

Fairview Elementary School

Media Center Policies

Mission: The mission of the Fairview Elementary Media Program is to instill in the students a love for reading and a quest for knowledge that will ensure they become effective, independent users of ideas and information.

Objectives:

- Provide daily opportunities for students to browse, explore, and use all resources in the media center.
- Create authentic learning experiences for students by working collaboratively with teachers to use appropriate resources that address curricular needs and learning goals.
- Provide and assist students with authentic curriculum-based learning experiences to enhance or extend their knowledge in curricular areas.

Policy: Students and staff have flexible access to the media center throughout the school day. Additionally, students and staff are provided full access to media resources, media personnel, and information skills instruction.

Procedures:

Provide access to the media center.

- The media center is arranged to allow for various activities on all grade levels to take place simultaneously.
- Teachers are encouraged to make use of the media center for reference and research groups or activities.
- Individuals are allowed access to the media center throughout the school day.
- Small cooperative groups (less than five students) will not need to be scheduled and may come alone without a teacher. Students must be able to work without assistance and in a quiet and orderly manner.
- Large groups of six students or more must be scheduled and accompanied by a teacher or an assistant unless arrangements have been made with the media coordinator. Please schedule one week in advance, if possible.

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- **Open Book Exchange** will be scheduled as follows: 7:00 a.m. – 2:00 p.m.
- Students may use the media center after school hours when accompanied by an adult
- Students should make every attempt during their media center visit to return materials they have finished using. Additionally, they should be prepared to check out resources needed for upcoming assignments.
- Fairview's Media Center operates on a fixed and flexible schedule.
- Adhere to the media center time schedule and be prompt in bringing and picking up your students from class.
- Students who misbehave during open book exchange will be sent back to the classroom and the teacher notified of the misbehavior. Consistent misbehavior will result in the student being suspended from the media center during an extended period of time.

Provide access to the media center resources.

- Materials are classified, cataloged, housed and circulated for easy retrieval.
- Students may check out materials from the media center for a period of two weeks.
- Magazines are available for checkout. Students must return the magazine as well as the plastic folder within one week of the checkout date.
- **Overdue lists and/or overdue notices** are sent to teachers every six weeks. Teachers should alert students that their names appear on the list. Individual notices should be given to students when they are sent.
- Students with overdue or lost materials may continue to check out books while searching for the overdue/lost items.
- When books are not returned after several notices, statements are sent to parents. Lost books and materials are usually charged at the full replacement cost or determined by the condition of the book when it was borrowed.

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- Damage charges are flexible and depend on the extent of the damage and the condition of the material when it was borrowed.
- Reference materials are used in the media center by students; however, they may be checked out overnight with special permission from the media staff.
- Teachers may check out materials as needed for curriculum units they teach. When finished using the materials, they should be returned promptly so that others may use them.
- Resources for units of study may be requested by teachers and retrieved by the media staff. Teachers should create a “Resource List” in Destiny and then notify the media staff that materials need to be retrieved. Requests should be made at least a week in advance to ensure resources are available at point of need.
- **All items taken from the media center must be properly checked out.** If media personnel are not available please leave a note with your name, the title of the book, and the barcode # located on the back of the book.
- Teachers should check on the quantity and availability of resources in the media center before assigning projects, especially when planning at grade level to assign the same project.
- Videos/DVDs are available in the media center for teacher checkout only. A reminder that they are not to be used, according to Copyright Laws, for rewards or entertainment, but for instructional use only.

Provide access to personnel.

- Teachers and students have access to media center personnel after school and throughout the school day.
- The media coordinator and the teachers plan instruction collaboratively in both content areas and media information skills as required by the Common Core and at times when learning is likely to be enhanced.