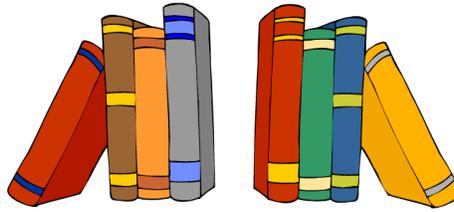


Strasburg Elementary School

LIBRARY MEDIA CENTER HANDBOOK



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Mission

The mission of the Strasburg Elementary School library media program is to ensure that students, teachers, and staff are effective and responsible users of ideas and information.

INFORMATION FOR STUDENTS AND PARENTS

Hours of Operation

The library is open from 8:30 a.m. to 3:00 p.m. Check-in/out is from 9:00 a.m. (after breakfast and the morning announcements are over) to 3:00 p.m. (when students have to prepare for dismissal). Throughout the day, the library is used by classes, small groups, and individual students. Students coming alone or in small groups must have a pass from their teacher.

Materials Available for Checkout

Students can check-out books and magazines.

Kindergarten students – 1 book

Grades 1 and 2 students – 2 books (a 3rd book may be checked out after the 2nd 9-weeks)

Grades 3, 4, and 5 students – 3 books OR 2 books and 1 magazine

Checkout Period

Books – up to 1 week with an additional 2 week renewal

Books on high-demand will be renewed at the discretion of the librarian.

Magazines – 1 week only

Overdue, Lost, and Damaged Library Materials

There is no daily charge for overdue materials; however, the student's checkout privileges will be suspended whenever he or she has overdue, lost, or damaged materials. Students can check-out again once the matter is resolved in one of the following ways.

Overdue Materials: The book or magazine must be returned to the library or brought in and renewed for another week.

Lost Materials: Parents are responsible to pay the replacement cost for any lost items. Payment must be made by cash or a check made out to Strasburg Elementary School. All payments are receipted and receipts are given to the student to bring home to his or her parents. Should a student find and return a lost book, the book and the original white receipt must be returned before May 1st of the current school year in order to receive a refund. Books found and returned after this date are no longer eligible for a refund.

Damaged Materials: Parents are responsible for paying the replacement cost of any library materials that become damaged beyond reasonable repair.

At beginning of the year Library Orientation and throughout the school year, students are instructed to never lend their library materials to another student. The responsibility for payment of lost or damaged materials belongs to the parent whose child checked them out.

At the discretion of the librarian, students may be allowed to check-out during the time that their library privileges are suspended.

Any overdue, lost, or damaged materials must be returned or paid for by the end of the school year or final report cards will be held.

Other Resources Available at the Library

Computer/Internet Use

Four library computer stations can be used by students for accessing Strasburg Elementary School's online library catalog, online research, or typing reports. Students are expected to abide by the guidelines outlined in the Strasburg Elementary Student/Parent Handbook, which can be found on our school's website: strasburg.k12.oh.us. Computers are for educational use only. Gaming sites, personal email, social media, and chat sites are not allowed. Students found to be accessing an inappropriate website, non-academic website, or games can lose their computer privileges.

Printing

A printer is available for printing out student work for class assignments. There is no cost for student printing; however, students can print only two pages at a time. Students are expected to be mindful of the need to conserve ink and paper. Students should copy and paste all pictures/illustrations on one page. Students are expected to view their documents in Print Preview before hitting the Print command. Non-assignment related printing is not allowed. In cases of misuse of printing privileges, students can have their privileges suspended.

INFORMATION FOR TEACHERS

Hours of Operation

The Library Media Center is open to teachers and staff before, during, and after school from 8:30 a.m. to 3:30 p.m.

Library Materials

Books, magazines, and items from the Professional Print Collection are available for teachers to support their classroom instruction. Teachers may check-out as many materials as needed. While the default due date is 1 week from checkout, teachers may keep their items longer if they are still being used. All that is

necessary is for teachers to be considerate of others and return items as they are finished with them. Should another teacher request checked out materials, the items may need to be returned to the library. Periodically teachers are given a list of all items checked out in their names. Teachers are responsible to pay for any lost library materials checked out to them. Teachers are also cautioned not to lend these materials to other teachers or to students. All materials must be returned before the end of the school year (exceptions to this rule are determined by the librarian).

Library Schedule

The library schedule is a flexible one. While teachers can reserve a specific time/day for whole-class book checkout and information literacy lessons, these times may be changed as needed. Teachers can schedule additional library time for whole-class information literacy lessons or for students to use the computers or print materials for research. When space is limited, scheduled classes have priority over small groups or individuals using library resources. A printed schedule is located at the circulation desk and a copy is given to each teacher. Whole-class time can be scheduled with the librarian either in person or by email.

Individuals and Small Groups

All students, alone or in small groups, must arrive with a library pass and a note from their teacher indicating what they are to be doing. Small groups coming in with one pass must arrive and leave together. Students without a library pass or those behaving inappropriately will be sent back to class.

Instruction/Collaboration

Teachers are encouraged to collaborate with the librarian to develop instruction that supports the standards being taught in the classroom. Instruction on using infohio research strategies, reference skills, information literacy skills, respecting copyrights, and content standards can be planned by the librarian in collaboration with grade levels and individual teachers. Library lessons can introduce, reinforce, and/or extend the standards being taught in the classroom.

The librarian can provide instruction and help to create resource lists of library materials and websites for student use.

Teacher input into acquisitions and collection development is also encouraged so that library materials are correlated with and support instruction.

When specific print materials are needed for whole-class research, teachers are asked to make their requests at least two school days in advance of needing them.

Teachers are required to stay with their classes during library time. Any misbehavior is to be handled by the teacher. Please remind students to push in chairs, pick up any dropped items, and to take all belongings with them as they leave the library.