



# Oak Hill Elementary Media Center Policies and Procedures



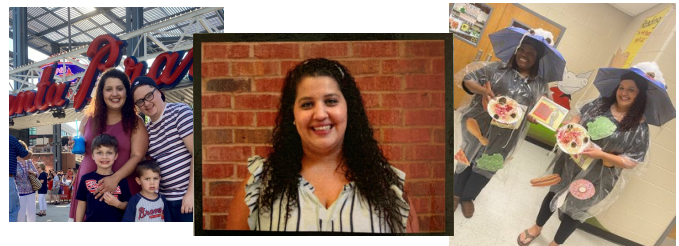
## Oak Hill Library Staff

**Ms. Andrea Dowdy**  
Media Specialist



- Bachelor's from Georgia College and State University in Middle Grades Education
- Master's from Georgia Southwestern in Middle Grades
- Specialist Degree from Piedmont College in Teaching and Learning
- Teacher Support Specialist
- 25th year in NCSS
- Enjoys spending time with family, reading, bowling, and fishing.

**Mrs. Mary Sedyame**  
Media Parapro



- Associates Degree from GA Piedmont Technical College in Early Childhood Education
- 10 years in PreK in the private school sector
- Enjoys spending time with the boys, vacationing at the beach, and baking for friends and family.

## Mission of Oak Hill Elementary Media Center

The mission of the Media Center at Oak Hill is to provide materials and services that supplement and enrich the school's curriculum. Each child should have the opportunity to select recreational reading material, discover new information, develop library research skills, and utilize technology to practice skills learned in the classroom. Media is provided to help students to foster a love for reading and acquire knowledge at the same time. The media center is a classroom shared by everyone at Oak Hill, including the students, teachers, and support personnel. The staff of the media center provides help for students and teachers in organizing and locating resources, as well as, instructing media patrons in ways to utilize these resources.

- [Map of the Oak Hill Elementary Media Center](#)

## Collection Development and Maintenance

- The media collection of Oak Hill Elementary serves 3 purposes.
  - Provide a balanced collection of materials to support instruction
  - Provide materials for personal interests and pleasure reading
  - Provide access to quality instructional technology

- Before adding to the collection, a collection analysis report will be run yearly to critique the age and size of each area of the collection.
- Selection of materials has the following criteria to consider:
  - Supports the curriculum and provides personal interest to patrons
  - Appropriate for ages and needs of population
  - Positive professional reviews
  - Durable
  - Allows for diversity, different point of views, and is current and accurate
- Weeding and discarding should be a continuous evaluative process designed to discard obsolete and worn out materials and equipment. The following lists suggest reasons for weeding.
  - Inaccurate or outdated information
  - Poor physical condition
  - Lack of circulation
  - Inappropriate for population served
- Equipment needing repair and maintenance should be handled through the Technology Department. Submit a NOW request to get the issue resolved.
- Inventory of materials and equipment should be done yearly. There are two inventories that should be performed.
  - Materials in the Follett's Destiny system. It will be completed the last two weeks of school
  - The state's technology inventory which is managed by the County Technicians with the assistance of the STA.

### **Budget**

- The media program is funded by the state and federal government. The amount allocated to the media program is at the discretion of the principal. The budget should reflect the goals outlined in the media plan, accounting for needs and enhancements of the media collection. The following areas should be considered:
  - Print and nonprint materials
  - Equipment
  - Periodicals
  - Expendable supplies
  - Electronic media
- There are other sources of funding that may be used as well.
  - Book fair
  - Grants
  - PTO donations
  - Gifts and other donations
  - Library fees collected from overdue books, damaged or lost items

## Copyright Adherence

- Teachers need to be mindful of laws affecting the use of materials, both print and nonprint. The copyright laws provide guidelines for “fair use” of materials used in the classroom. The following chart shows permitted and uses that are not permitted.

Permitted	Not Permitted
Single copy of <ul style="list-style-type: none"><li>chapter of book</li><li>article or newspaper</li><li>short story, essay, or poem</li><li>charts or diagrams</li></ul>	Copying several <ul style="list-style-type: none"><li>chapters of a book</li><li>articles per magazine/newspaper</li><li>Consumables and workbooks</li></ul>
Complete poem less than 250 words	Making multiple copies of same material
Excerpt from long poem not to exceed 250 words	Creating “anthologies”
Article, story, or essay less than 2,500 words	Copying workbooks meant to be used once by one student
Showing videotape for curriculum-supported, face-to-face teaching activities	Showing videotape for entertainment, rainy days, or non-instructional purposes
Computer backup copy for archival purposes only	Duplicate copies of software so two or more students can use a program intended for single use.
Print out pages of reference of other works for studying or teaching	Make copies of copyrighted software for student use

## Oak Hill Library Procedures

- Hours of operation-** The media center is open during the school day from 7:00am - 3:00pm.
  - Teachers may schedule classes for instruction and/research.
  - Check out is reserved for individual students or groups of three with library passes.
  - This open, flexible scheduling provides teachers and students with unlimited access to the media center at teachable moments.
- Passes-** Students must have their homeroom library pass upon entering the media center.
  - Each homeroom is allotted three passes.
  - Please do not allow students to use the homeroom passes on the day of their scheduled library visit.

- **Library Cards-** Each student will receive a library barcode at the beginning of the year.
  - Teachers can make library cards or place the barcodes in the students' agendas.
  - The barcodes must be used to check out books.
  - Pre-K and Kindergarten library cards are kept in the media center.
  - 1st - 5th grader students **MUST** bring an agenda or library card to the media center for book checkout.
- **Library Schedule-** Teachers will use the Resource Scheduler to sign up for library time or a media lesson.
  - Sign up is available up to 72 hours in advance before the desired date.
  - If a teacher would like a particular skill covered during lesson time, please indicate it in the comment box when booking the reservation on the resource scheduler.
  - The Resource scheduler can be accessed in the dashboard of My Launchpad, on the Media Center tab of the Oak Hill Webpage, and the Media Center Canvas Page.
- **Collaboration-** A collaborative model will be used in the Oak Hill Media Center. The media specialist and the classroom teacher will work together to design meaningful lessons that incorporate Information Literacy skills, as well as Common Core Standards.
  - Lessons may be scheduled weekly.
  - Lessons may be whole group or small group,
  - These lessons will include a variety of learning styles, grouping, and technology.
- **Faculty Checkouts-** Faculty and staff may check out books and materials anytime that the media center is open.
  - Please do not share materials that you have checked out.
  - You are responsible for the materials checked out with your patron barcode.

Faculty circulation regulations are as follows:

Type of Media	Number	Time
Equipment	1	Year
Books	30	3 weeks
Periodicals	2	2 weeks
Videos	1	2 days

- **Student Checkout**-Teachers may send up to three students to the media center for check out.
  - Please use the library passes issued by the media center.
  - Students may check out books from 7:05am - 2:00pm.
  - Students may not check out after school. Books are checked out for a one-week period.
  - Students must use their barcode for library check out. Therefore, students must remember to bring their agenda or library card to the media center for book check out.

Student circulation regulations are as follows:








Grade Level	Limit	Classroom/Take Home
Pre K	1 book	Stay in Classroom
Kindergarten	1 book	Stay in Classroom
First Grade	2 books	Aug-Dec:Stay in Classroom Jan-May-Take Home
Second-Fifth	2 books	Take home

- **Student Check In/Check Out**- Simple procedures for checking in and out of books.
  - First, all students say “checking in” as they scan their books into destiny.
  - Then, students will use a SHELF MARKER to search for new books.
  - Look up stations are available if needed.
  - Students will “book shop” for books based on student interest or Lexile level.
  - Finally, say “checking out” at the circulation desk when scanning student barcodes and books.
- **Fees and Lost Books**- Students will not be charged late fees for books. If a student loses a book, it must be paid for. Students are not allowed to check out until all overdue books are returned. Students will be required to pay for all lost or damaged materials before being allowed to check out again. There will be a bin of donated books for students to choose from that are not allowed to check out from the library. Report cards are held if a student has lost a book. If a book is lost, the student will be assessed the full price of the book. There will be a charge of 50 cents for damage to a barcode or other labels on a book.

### Selection of Books

Students in grades 2nd-5th will need to know their Lexile color to check out books. This is given to students by their homeroom teacher. Checkout the Know Your Band Chart below for more information. Books around the library are marked with these color dots. Students are encouraged to find books using this color coded system. Some books in the library are NOT color coded. This is when a student would use the “good fit book” strategy adopted from the Daily 5/Cafe. If there are 0-1 words you don’t know the book is too easy, 3-4 words you don’t know the book is just right, 5 or more words you don’t know the book is too difficult and not a “good fit book.”.

## Know Your Lexile Band Chart

Grade	Guided Reading Level	Reader Range	Lexile Levels
Kindergarten 	A B C D	0.0-0.9	Beginning Reader
First Grade  	E F G H I	0.9-1.9	190L-530L
Second Grade 	J K L M N	2.0-2.9	420L-650L
Third Grade 	O P Q	3.0-3.9	520L-820L
Fourth Grade 	R S T	4.0-4.9	740L-940L
Fifth Grade 	U V W X Y Z	5.0-5.9	830L-1010L

### Laminator

A laminator is available for teachers use only. When laminating materials, please have someone help to pull the film through the machine. Make sure the clips are attached to the end of the film to eliminate the film from feeding back into the machine. Notify the media center personnel if the film is low. The machine should not be run with low film. Feel free to ask media personnel for assistance if you are unsure of how to properly use the laminator.

### Technology

Don't forget that there are a lot of books available via technology! Epic and Ebooks are just a few options that students can easily access on their devices. All of the storybook online sites are located on the [Oak Hill Media Canvas Page](#).

## Subscriptions

<u>Facts 4 Me</u>	<u>PebbleGo</u>	<u>Destiny Ebooks</u>
<ul style="list-style-type: none"> <li>• Online Ency.</li> <li>• Research</li> <li>• Grades 1-3</li> </ul>	<ul style="list-style-type: none"> <li>• Online Research</li> <li>• Audio</li> <li>• Facts</li> <li>• Videos</li> <li>• Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Read Along</li> <li>• Interactive</li> <li>• Videos</li> <li>• Activities</li> </ul>
User: Bulldog Pass: Bulldog	User: oakhillles Pass: school	User: Lunch# User: Lunch#

## Reading Incentive Programs

- **Accelerated Reader Program:** Oak Hill students participate in Accelerated Reader Program by checking out appropriate books from the media center, reading the books and taking a test over the books. Books included in AR are marked with an AR sticker on the top of the spine. Dots for the books are indicated on the Lexile Band Chart. The sticker on the inside cover also tells the number of points a book is worth. Please indicate the students Reading Level Dot on their barcode, and the media center personnel can make sure that the students are reading books within their reading level.
- **Book It-** Pizza Hut sponsors the Book It program for Kindergarten-5th Grade students. The program begins in October and ends in March. Students who meet grade-level reading goals for the month will receive a coupon for a personal pan pizza at Pizza Hut. This is a great way to show that the community supports reading.
- **Six Flags Read to Succeed Program-** The students will participate in Read to Succeed, which is a program sponsored by Six Flags. The program begins the first of February and ends the first of May. Students will need to read 360 minutes to receive a ticket for admission to Six Flags during the upcoming summer.
- **Bulldog Book Club-** The Book Club will consist of fourth and fifth grade students. The students will have to read a total of 6 books, meet for book club meetings after school, and complete two projects based on 2 of the read novels. The top 10 students will represent Oak Hill at the county wide Media Festival in April.