

**Williams Avenue Elementary School
Library Policy and Procedure Manual
2017-2018**

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Purpose

The purpose of the policy and procedures manual is to provide the guidelines for the operation of the Williams Avenue Elementary School Media Center. The manual will be updated as changes are made in the library media center.

Mission Statement of Fort Payne City Schools

“Providing child-centered learning so that every student may pursue any dream.”

Mission Statement of Williams Avenue Elementary School

The mission on Williams Avenue Elementary is to prepare life-long learners with values and concerns for society who achieve their own goals. We will accomplish this by providing a safe, stimulating environment with an effective, challenging curriculum taught by dedicated professionals.

Mission Statement of the Williams Avenue Elementary School Library Media Program

The mission of the Williams Ave Elementary School Library Media Program is to ensure that students are effective users of ideas of information. The library media center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy. The mission is to also promote reading that engages members of an educated society and encouraged parents to become involved in their child’s reading achievement.

Objectives

The goals of the media specialist are:

1. To engage, model and support high levels of learning.
2. To teach students to access, evaluate, and use information.
3. To promote global awareness
4. To provide assistance in all areas
5. To plan and provide a program that stimulates growth in a clean and organized environment.
6. To build literacy appreciation

Library Media Center Hours of Operation

The Williams Avenue Library Media Center is open from 8 a.m. until 2:30 p.m. every school day for check outs. Faculty members may email request for materials.

Scheduling

All third and fourth grade classes have library every week for a 40-minute time period. These classes include, but are not limited to, information literacy skills, digital citizenship lessons, and content lessons. Teachers are encouraged to schedule additional time for activities/lessons to enhance the curriculum that is being taught in the classroom. Additional times should be pre-scheduled with the library media specialist in order to ensure needed materials are readily available.

Student Conduct

Student patrons of the library media center must follow the established rules of acceptable behavior listed below.

Rules

L-Listen

I-Inquire (ask)if you need help

B-Be respectful of others

R-Read and talk quietly

A-Always walk, never run

R-Return books back to the proper place

Y-Your manners are appreciated

Consequences for failure to comply with the rules.

1. Verbal warning.
2. If a student continues misbehavior, the student will lose a DOJO point.
3. If misbehavior is severe, the student will be sent to the office.

Programs and Services

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time.

- Book Fairs
- Laminating
- Binding
- Library Materials
- MyON
- Periodicals

Management

Library materials are circulated using the automation program, *Destiny*. It is a web based program.

Books

Students can check-out books after the first week of school. All books must be returned in order to check out a new book. Chapter books may be rechecked.

Reference Materials

Teachers may check out reference materials for use in the classroom at any time.

Faculty Checkouts

Faculty may checkout unlimited number of material as long as needed. Items should be returned after use, so that other faculty members may use them.

Overdue and Fines

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, students with overdue books will not be permitted to check-out new books until their account is clear (returned or paid in full).

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Debts remaining at the end of the school year may be transferred to Fort Payne Middle School.

Selection Policy

The selection of materials for the Williams Avenue Elementary School Media Center are based on the needs of the curriculum and the needs of the existing collection.

Selection Criteria

The following is considered upon selection:

- Meet the informational and interest needs of all patrons
- Support the identified curriculum and educational goals of the school
- Free of bias and stereotype and provide a wide range of materials on different levels of difficulty
- Contribution to the diversity of the collection
- Appeal and cost effective
- Current and timeliness of material and information
- Recommendations by professionals
- Suitable for intended use

Request for Media Center Purchases

Because the Williams Avenue Elementary Media Center strives to support the curriculum needs of the patrons. Faculty members are strongly encouraged to request materials that meet the needs of their students.

The Williams Avenue Elementary School Media Center adheres to all the Fort Payne City Board of Education's Library Policies.

The Williams Avenue Elementary School Media Center will follow and abide by all local, state, and federal policies.