

Canby Lane Elementary School

Media Center Handbook

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Introduction

The Canby Lane Media Center Handbook is designed to acquaint students, teachers, and parents with services available from the Media program. It also serves as a reference for media center policies and procedures.

School Mission

The mission of Canby Lane Elementary School is to provide students with a solid educational foundation upon which they can build a future as productive and responsible citizens in the global community.

Purpose

The media center is a powerful intellectual and social space where students and teachers gather ideas, exchange points of view, and learn together. The library program supports a culture of literacy throughout the school community.

General Library Media Center Procedure

The Library Media Center (LMC) is open from 7:30am to 2:15pm every school day for students. Students may begin visiting Library Media Center (LMC) with a pass after morning announcements. The Library Media Center is an

open, flexibly scheduled center to ensure that the needs of teachers, students and parents are met. This plan allows maximum access to Library Media Center (LMC) Resources.

Circulation

- **Kindergarten, 1st Grade, 2nd Grade – will checkout one book for two weeks.**
- **Students in grades 3rd – 5th will checkout 2 books for two weeks.**
- **Magazines, newspapers, and reference materials must be used in the Library Media Center (LMC). Students are not allowed to check out magazines or reference materials.**
- **Students must check their books out at circulation desk through the established procedures. Students who remove Library Media Center (LMC) resources from the center without checking them out will be subject to full disciplinary measures.**
- **In accordance with Dekalb County policy, students who have overdue or damaged materials, cannot check out another book until their Library Media Center (LMC) record has been cleared. In order to clear your record, lost or damaged materials must be paid in full. Payments must be made in cash.**
- **Staff members may borrow an unlimited number of materials. Staff members may keep most materials as long as necessary for instructional purposes but are encouraged to get items back in a timely manner so that they will be available to others.**

- **It is important for both students and teachers to remember not to lend materials to others. The persons checking out the material is the responsible party in case of loss or damage.**

Library Conduct

Students are expected to behave respectfully in media center. Respect for others, respect for materials and self-control are important behavior traits for everyone. No materials are to leave the Media Center without being checked out at the circulation desk. Failure to observe appropriate behavior will result in suitable loss of privileges.

Lost and Damaged Material

It is the responsibility of the person checking out the material to return it on time or to pay for the item if it is lost or damaged. If a book is lost, the student is charged for the cost of replacing the book. Payment must be made by cash. Fees for damaged books are determined by age of the book. Students who owe for lost or damaged books at the end of the school year will not receive their report cards until payment is made. Students who transfer outside of the Dekalb County School System will have their transcripts withheld until restitution is made.

Library Media Center Program

Students who enrolled in the 4th and 5th grade may join the Canby Lane Reading Bowl team. Team members read the books that have been nominated for the Georgia Children's Book Award, and then compete against other

Dekalb County students in a countywide reading comprehension competition.

25 Book Campaign

The Library Media Center encourages all students to read twenty-five books or book equivalents (approximately 1,000,000 words) as part of the CCGPs.