should read or view the material in question in its entirety. Forms are available from the media specialist.