

A. B. Hill Elementary School  
Library Media Center

Library Services and Resources Handbook



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## ABHES Library Handbook 2016-17

Welcome to the A. B. Hill Elementary Library Media Center. This handbook will assist you in better understanding the goals, procedures, and policies of the Library Media Center (LMC). Please print a hard copy for yourself or save it to your desktop for future reference. Please note that times/dates are based on the academic calendar and school events and are subject to changes. We hope you find our library media center a welcoming and useful facility where you can locate answers to your curiosities, work on school assignments, discover new information, use reference materials effectively, or find a new favorite book!

Have a great year!

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## **Philosophy**

The school Library Media Specialist (LMS) is an integral part of the total educational team that prepares students to be successful members of a global society. The Library Media Center (LMC) strengthens student learning and serves as a resource for the school community. The school Library Information Specialist collaborates with classroom teachers to integrate curricular concepts, information skills, and research strategies. The LMC's program adequately supports the District's curriculum.

## **Goals**

1. To select and provide an organized collection of current resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program.
2. To develop a sequential instructional program for students in the independent use of resources.
3. To recommend media resources to accomplish specific instructional objectives.
4. To provide and maintain access to current technologies for information and research.
5. To collaborate with classroom teachers in the implementation of the curriculum.
6. To establish and maintain an environment which enables and motivates students to develop independence in learning strategies, critical thinking skills, communication skills, appropriate attitudes, and appreciation of literature for both pleasure and information.
7. To motivate students to develop life-long skills in communications, critical thinking, and the utilization of information.

## **Mission**

The A. B. Hill Elementary School Library Media Center is fully functional and an integral part of the instructional program here at A. B. Hill. The ABHES library is dedicated to preparing students to be successful members of a global society by providing resources and services in support of reading, writing, and research. The American Association of School Librarians (AASL) defined the role of the school library media specialist as an information specialist, teacher, and instructional consultant. Along with the four (4) AASL standards, the library staff regards these areas as the LMS's primary responsibilities. The library staff will support students in meeting and exceeding grade level expectations and help students become strong, diverse communicators who are technology-ready.

## **American Association of School Librarians Standards**

Learners use skills, resources, and tools to:

1. Inquire, think critically, and gain knowledge
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth.



## Hours of Operation

The LMC is open on school days from 8:00am - 4:30pm.

### Library Rules

**I am SAFE in the library.**

- I walk through the library.
- I am careful with materials in the library.

**I am RESPECTFUL in the library.**

- I use materials with care.
- I use my media manners toward people and materials in the library.

**I am RESPONSIBLE in the library.**

- I use materials appropriately.
- I am aware of my actions and the way I treat others in the library.



### School Media Collection

The A. B. Hill Elementary library media center consists of over 12,000 print and non-print materials including reference and audio visual materials. Additionally, the LMC subscribes to children's magazines and professional journals.

### Library Media Center Services

- Check Out -- Students are allowed to check out books during library visits.
- Class Research—Students investigate topics through various reference materials and media in order to find facts and reach new conclusions.

- Library and Literary Skills Lessons—Students will engage in lessons created through the collaboration of teachers and the librarian. Lessons will address library skills and selected Common Core Reading Standards.
- Reading Programs/Events—Students will engage in various literacy promotional activities. Programs and events may include Read Across America, Read for the Record, book fair, Read to Achieve, National Library Week, and more!



## Library Visits

- Students will engage in carefully collaborated lessons, sustained silent reading (SSR), story-time, and checkout activities.
- Kindergarten classes are 45 minutes.
- 1<sup>st</sup> - 5th grade classes are 55 minutes.
- Students in grades 2 - 5 are required to bring their library folder and library books to class.
- Students are not allowed to bring backpacks to the library.

## Circulation

- **General Policies :**
  - All patrons with past due materials will receive overdue notices.
  - All books should be placed on the book truck.
  - Audio visual equipment should be placed on top of the circulation desk.
  - Reference books are to be used only in the library and are not available for checkout.
  - Students are not allowed to checkout audio visual materials.
  - All DVDs should be placed in their covers before being returned.
  - All patrons will be fined for lost or damaged books.
- **Check out to faculty:** Teachers may check out 20 items at a time. Teachers are asked to return materials as soon as they are finished using them. Faculty overdue notices will be sent out each quarter.
- **Check out to students:** Students in grades 3 - 5 may check out two books. Students in grades 1 and 2 may check out one book.
- **Student Withdrawals:** Before a student withdraws, please send the withdrawal papers to the library so that overdue books or fines can be collected.
- **Overdue books:** Students with overdue books will not be allowed to check out books until the overdue book has been returned.
- **Damaged or Lost Books:** The library will charge fines for damaged or lost books. Students with damaged or lost books will not be allowed to check out books until all fines have been paid.

Type of Damage	Fine
Barcode missing	\$1.00
Spine Label	\$.50

Pocket Missing	\$1.00
Minor Markings (1-2 pages)	\$.50
Broken/damaged spine	Book price + processing
Major Markings	Book price + processing
Pages ripped/missing pages	Book price + processing
Food or liquid damage	Book price + processing



### AV/Laptops

Please contact the ABHES library or administration for assistance with AV equipment or computers.



### Computers

The library has 21 desktop computers for your use. Always use the Student078 username and password when logging in to the computer.



### School Equipment Inventory (computers, laptops, eBeams, etc.)

The library staff performs a school equipment inventory. All technology is inventoried and linked to your classroom; please do not remove any equipment from the rooms.

- If you have equipment that needs to be removed, please complete and submit an Asset Disposition Form. We will arrange to have it picked up.



### School Library Inventory

Each year the library staff performs a school library inventory. Circulation privileges will end in time for all book and media collections to be completed prior to the start of inventory. Please remember: **Before a student withdraws, send the withdrawal papers to the library so that overdue books or fines can be noted/collected.**



**Appendix:**

Materials Request Form

Book Request Form



Acceptable Use and Copyright Information — For complete and detailed information regarding copyright laws, please go to the following website:  
<http://www.copyright.gov/>

# A. B. Hill Elementary School Library Materials Request



Name: \_\_\_\_\_ Room No. \_\_\_\_\_ Date Requested: \_\_\_\_\_

I need (Please check all that apply.):

Books \_\_\_\_\_ Magazines \_\_\_\_\_ DVDS \_\_\_\_\_

Topic (Please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Needed: \_\_\_\_\_

<b>LMC Office Staff Only</b>	
Date Completed: _____	By: _____

# Library Media Center Memo

## A. B. Hill Elementary School

### Send Your Request

*Do you have any recommendations for books that we need to order to support your curriculum?*

*Please fill out the form below and return to the library.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Author	Title	Publisher	Price