

**Idlewood Elementary School**  
1484 Idlewood Road \* Tucker \* Georgia \* 30084

*Where Young Readers Become Future Leaders*



## **LIBRARY MEDIA CENTER HANDBOOK**

Mrs. Karen Swartz, Teacher-Librarian

[Karen\\_Swartz@dekablschoolsga.org](mailto:Karen_Swartz@dekablschoolsga.org)

Library Office: 678-874-3220

Main Office: 678-874-3202

### **Mission**

The mission of the library media program is to cultivate a love of reading and the ability to access and evaluate information.

### **Information for Students**

The Idlewood Elementary Library Media Center Staff—including Mrs. Swartz, Teacher-Librarian and Ms. Cullins, Library Media Assistant; are available to provide all students with print and nonprint information and additional assistance as requested.

#### **Hours of Operation**

Students may visit the Media Center with teacher permission as long as space, resources, and services permit:

- Beginning at 8:30 AM
- During entire instructional day, as an individual or small group of 3-4 students
- Ending at the intercom announcement for dismissal to begin

#### **Destiny**

Destiny is the name of the school library management system software that allows each location in DCSD to maintain collection records and circulate materials.

Destiny may be accessed using any Internet-connected computer. From Clever, navigate to Destiny Discover and click. Clever should automatically sign you in, but if it doesn't, use the same credentials you use to sign into your computer.

#### **Materials available for checkout**

Students may select from a wide variety of easy fiction, fiction and non-fiction books. The Teacher-Librarian encourages the joy of reading and therefore doesn't insist that a student check out books that are only on their reading level. Sometimes children simply want to explore, pretend, turn the pages, feel a large book in their hands. This is all part of the process of learning what interests them. Leveled and guided reading can take place in the classroom.

### Number of checkouts allowed/Checkout period

All materials are circulated for a two-week loan period with the option to renew the materials once for an additional two weeks. When grade-level projects are assigned, students are encouraged to keep books for a shorter time to allow multiple checkouts during the project period. The number of checkouts depends on the student's grade level:

Pre-K	none
Kindergarten	one book to be kept in their desk
First Grade	two books
Second Grade	two books
Third Grade	two books
Fourth Grade	two books
Fifth Grade	two books

Students are allowed to check out books at the self-checkout station using either their card (kept with the teacher), their student number, or their name.

### Overdue, Damaged and Lost Materials

#### Overdue Materials

Students who keep materials longer than the allotted two weeks without renewing (once is permitted) have overdue materials.

- Weekly overdue notices are automatically generated within Destiny.
- If a student believes he/she has received an overdue notice by mistake, please contact Mrs. Swartz as soon as possible.
- No fines are charged, but students with overdue materials are not permitted to checkout additional materials until the overdue items have been returned.
- Please make every attempt to return materials on time so that all library patrons can utilize them.

#### Damaged Materials

Library materials are expected to be returned in the condition they are checked out.

- Students should point out damaged library materials to library staff as soon as they notice them.
- If materials are returned to the Media Center with writing, torn pages, or damaged covers, fines may be assessed.
- As with overdue materials, damaged materials must be paid for before additional materials can be checked out.

#### Lost Materials

- If media materials are lost, they must be paid for at the cost of replacement.
- This will be not less than \$10.00 for a hardback book and not less than \$5.00 for a paperback book.
- Students must pay in exact cash only and will receive a receipt.
- If a lost material is found before the end of the current school semester, a student may bring the lost item and receipt to the library and receive a refund.
- As with overdue and damaged materials, lost materials must be paid for before additional materials can be checked out.

### Other Resources Available

#### Library Computer Use

The Media Center offers computers school community use. All users are expected to abide by the guidelines outlined in the DeKalb County Schools *Code of Student Conduct* distributed each year.

Media Center computers may be used for the following purposes:

- Online research using Destiny, GALILEO, and teacher-bookmarked sites
- Finding library materials using Destiny
- Word processing and creating presentations
- Other uses as defined by teacher

## Information for Teachers

### Hours of Operation

The Media Center is open for use by teachers from 7:00 AM to 3:00 PM.

### Materials available for checkout

Teachers are welcome to check out books, reference materials, and equipment from the Media Center from 7:00 AM to 3:15 PM.

If there is a print or video resource that you need for your class that our library does not have, please let Mrs. Swartz know so that she can request materials from other DCSS libraries, help you order a video from the LRC materials recently transferred into the Professional Library, or assist you with searching the Professional Library for materials that might be helpful for classroom instruction or graduate studies.

### Number of checkouts allowed/Checkout period

Teachers may checkout the materials that they need for instructional purposes. Unlike students, there is no limit to the number of materials that teachers and staff may checkout. Professional courtesy requires consideration of others who also wish to utilize the materials by checking out only what is needed for direct instruction and returning items in a timely manner. If particular items are requested by another patron, Mrs. Kossak may contact teachers about sharing materials.

Teachers and staff are responsible for **all** library media center materials checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

### Equipment

Media Center equipment, including laptop carts, document cameras, digital/video cameras are available for classroom use. Please email Mrs. Swartz to reserve items for pickup

Teachers and staff are responsible for **all** library media center equipment checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

### Instruction/Collaboration

Teachers are encouraged to send students individually or in small groups for checkout and to bring their classes to the Media Center for information skills lessons. Instruction on search strategies, reference skills, and other applicable standards are planned collaboratively by Mrs. Swartz and the classroom teacher.

When bringing classes to the Media Center, teachers should:

- Collaborate with the teacher librarian about the purpose of the visit and standards being taught so that appropriate print and nonprint materials will be available.
- Reserve space and resources at least twenty-four hours in advance; lessons will be planned at least one week in advance.
- Reserve space via the [Bookings](#) link and contact Mrs. Swartz to reserve any special materials.
- Remain with the class while they are in the Media Center and see that all materials, including chairs and tables, are returned to their proper place.
- Remind substitute teachers in pre-planned and emergency lesson plans that they do not bring whole classes to the Media Center unless prearranged by the classroom teacher and librarian.

### **Sending students to Library**

We are lucky to have true flexible access to our school library's space, resources, and services. This means that students can come to the library throughout the school day individually or in small groups with teacher permission. Students should arrive with a pass.

When sending students to the library, please make sure that they understand the reason for the visit and know what to spend their time doing once they get here. Students should be able to state their purpose

Please also ensure that you have multiple times throughout the day for library visits so that each student has access. As much as possible, make sure that each student in your class is provided equal opportunities to visit.

## **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 School Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be directed to the School Librarian.

## **Reconsideration of Challenged Materials**

DCSD Board Policy IFA-E (included in appendix) outlines procedures for dealing with a book challenge. The challenged book policy allows for parents to express their opinions AND to give the material a fair shot. The procedure involves having the parent complete a formal "request for reconsideration" form, including answering questions like "Have you read the book in its entirety?"

If a parent approaches you with concern about materials being used in your instruction, please ask the school librarian for help before responding.

Here is an excerpt from a librarian's letter that expresses goals for communicating with parents:

"We want to respectfully hear any parental concerns that arise. Please let parents know how wonderful it is that they are aware of and interested in what their children are reading. Parents should be encouraged to communicate their values and wishes to their child, and, if they like, to review the books a student brings home. We do provide "reader's advisory" services to many students, and tailor our reading suggestions to their expressed needs. However, know that we carry a wide range of titles for a wide range of readers, reading levels, interests, and family values. What is troubling to one family may be an all-time favorite for another. I would be happy to speak with any parent about our collection and policies."

**BOTTOM LINE:** If you ever receive a parent complaint about any materials, i.e. textbooks, library books, classroom books, etc., please notify the school librarian so that we can \*immediately\* inform them of DCSD policy and begin the procedures as outlined.

## Video Usage Policy

- Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.
- The showing of any video must be listed by the teacher in his/her weekly lesson plans, 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.
- As per DCSS guidelines, no videos with ratings other than G will be shown without parental consent in grades K-5.
- Movies may not be shown for reward or entertainment use only.

## Other Services offered by the Idlewood Elementary Library Media Center Staff

- Help setting up equipment (streaming cameras, document cameras, laptops, etc.)
- Train staff to set up and operate media center equipment
- Instruct staff in the use of resources and computer programs such as Destiny, O365, and GALILEO
- Provide readers' advisory service to students and staff using NovelList and/or DestinyQuest
- Pull resources for specific lessons/units of study
- Place materials on special reserve for classroom assignments
- Lighbox Interactive Digital Titles available through Destiny
- Other e-books through Destiny and MackinVia
- Poster printing (3 posters per homeroom per week)
- Lamination

## Other Services-Resources offered by the Department of Educational Media

### Videos

We do not have videos in our collection, but try searching for videos in the Professional Library. All previous LRC videos and sheet music have been imported into this Destiny site. If you experience any difficulties, Mrs. Swartz will be glad to walk you through the process. I can also see if the videos you want are available for loan from other libraries in the district.

### Professional Library

The Professional Library, a division of the Department of Educational Media and Instructional Materials, supports teachers, administrators and staff with a variety of services and resources, including the following: bibliographic/library instruction; books, journals, newspapers; electronic newspapers; GALILEO; teacher certification materials and interlibrary loan services.

The Professional Library is open Monday thru Friday, 8:00AM-4:30PM and is located at the Administrative Instructional Complex at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The library's collection of resources, are accessible online at: [https://plibrary.dekalb.k12.ga.us/dekalbprofessionallibrary\\_home.aspx](https://plibrary.dekalb.k12.ga.us/dekalbprofessionallibrary_home.aspx) . For assistance with research and or obtaining resources, please email: [plibrary@dekalbschoolsga.org](mailto:plibrary@dekalbschoolsga.org) or call 678-676-2402.

### DeKalb County Public Library

All DCSD teachers are eligible for a DeKalb County Public Library card, even if they are not residents of DeKalb County.

A link to the DeKalb County Public Library is included on the Destiny homepage Symbaloo: <http://dekalblibrary.org/>. Here you can find all the information you need about programs, locations, hours, and other services. Use the "Catalog" link to search for resources, or request help from Mrs. Kossak.

**PBS Learning Media (replaced Discovery Education, July 2020)**

ATL PBA and PBS have curated FREE, standards-aligned videos, interactives, lesson plans, and more for teachers: <https://pba.pbslearningmedia.org/>

**Destiny**

Destiny is the name of the school library management system software that allows each location in DCSD to maintain collection records and circulate materials.

Destiny may be accessed using any Internet-connected computer. From Idlewood's website, go to Media Center link on the left navigational bar. From the Library Media Center Page click Destiny. Each student may login with username: S+student ID# or E+employee ID# and password: mydestiny.

Destiny may also be accessed via the Launchpad interface via Clever.

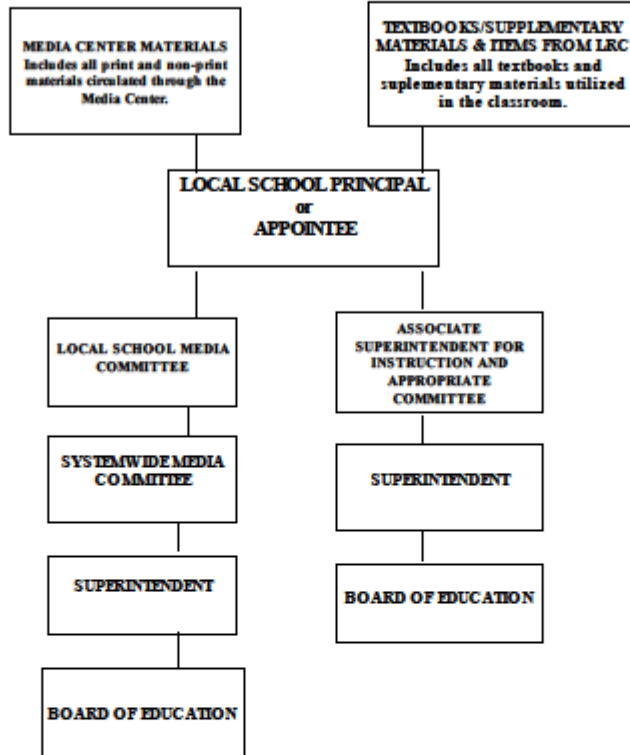
# Appendix

DCSD Policy IFA-E(1)

**Exhibit**  
**Instructional Materials**

Descriptor Code: IFA~E(1)

## PROCEDURES FOR CHALLENGED MATERIALS



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ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

**Exhibit**  
**Instructional Materials**

**Descriptor Code: IFA-E(2)**

**EXHIBIT**

**INSTRUCTIONAL MEDIA  
REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL MEDIA**

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School	Principal
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Type of Media (book, film, recording, etc.)	Title of Media	Copyright Date
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Author/Editor/Artist Composer	Distributor/Producer/ Publisher
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1. What brought this material to your attention? (Review, lists, word-of-mouth, assignment? If from a specified list or review, please be specific giving name of publication, issue, and page.)

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2. Have you read, viewed, or listened to the entire item? \_\_\_\_\_  
Is the item a part of a set or series? \_\_\_\_\_  
If so, did you read, view, or listen to all of the set or series? \_\_\_\_\_

3. State specific objections to the material. (Use extra sheet, if necessary.)

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4. What do you consider to be the theme of this material?

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