



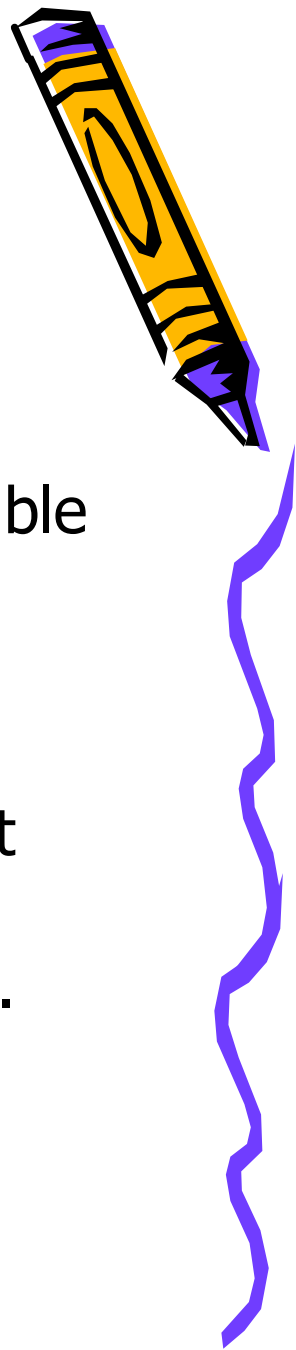
A. B. Hill Elementary
Library Media
Center

Rules & Procedures

Created by: Ms. K. Nichols



A.B. Hill Library Media Center's Mission



- to provide for students and faculty with a well organized and easily accessible collection of reliable sources allowing them to become independent information seekers,
- to aid students, parents, faculty, and community stakeholders in becoming aware of the important role that literature and the development of good reading habits play in becoming lifelong learners.



GOALS

- To provide a current collection of resources for both students and faculty that will coincide with the MCS curriculum guides.
 - Identify and discuss information skills and strategies as they are required in the guidelines set by the school district and the Big Six Information Problem Solving Approach.
 - Provide and teach literature appreciation and instill a desire to read as a lifelong activity.

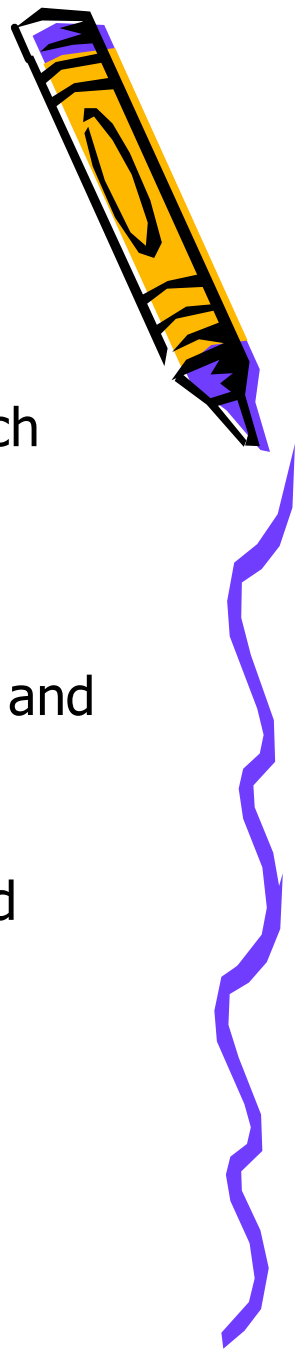


GOALS

- To provide access to various types of information in a variety of formats, such as books, video, DVD, or computer programs which allow students to understand, enjoy, and produce creative works.
 - Identify and establish specific guidelines that encourage students to make proper use of the library and provide an educational program of learning experiences that actively involve students in the effective use of a wide range of print, non-print, electronic and human resources.
 - Create lessons that will reinforce information skills in the library as well as in the classroom.



GOALS



- To provide an atmosphere of collaborative learning in which students respect each others ideas, backgrounds, and acknowledge the contributions of all human beings to the achievement of knowledge.
 - Establish and provide consultative services to teachers and students.
 - Create an extension of the classroom by cooperatively planning lessons with the classroom teacher that would guarantee more meaningful learning while supporting classroom instruction.



Library Rules



- **R**espect the library materials (so we'll have more to use)
- **E**verything has a correct place (so we'll be able to find what we need)
- **A**lways share (so we'll return things when they are due and we'll put things on hold when we have to wait)
- **D**on't disturb others working in the library (so we'll all have a special place to read and work)

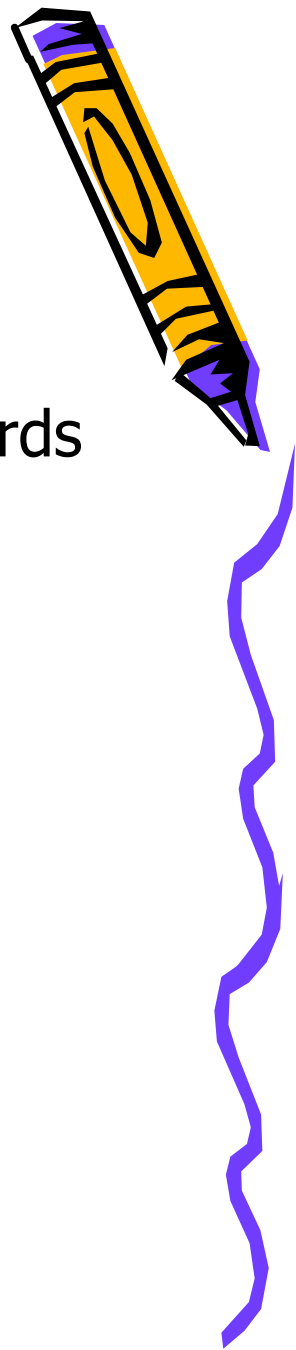
*****In addition, all school rules apply in regards to proper behavior.**



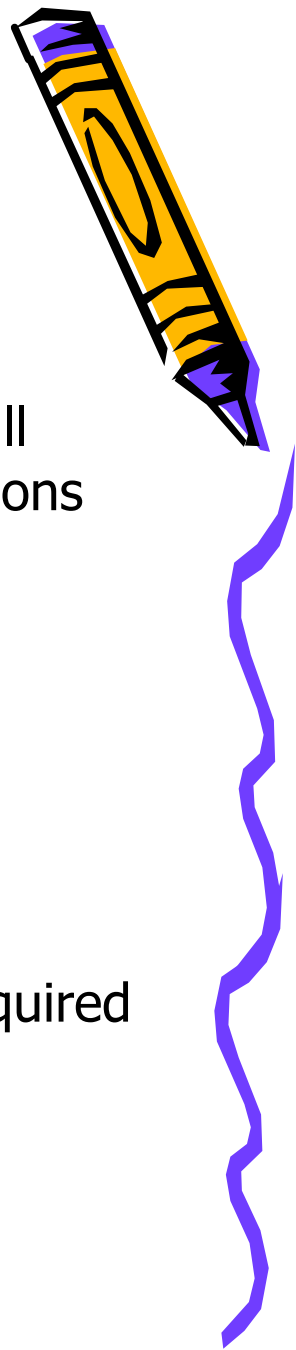
Rewards

When library rules are followed, the following rewards will be given (not in any order & not limited to)

- Library star report (class)
- Popcorn & movie day(class)
- Notes home
- Library helper
- Prizes from the Treasure Chest



Consequences



When library rules are broken, the following consequences will apply in the following order (and may change when situations warrant such action):

- Oral warning
- Removal from the group activity
- Phone call to parents
- Referral to office
- No admittance to the library media center for the next scheduled class session. Written apology from student required before student will be readmitted to the library.



Library Procedures



- Enter the library quietly.
- Go to your assigned seats.
- Raise your hand and wait to be called on before speaking.
- Keep hands, feet, and objects to yourself.
- Bring only your library book and your folder.
- **Take a bathroom break before coming to the library.**



Library Procedures

- **CHECK-IN** Procedures
 - As you enter the Library, place books that you wish to check-in on Circulation desk in front of sign labeled CHECK-IN.
- **CHECK-OUT** Procedures
 - **Kindergarten & 1st** students may check out **one book** each week. These books **may not** be taken home and must be kept in the classroom.
 - **2nd & 3rd grade** students may check out up to **two books** each week. These books **may** go home and must be kept in the classroom.
 - **4th & 5th grade** may check out up to **three books** each week and books **may** go home according to the classroom teacher's policy.



Library Procedures



- **All books are checked out for 7 days**
 - Students may recheck a book if the book has not been reserved for another student or teacher.
 - Reference materials and magazines are not available for check-out and must be used within the confines of the library media center.
- **Overdue Materials**
 - Students who have overdue materials may not check out other materials until the overdue materials are returned. **There are no exceptions to this policy.**



Lost, Damaged, Overdue Books



- **Lost Books-** All lost books must be paid for in full. The cost for each book is the cost of replacement, which includes a processing fee of \$2.50.
- **Damaged Books-** A fee of \$2.00 will be charged to a student who damages a book that can be repaired.
- **Charges to Student Accounts-** When a student is charged for a lost or damaged book, the student may not check out any materials until the charges are cleared from the account.



Open Check-Out/Unscheduled Visits



- The library media center is open for materials check-out during library hours.
- Students may also come into the library to read quietly, take Accelerated Reader tests, or to do research.
- A hall pass from the classroom teacher is required in order to take advantage of this privilege.



Media Squad



- Media Squad is a group of students who help the Library Media Specialist during special events, general library duties, fundraisers, and other projects involving the library.
- Students in 4th and 5th grades will be chosen based on willingness to learn about the library, ability to complete tasks in a timely manner, and maintain good grades, conduct and citizenship.
- Students will be arranged in groups and will have a designated day to come to the library.
- Media Squad meets each day from 2:30-3:30.



READ THE BOOK

