

# Montclair Elementary School

1680 Clairmont Pl, NE Brookhaven, GA 30329



## Library Media Center Handbook

Mrs. Jhone' Epps, Media Specialist [jhone\\_egerton@dekalbschoolsga.org](mailto:jhone_egerton@dekalbschoolsga.org)  
Mr. Cristian Payan, Library Media Assistant [Cristian\\_payan@dekalbschoosga.org](mailto:Cristian_payan@dekalbschoosga.org)

Library Media Center Phone: (678) 874-7321  
Main Office Phone: (678) 874- 7302

## Mission

The mission of the MES library media program is to promote literacy and foster a love for reading by connecting our students and staff with the resources, technology, and skills they need to support academic achievement and effective usage of ideas and information.

## Information for Students

The Montclair Elementary School library media center staff includes Mrs. Epps, our Teacher-Librarian, Mr. Payan, our Library Media Assistant; our 5th-grade student volunteers Media Squad, and our parent volunteers. We work collaboratively to support patrons as they utilize the media center space and our print and digital resources.

### Hours of Operation

Students may visit the Montclair Media Center (with teacher permission) Monday – Friday between 7:45 AM - 2:00 PM.

## Access to Library

- Morning Open Access is daily from 7:45am until 8:30am. Students must report to class and receive teacher permission before coming to the media center.
- During School Open Access: After 8:30am, students must come with their teacher's permission and their library card from 8:30am until 2:00pm.
- Students have access to the library during the entire school day, unless a special event is scheduled in the library. Students may come to the library with a pass individually or in small groups during the school day from 8:30am until 2:00pm.

## Materials Available

Students can select from a wide variety of easy/everybody fiction, fiction, and nonfiction books for checkout.

## Checkout Period

Materials are checked out for a two-week period and can be renewed once for an additional two weeks. The number of books allowed for checkout are based on grade level.

Pre-K & Kindergarten	One book
First & Second Grade	Two books
Third Grade	Three books
Fourth & Fifth Grade	Four books

## Overdue, Damaged and Lost Materials

### Overdue Materials

- ❖ Items kept longer than two weeks without renewing are considered overdue.
  - Overdue notices are sent home through courier on Thursdays and Fridays.
    - A student who thinks he/she has received a notice in error should see Mrs. Epps immediately.
  - No fines are charged, but students with overdue materials are not allowed to check out until the overdue items have been paid for or returned.

### Damaged Materials

- ❖ All materials are expected to be returned in the condition they are checked out. Fines are assessed if materials are returned with writing, torn pages, water damage or damaged cover.
  - Students will not be allowed to checkout if they have fines for damaged items.

### Lost Materials

- ❖ If materials are lost, they must be paid for at the cost of replacement.
  - Items must be paid in **cash** only and a receipt will be issued.
    - If lost items are found before the end of the current school year, a student may bring the lost item and receipt to the library media center for a refund (check issued by the bookkeeper).

- Lost materials must be paid for before additional materials can be checked out. Students may provide restitution for lost library items by working in the library. However, the parents must agree by signing the appropriate form. Jobs your child may be asked to perform include dusting, shelf-reading, shelving books, etc. The work may be done in the library before school or during school with teacher permission. The standard rate is \$10.00 per hour.

### Other Resources Available

#### Computers

- ❖ Computers are available; all users are expected to follow the policy outlined in the DCSD Code of Student Conduct. Computers may be used for the following:
  - Online research
  - Accessing Destiny
  - Word processing, etc
  - Other uses as defined by teacher and our Media Specialist

### Accessing Destiny Off Campus

Destiny can be accessed using any computer with Internet connection. From Montclair's website, <http://www.montclaires.dekalb.k12.ga.us>--click Destiny on the left navigation bar.

Login with **username:** s+student ID number; **password:** mydestiny.

## Information for Teachers

### Materials Available

Teachers are welcome to check out books, reference materials, magazines, journals, videos, and equipment from the Media Center from 7:00am to 3:00pm. If there is a print or video resource that you need for your class that our library does not have, please let Mrs. Epps know so that she can request materials from other **DCSD libraries**, help you order a video from the **LRC (Learning Resource Center)**, or assist you with searching the **Professional Library** for materials that might be helpful for classroom instruction or graduate studies.

### Checkout Period

Teachers may check out the materials that they need for instructional purposes. Unlike students, there is no limit to the number of materials that teachers and staff may checkout. Professional courtesy requires consideration of others who also wish to utilize the materials by checking out only what is needed for direct instruction and returning items in a timely manner. If particular items are requested by another patron, the teacher-librarian may contact teachers about sharing materials. Teachers and staff are responsible for all library media center materials checked out by them during the school year. Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

### Class Visits/Scheduling the Use of the Library Media Center

In consideration of Georgia Department of Education policy 160-4-4-.01, the MES media center has a hybrid library schedule that features both fixed and flexible class visits. During fixed media center visits students will receive a lesson on proper information usage, digital safety, word processing, etc. These lessons may also include a read aloud/storytime. During each visit, students

Revised 08/23

will have time to check out books. The flexible slots on the media center schedule are open to collaborative lessons between the media specialist and classroom teachers on research, STEM activities, projects, etc. Flexible periods allow for teachers to use the media center as needed and for extra time for the media specialist to work with students and teachers. With both flexible and fixed schedules small groups can come in and checkout books or work in the library, because now there will be more opportunities for everyone to use the media center.

### **Sending Students**

- ❖ Students may be issued passes to the Media Center from 7:45am-8:30am each morning.
  - Passes can be issued to individuals or small groups of (5 students).
  - If students are coming for checkout, please make sure they have their library cards.

## **Copyright Information**

All teachers are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The Teacher-Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be brought to the Teacher-Librarian.

## **Video Usage Policy**

- ❖ Video recordings should be selected for the direct relevance to the approved curriculum and specifically relate to the instructional program.
- ❖ The showing of any video must be listed by the teacher in the lesson plan, with the related learning goals identified.
- ❖ Grades K-5: No videos with ratings other than G will be shown without parental consent.
- ❖ Movies may not be shown for reward or entertainment use only.

## **Other Services Offered by the Montclair Library Media Center Staff**

- ❖ Instruct staff in the use of resources and computer programs such as Destiny, Discovery Education, GALILEO, other databases, word processing, PowerPoint
- ❖ Provide readers' advisory service to students and staff
- ❖ Place materials on special reserve for classroom assignments
- ❖ Provide bibliographic/work citation assistance
- ❖ Place materials on special reserve for classroom assignment

## **Service Offered by the Department of Educational Media**

### **Professional Library**

The Professional Library, a division of the Department of Educational Media and Instructional Materials, supports teachers, administrators and staff with a variety of services and resources, including the following: bibliographic/library instruction; books, journals, newspapers; electronic newspapers; GALILEO; teacher certification materials and interlibrary loan services. The

Revised 08/23

Professional Library is located at the Administrative Instructional Complex at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The library's collection of resources is accessible online at: <http://plibrary.dekalb.k12.ga.us>.

### **DeKalb County Public Library**

All DCSD teachers are eligible for a DeKalb County Public Library card, even if they are not residents of DeKalb County.

Link to DCPL website is located in Clever: <http://dekalblibrary.org/>. Here you can find all the information you need about programs, locations, hours, and other services. Use the "Catalog" link to search for resources, or request help from Mrs. Kossak.

## **Miscellaneous**

### **Laminating**

A laminator is available for staff use, located in the teacher's workroom/lounge. Please follow the safety precautions attached to the machine.

### **Additional Equipment/Services**

The Ellison die cut machine is located in the teacher's workroom/lounge.

### **Contact IT for hardware/software issues**