Mission

The mission of the library media program is to support the curriculum by providing access to resources in varied formats: ensuring that students know how to locate, evaluate and use information thereby developing into lifelong learners and responsible citizens.

Philosophy

The goal of the Media Center is to provide resources and materials that enhance the school curriculum. Developing lifelong learners is our goal as we promote student interest in reading, listening, learning, research, organization and presentation of materials. We believe that the Media Center is the hub of learning activity, enriched with technology which creates an array of information resources. When our students are armed with skills for using information effectively we hope that our students will strive to use information concepts and strategies that would develop critical thinking, and problem-solving skills. We strongly encourage you to conduct research, browse, work independently and in groups, participate in special events, locate and check out materials, learn media skills, utilize computers, and prepare learning and instructional materials.

We hope you will make visiting and using the Media Center a habit as it is the hub of the school and can be an immeasurable enrichment. We also encourage you to use your local public library and acquire a library card. Dekalb Public Libraries are also an awesome resource and they are there for us.
**Hours of Operation**
The Media Center is open from 8:00 am - 4:00 pm.

The Redan Middle School Media Center is flexibly scheduled to accommodate as many users as possible. Individuals and small groups of five or less may come into the Media Center at any time during the day without scheduling as long as they have teacher permission and a Media Center pass. Teachers may bring larger groups or whole classes at anytime by scheduling a time with the Media Specialist.

Students may come to the Library Media Center in the morning and during lunch with a pass. All passes must state the student's reason for using the Media Center (research, pleasure reading, etc) and must be signed when students come during the instructional day.

**Scheduling and Collaborative Planning**
The Redan Middle School Media Center is dedicated to providing students, teachers, staff and parents with open and flexible access to information. Teachers are asked to utilize First Class to schedule time in the Media Center. Classes should be scheduled at least 48 hours in advance. The Media Center Calendar is located inside the Red Schoolhouse in First Class. When bringing your class to the Media Center state standards require the teacher to remain with the class and be available to render assistance as well as make sure the students remain on task. Please discuss your curriculum goals and needs with the Media Specialist prior to scheduling use of the Media Center. This collaborative effort will provide the Media Specialist with the necessary information to gather resources that will enhance research efficiency.

**Circulation**
* Students may check out two books at a time for up to two weeks.
* Students who have overdue books will not be allowed to check out any other materials until their books are returned or a payment for the book has been made.
* Overdue fees are .10 per day up to a maximum of $5.

**Overdue Notices**
- Overdue notices will be printed periodically and emailed weekly throughout the school year. If a book is lost the student must pay the purchase price of the book. If the book is found after payment has been received (but during that particular school year) the full amount of money paid will be refunded to the student if and only if they present their receipt.
- Lost or damaged materials are the responsibility of the borrower.
- If a student has an overdue book or fine their checkout privileges will be suspended until their obligations have been met.

Teachers are encouraged to use the resources in the Media Center and there is no time or quantity limit to the resources staff members may check out with the exception of reference books. There are no fines for staff members however there is the responsibility of returning materials or paying for lost/damaged materials.

**COPYRIGHT**
Every staff member is responsible for complying with the copyright laws and guidelines. Do not assume that copying material is legal if it is for educational use. Please make sure! Copyright
for Schools: A Practical Guide by Carol Simpson is located in our professional collection or you can check the Media documents sent via First Class in September.

**Video 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 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.

Movies may not be shown for reward or entertainment use only.

**Challenged Materials**

Objections and challenges may arise concerning instructional media used in the school system. If such an event occurs, please notify the media specialist immediately. If that person would like to file a formal complaint, the designated DeKalb County School System form will be issued. A procedure is in place to hear the objections and make a decision on any challenged material. The challenged material may not be removed from the classroom or from circulation in the media center during the process.

**Library/Media Technology Committee**

The Redan Middle School Media Staff is guided by input and feedback from the Library/Media Technology Committee. Members of the committee include the Media Specialist, administrators, teacher representatives, students and the community. The Library/Media Technology Committee meets to discuss or handle issues concerning media policies and procedures.

**Materials Selection**

Suggestions for print and non-print materials are welcome. Suggestions may be submitted to the Teacher-Librarian throughout the school year via First Class email or in person. The Teacher-Librarian maintains a consideration file that reflects suggestions from the Library Media Technology Committee, faculty, staff and students. Items are purchased as funds are available and as needed.

**Audio-Visual**

The Multimedia Cart (LCD projector, laptop) may be checked out on a first come first served basis by signing the log at the circulation desk adjacent to the printer. Any video shown in the classroom, regardless of the source, must be used for face-to-face class instruction and must be included in lesson plans. Teachers must preview all videos before showing them to their students.

All AV equipment is checked out on a first come basis and the teacher is responsible for the proper care of those items. An overhead projector, CD players/ AM/FM radios and cart will be checked out to each teacher at the beginning of the school year and accounted for at the end of the school year. Our Library Media Center has a growing collection of videotapes.
and DVD's. Additional videotapes are available from the Learning Resource Center and may be ordered by accessing the LRC web site (http://lrc.dekalb.k12.ga.us).

The following AV equipment is available for checkout: camcorders, document cameras, digital cameras, digital video cameras, LCD/video projectors, listening center headphones, and overhead projectors. All equipment must be returned to the media center by 4:00 p.m. each day.

**LAMINATING**
Laminating is reserved for instructional materials only. Teachers may laminate from 8:00 - 4:00 p.m. each day. If you are unsure about using the laminator please feel free to ask for assistance.

**POSTERMAKER**
A poster request form is available in the Media Center and must be signed by the principal before posters are made. Once your form has been approved please give us a day's notice if you would like for us to enlarge your sign into a poster. You may submit a hard copy or submit it electronically.

**PHOTOCOPYING**
A black/white photocopy machine is available for limited use. Copies are $.15 for students, teachers, and staff members.

**INTERNET USE**
The Acceptable Use Policy (AUP) will be referenced in the school discipline brochure. The signature on that brochure will grant students permission to use the Internet. As stated in the AUP, the Internet is to be used for instructional purposes only. Students who need to access the Internet for research must have a signed pass from the teacher stating the reason why Internet access is required and must sign the internet log at the circulation desk.

**DeKalb Metro East GLRS**
What's Available?
Laminators, poster printer, sample instructional games, letter/die cutters, ribbon maker, color copier, button makers, awards embossers, opaque projectors, book binders, and art waxer! DeKalb County School System staff members get a $3.00 credit on all materials when they show their DeKalb County School System IDs. Laminating is free (up to 45 feet or 30 minutes) on Tues., Wed., and Thurs., with an appointment. Other days .25 cents per foot. Appointments are only taken one day in advance. Materials Loan Library includes instructional kits, audio-visual equipment, software, special education teacher certification study guides, adapted speech devices, tests, adapted toys, videos, and books.

Material Production Center Hours

- Monday - Thursday
  8:00 AM - 6:00 PM
- Friday 8:00 AM - 5:00 PM

**LEARNING RESOURCE CENTER**
Teachers can order videos, compact disks, sheet music, and single use computer formats from the LRC (Learning Resource Center). Teachers may obtain their client number and the password from the media specialists or by contacting Beth Harris or Shirley Johnson at 678-676-2402 or email lrcinfor@fc.dekalb.k12.ga.us. The online web address is http://lrc.dekalb.k12.ga.us.

PROFESSIONAL LIBRARY
The Professional Library's collection of books and materials supports the teachers of the DeKalb County School System. For password information, contact the Professional Library at: 678-676-2433 or 678-676-2434. A list of books and journals may be viewed at the following website: http://plibrary.dekalb.k12.ga.us.

ILL - INTERLIBRARY LOAN SERVICES
DeKalb County School System faculty and staff may request through interlibrary loan materials that are not available in the Professional Library. Books, journal articles, dissertations, theses, and other types of materials are available through interlibrary loan. Most materials may be borrowed at no cost. However, occasionally, accessing materials may require a fee.

Instruction in Use of Resources and Computer Programs
Classes and training will be provided upon request. The following are representative but not limited to what can be presented.

Students
Launchpad
Lexile
Library Skills
Powerpoint
Word Processing

Teachers
Ipads
Discovery Ed
Using Calendars in Office
365
LRC
Destiny

Photocopying
There is a $.10 per page fee to photocopy or print material. The photocopier and printer are available for research purposes only.

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