



Coralwood School

LIBRARY MEDIA CENTER HANDBOOK

Virginia Stratton, 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:** Book Checkout from 7:30 until 2:30
- B. Materials available for checkout:** Students may check out books only; no puppets or A/V materials are checked out to students.
- C. Number of checkouts allowed/Checkout period:** Preschool students may check out one book at a time from our library. Pre-Kindergarten students are allowed to check out two books at a time. Kindergarten students may check out two or more books at a time, provided there are no books overdue. Books are checked out for one week.
- D. Overdue, Damaged and Lost Materials:** Notices will be sent to parents for overdue books (overdue more than 5 days). Notices requesting payment will be sent for books that are damaged beyond repair and for lost books. *Payments will be accepted in cash or money order only.*
- E. Access to Library:** Students have access to the library at any time the library is staffed by personnel.
- F. Other resources available**
- Coralwood Family Reading Club. Email me for more information (provide your child's name. Virginia_b_stratton@dekalbschoolsga.org.
 - Accessing Destiny off campus: [Click Here](#)
 - Accessing Public Library Catalog: [Click Here](#)

III. Information for Teachers

- A. Hours of Operation:** Checkout from 7:00 – 3:00. Any computer can be used to check out books if I am not here. Just sign in by entering your e number, and password mydestiny, scan the school barcode on the back of your book(s), and when you are finished click on RESET so your name will disappear. **DO NOT TAKE ANY MATERIAL FROM THE LIBRARY** unless you or the media specialist checks it out to you.
- B. Number of checkouts allowed/Checkout period:** You may check out an unlimited number of materials; however, if any material is overdue, you will receive a notice list

before additional materials can be checked out. This is a circulating collection, which means no one person should keep anything for the entire year.

- C. **Equipment:** Most equipment is in your classroom and will remain there unless specifically asked for (such as iPads for updates).
- D. **Instruction/Collaboration:** According to GBOE Rule for Media Programs (160-4-4-01), teachers and teacher librarians collaboratively develop, implement, and evaluate standards-based instructional activities that integrate library resources, technologies, and information literacy skills across the curricular content in support of the school's and district's mission to improve student achievement. Since I am scheduled as a Specials teacher, I am not available to collaborate with you during your planning period, because I will have your students with me. However, I am available from 7:00 – 8:30 and from 1:25 – 3:00 for planning and collaboration. Also, please visit my dashboard at VERGE—Courses—All Courses—Coralwood Media Center—Resources.
- E. **Class Visits/Scheduling:** As mandated by the State Board of Education, Coralwood has a flexible schedule, allowing all students and classes to come to the media center **as needed**. Because I have classes with the Specials schedule, I see students at specific times each day. The library is available at all times, and I am available during times I am not with classes. My classes are Pre-K (8:50 – 9:30), Preschool assistance (9:35 – 10:25), Self-contained (10:30-11:00), Preschool (12:00-12:30), Kindergarten (12:35-1:20). During these class times, please feel free to find materials using the online catalog (Destiny), or see me during the times I am available without a class (7:30-8:30, 11:30-12:00, 1:30-3:00). I can find books and materials for your instructional needs if you send me an email. I will get the books for you and deliver them to your classroom as soon as time permits.
- F. **- Computer/Internet use in the library:** We have 4 computers available in the library for use by staff or students, and we have a computer lab consisting of 22 computers that can be scheduled by the teacher.
- G. Chromebooks are available daily to all Kindergarten students, and Pre-K and Preschool students can be scheduled to use them.
- H. iPads may be scheduled for a whole class or for small groups (4 or 5). Please register your request on the appropriate calendar.
- I. **Sending students:** Students can come to the library at any time. They must be accompanied by a teacher. If I am with a class, teachers or paras can check out books to the student(s).
- J. **CTSS contact information for hardware/software issues:** Please let me know of any issues you are encountering. Send an email with specific information. I will get to you as soon as possible. If the problem cannot be resolved by me, please submit a Help Ticket using the Red Phone within your mail. Although I will help you to send a Help Ticket, IT prefers that you initiate the help ticket yourself.

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. The area that will be of most use to you is Fair Use:

Measuring Fair Use: The Four Factors

Unfortunately, the only way to get a definitive answer on whether a particular use is a fair use is to have it resolved in federal court. Judges use four factors to resolve fair use disputes, as discussed below. It's important to understand that these factors are only guidelines that courts are free to adapt to particular situations on a case-by-case basis. In other words, a judge has a great deal of freedom when making a fair use determination, so the outcome in any given case can be hard to predict.

The four factors judges consider are:

- the purpose and character of your use
- the nature of the copyrighted work
- the amount and substantiality of the portion taken, and
- the effect of the use upon the potential market.

V. Reconsideration of Challenged Materials

Any book or other material challenged by a parent, teacher, or other stakeholder will be examined according to the established procedures. The issue will be brought to the attention of the principal or teacher librarian. They will submit the information to the local Media Technology Committee. This committee will look at all the relevant issues and read the book. If they cannot resolve the issue, the challenged material will be presented to the System wide Media Committee, then on to the Superintendent, and finally to the Board of Education. The relevant forms are attached.

VI. Video usage policy –

- Video recordings** should be selected for their direct relevance to the approved curriculum and specifically relate to the instructional program. They should not be shown in their entirety, but included as part of the lesson with comments and interaction throughout the video showing.
- 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. No personally owned or rented videos

may be shown to the students. Online services such as Netflix, Hulu, HBO, etc., cannot be used in the classroom.

- C. **Grades Preschool, Pre-Kindergarten, and Kindergarten:** No videos with ratings other than G will be shown without parental consent.
- D. **Movies may not be shown** for reward or entertainment use. They must be part of face-to-face instruction.

VII. Other Services offered by the *Coralwood School* Library Media Center Staff as time allows

- A. **Train staff to set up and operate media center equipment**
- B. **Instruct staff in the use of resources and computer programs** such as Office 365, Discovery Education/video streaming, Destiny, GALILEO and other databases, word processing, PowerPoint
- C. **Instruct staff and students in multimedia production:** PowerPoint, Monograph, Prezi, etc.
- D. **Facilitate reading program – Coralwood Family Reading Club:** This program is geared toward the Kindergarten classes at Coralwood, but others may use it if the parents request it.
- E. **Provide readers' advisory service to students and staff**
- F. **Provide bibliographic/work citation assistance**
- G. **Place materials on special reserve for classroom assignments**

VIII. Other Services offered by the Department of Educational Media

Professional Library <http://plibrary.dekalb.k12.ga.us>

- These resources include:
 - Print (books and journals) and nonprint materials that can be requested by telephone or email and sent to our school by courier Monday through Thursday.
- District-purchased electronic databases integrated into the GALILEO network.
- Faculty in-services on professional resources (available by request)
- Video (VHS and DVD) and audio (CD) resources as well as sheet music collections available through the LRC by booking, email, or telephone.

IX. Scheduling of Library Media Center Facilities: A sign up sheet is posted on the circulation desk, next to the circulation computer.

X. MISC.

- A. **Laminating:** All laminating is completed by the Laminating Committee (drop off and pick up in the Teacher's Workroom).
- B. **Additional Equipment/Services:** All work materials, such as Die Cut, etc., are located in the Teacher's Workroom