



**Jefferson Parkway
Elementary
Policies and Procedures
Handbook**

2019 - 2020

V. Media Services Policies

1. Operation

Jefferson Parkway's Media Center is open every school day from 7:30 a.m. to 2:30 p.m. Students must have a Media Center pass. **NO** food or drinks are allowed in the media center. This policy is in place to help protect the Media Center's resources and equipment. Students will straighten chairs, tables, return materials, and deposit trash, to leave the media center neat. Class visits to the Media Center must be scheduled to correspond with instructional needs and noted on the sign-up calendar. Consultation with the Media Specialist must precede all class visits, other than routine book check-outs, in order to determine time(s), date(s), curriculum objective(s), media needs, and services. It is the duty of the classroom teacher to maintain responsibility of supervision during visits to the Media Center. Flexible scheduling allows students to simultaneously use the resources and space throughout the day.

2. Circulation Policy

- Students must have a pass or be in attendance with their class. No more than three students admitted per pass, others will be sent back to class. They will need the pass to open the library doors.
- Teachers will need to sign up for checkout time to make sure there are not conflicts.
- Students will check-in their books as they enter the media center.
- All books must be returned prior to next check-out.
- Students may checkout the number of books listed by their grade level.

Grade Level	Number of books to be checked out	
	1 st Semester	2 nd Semester
Pre-K	0	0
K	1	2
1	1	2
2	2	4
3	3	4
4	3	4
5	3	4

- Some reference books may be checked out to students overnight at the request of a teacher.
- Students will be charged for books that are **lost or damaged**.
- Students who have **overdue books** or **unpaid fines** will not be allowed to check out additional materials and grades will be withheld.

- ***STUDENTS MAY NOT CHECK OUT THEIR OWN BOOKS!*** *They must see a staff member to volunteer!*
- Students are expected to follow all Media Center rules listed below:
 1. Students will be respectful to others at all times.
 2. Students will help to maintain a quiet and academic focused library.
 3. Students will treat the libraries materials even better than their own to ensure others' enjoyment for many years to come.

Stipulations for Faculty and Staff

Books

- Teachers may check out as many books as needed. Teachers can log in to Destiny to see what they have checked out. There is no due date but if someone else needs the materials, you may be asked to return it so that it can be used.

Equipment

1. Projectors, language masters, tape players, scanners, and other audiovisual equipment may be checked out permanently to a teacher. During the summer the equipment will be locked in the classroom closet. If the teacher is leaving Jefferson Parkway, they will return the equipment to the Media Center.
2. Digital cameras and video cameras can be checked out for one day. Equipment must be returned to the media center by 3:45 each day so that it can be secured.
3. No equipment will be released to students for transporting

3. Overdue Policy

Students are encouraged to return their books as soon as they have finished reading them. Students are alerted to overdue materials by the media specialist as they attempt to check out other materials. The circulation system alerts the staff to overdue books and will not allow further checkouts. No additional checkouts will be allowed while a student has an overdue item of any kind.

1. Fines are not charged for overdue materials.
2. Overdue slips are distributed to the students through the homeroom teacher. They will be folded and stapled with their name written on the outside.
3. Books may be returned or renewed. In order to renew the book for another week, the book must be brought to the library.
4. Notices will be sent to teachers to request that the student with items overdue more than four weeks search his/her desk and report to the media specialist about the disposition of the book.
5. If the book is not paid for, the student's report card will be held at the end of the school year until payment is received.
6. Books not returned or paid for continue as overdue on the student's record throughout their school time.

7. Teacher books and materials become overdue when they are held past the end of the school year's return date (as set by county policy).

4. Damaged Books

Students and school personnel are asked to pay for lost or damaged media, equipment, and all other instructional materials purchased with school funds. Materials returned to the media center damaged will be examined for repairs. Repairs will be made to pages and bindings at no cost to the individual. If the book is damaged beyond repair, a fee equal to the cost of the book will be charged to the corresponding student/school personnel. If no such price is available, \$15.00 will be charged for library books. The payment must be made by the end of the year or the student's report card will be held until payment is made. Until the payment is made, students may not check out additional materials.

- Written notification will be made to the individual responsible.
- Payment will be made to the school and a receipt will be written.
- The students' records will indicate that the book was paid for and his/her record will be cleared.
- The book will be deleted from the system.
- Students who damage or lose a book will be limited to one book checkout for the remainder of the year.

The value of materials that are damaged and need to be taken out of circulation will be charged to the student. This includes water/liquid damage, excessive marking, torn pages and/or binding.

5. Lost Books

Books lost by a student must be paid for by that student. Any lost material that is on loan to our school must be paid for by that student.

- A fee equal to the cost of the book or a flat fee of \$15.00 will be imposed for each book lost.
- The individual will be notified and asked to make payment.
- After payment is received, a receipt will be given and the student's record will be cleared.
- Student is informed that if the book is eventually found that he/she will receive a reimbursement for the full amount during that school. After that the money is used to purchase replacement materials.
- The media specialist will change the status of the book to "lost and paid for" to remove it from the student's record.
- The student will then be allowed to check out the full amount of books allowed.

6. Inventory Policy

A full inventory will be conducted the last two weeks of the school year. All materials will be due back the week before school is out each year. The inventory will be conducted to ensure that materials are returned and to account for any materials accidentally shelved while remaining checked out to a patron.

7. Mending and Repairing

Our Media Center staff will attempt to repair and mend all damaged books. It is crucial that students and faculty report necessary repairs and return the materials as soon as possible to prevent further damage. Books in need of repair will be placed in the “Book Hospital” until they are ready to return to the shelves. When a repair requires servicing that the media center cannot provide, an outside company will be used to be determined based on quality and price the company offers.

NO ONE other than the media specialist is to repair library materials. Special tapes and glues are used. **PLEASE HAND THE BOOKS IN NEED OF REPAIR TO THE MEDIA SPECIALIST!**

Media Events:

Three Scholastic Book Fairs scheduled in September, February, and May each school year.

Library Card Sign-Up Month - September

Dot Day – Sept. 15th (or closest school day).

International Talk Like a Pirate Day – September 19

Picture Book Month - November

Read for the Record – Thursday, November 7, 2019

Children’s Book Week (November 4-10, 2019; May 4-10, 2020)

Black History Month (annually-2nd week of February)

Read Across America – Monday, March 2, 2020

School Library Month - April

D.E.A.R. Drop Everything and Read – April 12, 2020

National Library Week (April 7-13 2019; April 19-25, 2020)

VI. Donated Materials Policy

Books that are received by the library as gifts are evaluated just as new purchases are evaluated. The library reserves the right to dispose of gifts through the regular weeding procedures.

The collection is constantly being evaluated and materials that are not implementing, enriching, and supporting the curriculum are removed from the collection. The criteria for removal are:

- There is considerable duplication in little used areas,
- Materials are no longer useful to curriculum needs,
- There are duplicate copies where need is not a factor, and
- Materials are too badly worn or damaged to justify repair.

When a book is removed from the library collection it may:

- Be sent to other division schools where the curriculum demands, and
- Be donated to the public library
- Be given to teachers and students within the school.