

**Dunaire Elementary School  
Library Media Center  
Handbook  
2014-2015**



**Library Media Staff  
Mrs. Hill, Teacher-Librarian**

## **The Mission of Dunaire Library Media Center**

The Dunaire Library Media Center is committed to its critical role in supporting our school's mission, goals, and objectives. Our purpose is to provide access to a diverse array of print, non-print, and electronic resources that will support Dunaire's curriculum and instructional activities. The library media specialist exposes and develops information literacy skills in our students in order to create a community of lifelong learners. Also, reading skills are enhanced through our resources to develop critical thinkers. Furthermore, we encourage recreational reading and allow students to cultivate an appreciation of traditional and contemporary literature. Overall, the Dunaire library media staff is available to help our students achieve academic excellence.

## **Dunaire Library Media Center Policies and Procedures**

### **Hours of Operation**

Our library media center is accessible to teachers and students during the following hours of operation:

7:00 AM to 3:15 PM (Faculty)

8:00 AM to 2:00 PM (Students)

Our library media center operates under a flexible schedule. This provides our teachers and students with the opportunity to utilize the services of the media center at their optimal time of instruction.

### **Orientation**

At the beginning of the school year, all homeroom teachers will bring their students to the library media center for an orientation prior to them checking out materials. During this orientation, the teacher-librarian will discuss rules, expectations, and care of materials.

### **Circulation**

- Kindergarten: Students are allowed to check out one book. However, the book is to remain in the teacher's room.
- First Grade: Students are allowed to check out one book. However, the book is to remain in the teacher's room.
- Second- Fifth Grade: Students are allowed to check out two books and may take them home.

Teachers may check out up to 15 books and materials unless the items have been placed on reserved or a large number of students need the same materials. Please speak to teacher-librarian if needs exceed normal check-out procedures.

The library media center subscribes to several periodicals for teachers and students. Also, we receive the Atlanta Constitution. Students may read current issues of student magazines in the library media center. Teachers may check out magazine(s) and return the item (s) in a timely manner.

Book checkout is for two weeks. If the student desires more time to read a book, the checkout maybe renewed for two more weeks. Overdue notices will be provided for teachers on a weekly basis. The teachers should give this information to the students. Fines are not charged for overdue books. However, the students will not be allowed to check out additional materials until the overdue items have been returned. In the event the book is damaged or lost, the student will be responsible for paying for the book. Any lost or damaged book must be paid for in cash.

### **Video/DVD Checkout Procedures**

Teachers have a selection of videos and DVDs to choose from in the Library Media Center. Teachers also have access to the Learning Resources Center (LRC) for additional videos, DVDs, compact discs, software, and sheet music. Please contact the Media Center staff for client numbers and password information. For more information about the LRC, please visit <http://lrc.dekalb.k12.ga.us/wwhome.htx>.

### **Professional Library**

In our library media center, there is a professional collection that is available to all teachers in order to keep them abreast of current educational issues. In addition, teachers have access to a professional library at the A.I.C. For more information, about the Professional Library, please visit <http://www.dekalb.k12.ga.us/eservices/edmedia/>.

### **Scheduling Classes**

#### *Individual and Small Group Usage of Library Media Center*

Teachers have the opportunity to send students to the Library Media Center on an individual or small group basis by completing a Library Media Center Visitor Information Form. If sending a small group to the Library Media Center, teachers may send up to three students using the Library Media Center Visitor Information Form. If the group is more than three students, the teacher should schedule a time with the library media specialist to bring the entire class.

#### *Class Usage of Library Media Center*

The Dunaire Library Media Center operates under a flexible schedule. Please consult with the teacher-librarian in order to schedule your class for the library media center. In the event that the teacher-librarian is not able to speak with the teacher regarding a date, please visit the EDUE Media Center in First Class and make a request. The teacher-librarian will confirm the requested date or discuss other alternatives with the classroom teacher.

## **Media Committee**

The media committee is composed of teachers, parents, administrators, and students. The committee will meet once a semester unless there is an emergency meeting. Our duties are to discuss and prioritize purchases that are funded by federal and state monies and decide on media materials acquisitions that will benefit the school community. Also, if any materials are challenged, the media committee is responsible for handling the concern on a school level.

## **Media Services**

### **Selection of Materials**

Selection of materials is a cooperative process through our media committee. However, the professional library media specialist will have the final authority in the approval of selection of materials. Appropriate materials are selected in accordance to our selection policy. In addition, the library media specialist maintains a quality collection with proper weeding procedures and adherence to state and Southern Association of Colleges and Schools standards for library media center.

### **Resources Based Instruction**

We encourage our teachers to utilize resource-based teaching and plan lessons with the library media specialist throughout the year. After consulting with the library media specialist, your class will be placed on a schedule. Please do not schedule a class for library media center usage without planning with the media specialist first. Teachers should plan with the library media specialist three days in advance for any story time, research or literacy skill instruction. Checkout may be scheduled with 1-day notice.

### **Poster Maker**

Teachers are able to transform any document into a poster using the Poster Maker. The Poster Maker is located in the teacher's work room.

### **Laminating**

Laminating is reserved for instructional materials only. Teachers will visit the teacher's work room to laminate their items from 7:00 am to 3:00 pm.

## **Media Instruction and Literacy Programs**

### **Literature Awareness**

Students are introduced to a variety of literature and authors through story time and book talks. Students will also be exposed to Caldecott, Newberry, Georgia and Coretta Scott King Award Winning Books.

## **Media Skills**

All students in grades kindergarten through fifth will have the opportunity to learn appropriate research and information literacy skills according to the Common Core Standards and Elementary School Information Literacy Checklist for their grade level.

## **Principal Book of the Month**

Principal Book of the Month is a school wide reading program where we create a school community spirit or bond by reading or experiencing the same book for a particular month. The book selected is usually based on Dunaire's character traits. The procedure each month will begin with our principal introducing the book of the month over the intercom. Then the teacher will read and discuss the book with your students. Some teacher may decide to do an activity based on the book. At the end of the year, all teachers will turn in all of their Principal Book of the month books to the library media center.

## **25 Books Campaign**

All students in grades kindergarten through fifth grade will participate in the 25 Books Campaign. Students will be encouraged to read 25 books or more by the end of the school year. Students will document their books using 25 Books Campaign Reading Log and Accelerated Reader.

## **Accelerated Reader**

All students in grades first through fifth will have an opportunity to participate in the Accelerated Reader program. After students have read a selected accelerated reader book, they will have the chance to take a computerized test that measures their comprehension of the book. Points are assigned based on their comprehension level.

## **Read Across America**

Every March, around Dr. Seuss' Birthday, Dunaire will celebrate our joy for reading by participating in Read across America. All students will have the opportunity to enjoy Dr. Seuss stories and participate in Dr. Seuss activities.

## **All Ears on Dunaire**

ALL EARS ON DUNAIRE is a monthly activity that encourages the Dunaire community to connect by listening to students read. Dunaire students will be paired with a reading buddy from another classroom or a community member. Reading buddies will read a selected picture book aloud for an uninterrupted length of time to practice reading skills and increase reading fluency.

## **Helen Ruffin Reading Bowl /Dunaire Literacy Club**

A group of five students from grades fourth and fifth, with an alternate team of five students, will compete in the Helen Ruffin Reading Bowl. The students that participate in the bowl are quizzed on Georgia Book Award nominees for the current school year. These students are nominated by fourth and fifth grade teachers.

## **National Children's Book Week**

The National Children's Book Week takes place during the month of May of each year. Students and teachers are encouraged to come to school dressed as their favorite book character.

## **Reading Incentive Programs**

### **Pizza Hut's Book-It**

Starting in October and ending in March, students will be encourage to participate in the Pizza Hut's Book It Program. If students read at least four books every month from October to March, they will be awarded with a Pizza Hut coupon for a free personal pan pizza.

### **Six Flags' Read to Succeed Program**

Starting in December and ending in February, students will be encouraged to participate in the Six Flags' Read to Succeed Program. If students complete 6 hours of recreational reading before Six Flags' Read to Succeed deadline, they will receive a free Six Flags 'student ticket by the end of the school year. Class assignments and projects do not count towards students' hours. Also, each reading log must be signed by a parent at the bottom of the form.

## **Overdue and Lost Materials**

Teachers will receive via e-mail weekly overdue notices for their students. Twice a month, students will receive a paper copy notice to send home to their parents. If you need a paper notice before distribution dates, please inform teacher-librarian.

## **Media Resources**

### **Destiny**

Destiny is our one stop online catalog system that allows teachers to search for books and other resources that support standards and curriculum.

### **RT3 Digital Resources**

Teachers are encouraged to utilize RT3 digital databases to support, extend, and enrich common core standards in their classroom. Teachers may share RT3 resource information with their students and parents via newsletters and parent teacher conferences; however, teachers cannot post usernames and passwords on school's or teacher's websites.

*RT3 Digital Resources:*

**Pebble Go from Capstone**

[www.pebblego.com](http://www.pebblego.com)

Username: DUNE178

Password: dekalb

### **Teaching Books**

[www.teachingbooks.net](http://www.teachingbooks.net)

Username: DUNE178

Password: dekalb

### **The World Almanac for Kids Online**

[www.2facts.com](http://www.2facts.com)

<http://online.infobaselearning.com/Direct.aspx?aid=117488&pid=WE18>

Username: DUNE178

Password: dekalb

### **The World Book Online**

[www.worldbookonline.com](http://www.worldbookonline.com)

<http://online.infobaselearning.com/Direct.aspx?aid=117488&pid=WE29>

Username: DUNE178

Password: dekalb

## **Digital Subscription**

Teachers have access to the following digital subscriptions for the 2014-2015 school year.

- *BrainPop (Username: DUNE178 Password: dekalb)*
- *Tumble Books (Username: dunaire Password: books)*
- *Mailbox (Username and Password: TBA)*
- *Galileo (Username and Password: TBA)*
- *Reflex Math (Teacher has username/password info)*
- *Online Assessment System (Username: E number Password: Teacher's Birthday)*
- *Renaissance Learning (Username: E number Password: Teacher Created)*
- *Edmodo (Username and Password: TBA)*
- *Discovery Education (Username: DEKALB\_Enumber+0+school code Password: Teacher selected)*

## **Challenged Materials**

Any concerns about resources that are housed in our library media center are respected and addressed in a prompt, consistent and fair manner. Any book challenge is handled according to the DeKalb County Board of Education Policy. Please refer any book challenged to the library media specialist and the principal for the appropriate action to take.

## **Copyright**

Annually, teachers and staff will attend a copyright in service meeting where they will review the guidelines for copyright and challenged materials. Teacher will also receive printed and online resources where they can reflect on copyright practices. If any teacher has any additional questions concerning copyright, they are encouraged to speak to the teacher-librarian.