



Osyka Elementary School

Library Media Center

Student Policies and Procedures Handbook

Operational Procedures

Hours of Operation

The Osyka Elementary School Library Media Center is open during school hours Monday – Friday during the school year. Operational times vary by need.

ORGANIZATONAL MEETINGS: The Library Media Center may be used for club meetings before or after school. It is the responsibility of the organization’s president or secretary to sign up for the appropriate date on the Library Media Center’s calendar and have a sponsor present.

Circulation Policy

Students are allowed to check out one book for a period of two weeks. On the elementary school level up to two books will be allowed out for research projects. Patrons can check out resources for up to two weeks. When multiple classes are using books as part of a research project, these particular books will be put on reserve and students will not be allowed to check them out. Students may make requests for particular titles and the Library Media Specialist will consider the requested titles, which are age and curriculum appropriate.

FINE POLICY: Students must pay for books that are lost before scheduling classes for the following year or to graduate. Replacement costs are determined by the cost of the book. If the book is not returned in a timely manner, a notice will be sent home indicating the replacement cost. If the matter is not taken care of after notification, a follow up letter will

accompany the progress reports and/or report cards. Money will be refunded if a book or print resource is found during the same school year.

Rules

Appropriate behavior and respect for all library patrons, staff, and faculty is expected from students while using the library. Below are two simple rules that students must follow while in the library; however, other rules can be found throughout the Library Media Center's Policies and Procedure Manual.

1) Food and drinks are not allowed in the library. 2) If furniture, books, and other print resources are used during visit, students are required to return it to the proper location. However, if materials are used and returned damaged, then the patron will be required to replace said material.

Sign In Procedure

Students will present appropriate library/ hall pass from teacher when entering the library. On each pass should be the student's name, when the student left the classroom, how long the student can stay in the library, teacher's signature, and student's purpose. Library Media Specialist will not write late passes to class; therefore, it is the student's responsibility to manage their time while in the library.

Library Orientation

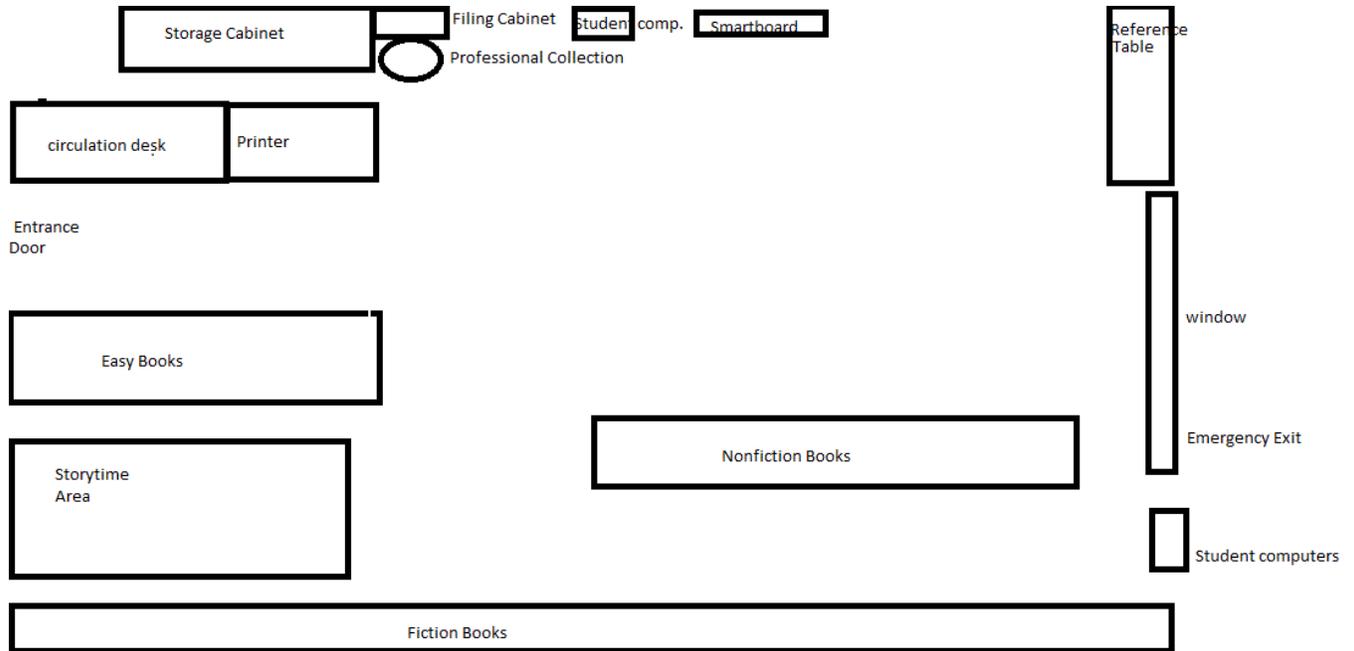
Policy: All students will undergo a brief Library Media Center orientation to familiarize them with learning materials including the library resources necessary for searching, retrieval, organization, and citation when appropriate of information in all formats.

The Library Media Specialist schedules and conducts the library orientation sessions with the necessary interaction with the teacher and students. The orientation class includes:

1. Library policies
2. Introduction to basic research process
3. Follet/DESTINY Card Catalog and other electronic databases (Magnolia)

Research Classes: Teachers are asked to have a brief collaborative planning meeting with the library media specialist regarding orientation to ensure students receive the best information concerning researching methods.

Library Layout



Osyka Elementary Library Media Center

LMS Daily Schedule

Monday

7:40-9:00

9:20-10:20

10:20-11:20

11:20-12:20

12:20-1:00

1:05-2:05

Diane McKenzie's Classroom

Library- Washington and L. Blake

Library- D. McKenzie

Planning/Lunch

Elizabeth Woodall's Classroom

Library- Saulsberry

2:05-3:05 Library- D. Lowery

Tuesday

7:40-9:00 Diane McKenzie's Classroom
9:20-10:20 Computer Lab
10:20-11:20 Computer Lab/Library Administration
11:20-12:20 Planning/Lunch
12:20-1:00 Elizabeth Woodall's Classroom
1:05-2:05 Computer Lab
2:05-3:05 Computer Lab/Library Administration

Wednesday

7:40-9:00 Diane McKenzie's Classroom
9:20-10:20 Library- Johnson
10:20-11:20 Library- Matthews
11:20-12:20 Planning/Lunch
12:20-1:00 Elizabeth Woodall's Classroom
1:05-2:05 Computer Lab
2:05-3:05 Computer Lab/Library Administration

Thursday

7:40-9:00 Diane McKenzie's Classroom
9:20-10:20 Library- Rhodus
10:20-11:20 Library- Lee
11:20-12:20 Planning/Lunch
12:20-1:00 Elizabeth Woodall's Classroom
1:05-2:05 Library- Bates
2:05-3:05 Library- McKenzie-Greer

Friday

7:40-9:00 Diane McKenzie's Classroom
9:20-10:20 Library- Jefferson
10:20-11:20 Library- Woodall
11:20-12:20 Planning/Lunch
12:20-1:00 Elizabeth Woodall's Classroom
1:05-2:05 Library- K. Lowery
2:05-3:05 Library- T. Blake

Morning Duty Daily in foyer in front of Gym near the restrooms
Afternoon Duty Daily on sidewalk in front of the library

Acceptable Internet Use Policy

In order to access the internet via computer, iPad, or any other school issued electronic device, students must have a parent signed Acceptable Internet Use Policy on file in the library. This document can be found in the SPSD Student Handbook.

Library Advocacy Committee

Responsibilities of the Library Advisory Committee:

As advisors to the library media center (LMC) professional staff and as advocates for the library media center program, members of the library advocacy committee pledge to support the LMC staff and program and to work collegially to enhance and improve the LMC program, resources, and services for the benefit of all students and teachers.

The library advocacy committee works with the LMC professional staff to:

- conduct regular needs assessments
- conduct regular student and faculty surveys
- develop a strategic plan for the library media center based on student and faculty surveys and the needs assessment;
- develop short-range plans for collection development based on the school's implemented curriculum and input from teachers and students;
- be an advocate for the school's library media program.

Schedule of Meetings

The library advocacy committee should meet at least three times a year as needed for program planning and discussion of procedural issues.

¹ **Resources:** Puckett Attendance Center Policy and Procedures Manual, The Rankin County School District Student Handbook, Mississippi Library Media Program Guidelines, Rankin County School District Library Media Program Guidelines.

² Please see South Pike School District Library Media Center Policies and Procedures Manual, located on South Pike at www.southpike.org for additional information.