



## **Media Center Policies and Procedures**

The WIA Media Center utilizes a flexible schedule to provide services to students, faculty and staff at the point of need. Students, in groups of 4 or less, are always welcome. However, teachers should schedule any whole-class activity a week in advance. Students may visit the media center for independent checkout or research.

### **Hours of Operation:**

The media center opens each day at 8:00 a.m. and closes at 3:15 p.m.

The media center program consists of three elements:

- **Story time**- centered around award winning picture books and classroom content
- **Information Skills**- lessons and activities designed to promote effective use of the media center and information resources
- **Research**- teacher designed projects and activities designed to enhance the classroom experience

**The classroom teacher is responsible for his/her students during ALL whole class visits to the library media center. He/she must:**

- Plan the purpose of the visit cooperatively with the media specialist at least one week in advance
- Participate in the delivery of the instruction to meet the purpose of the visit
- Plan follow-up activities to reinforce the skills taught

### **Collaboration:**

Teachers should email the media specialist at any time to inform her of the unit topics per grade level so that collaboration can be made during media time.

### **Book Checkout:**

Each student should be given the opportunity to visit the media center as needed, but no more than once per day. Students in Kindergarten and 1<sup>st</sup> grade may checkout 1 book per visit. Students in grades 2-5 may checkout 2 books per visit. Students in the MYP may checkout 3 books per visit. Books may be kept for 2 weeks and renewed up to 2 times. Students may return books and checkout new ones at the discretion of their teachers.

### **Overdue Books:**

Due to the lack of a media assistant overdue are only run for the entire school a couple times a year. Most overdues will be taken care of on a student by student basis. Overdue fines are NOT charged, but we encourage students to return books as quickly as possible to avoid lost books. Students with lost, damaged or overdue books will not be allowed to checkout additional books until their debts are cleared. End-of-the-year report cards will be held if students have outstanding debts to the library media center.

### **Research:**

Teachers are to plan with the media center staff (or email) prior to student research projects. The research experience is much more meaningful if appropriate resources are on hand and prepared in advance. We will gladly pull materials and place them on reserve for students' use in the media center.

For more efficient use of time, we also ask that students have previous instructions on the use of research materials. This may be done in the classroom or as a cooperatively planned skills lesson in the media center.

### **Faculty Checkout Procedures:**

Teachers may checkout up to **30** books from the general (student) collection. Equipment and/or items from the professional collection are not included in this limit. All general collection materials must be returned in 30 days.

*Reference Materials:* The media center houses a well-rounded collection of reference materials. Most of these materials are for “**Library Use Only**”. When available, teachers may checkout individual volumes of older encyclopedias for the day. These books must be returned to the media center by the end of the day.

***Important: You are responsible for all items that you checkout. If another teacher wants to use these items please return them to the media center and let that person check them out in their name.***

***DO NOT ALLOW STUDENTS TO TAKE HOME MATERIALS THAT YOU HAVE CHECKED OUT FROM THE MEDIA CENTER. YOU WILL BE HELD RESPONSIBLE.***

*Materials without Barcode Labels:* There are many items without barcodes labels. If an item has no barcode label, please let the media specialist sign it out on the miscellaneous checkout sheet or catalogue the item before you checkout.