

# St. Luke School

## Media Center Policies and Procedures

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St. Luke School is served by two media centers. The center at 318 11<sup>th</sup> Street serves students in grades K-5. The Middle School building houses a center that serves grades 6-8. One full time, state certified Media Specialist oversees the Media Program and a full time Media Assistant is responsible for the supervision of the Middle School center.

### **Circulation Policy for Students**

#### **Orientation**

Media Center policies and procedures will be discussed with students during an orientation at the beginning of the school year. Each class will visit the Media Center and checkout procedures, etc...will be addressed.

#### **Hours of Operation**

The Media Centers are open every day during normal school operating hours. Both centers operate on a flexible schedule to maximize student use of books and resources.

#### **Automated Checkout Procedures**

Each student has a patron card with which to check out books. It is the student's responsibility to return their books to the appropriate book drop before checking out additional titles. Students scan their card and then their book before removing the book from the Media Center.

#### **Loan Period**

Each student is allowed to check out no more than one book for a period of one week. More books are allowed if requested by teachers for specific assignments. Books may be rechecked if needed.

#### **Fines**

No fines are charged for overdue books. Notice of overdue books is sent to teachers who assist in the efforts to have the book returned. Students who have lost books are not asked to pay for them until the end of the school year when inventory is taken and it can be established that they book was never located.

#### **Withdrawals**

Students who move during the school year are asked to pay for books not returned at the time of their withdrawal. The Media Specialist must sign the withdrawal form indicating materials not returned and whether those materials were paid for and the student was cleared through the Media Center.

## Reference Materials

Reference materials are available for student use in the Media Center. They may also be checked out for use in the classroom. If necessary, reference materials may circulate overnight.

## Periodicals

Periodicals are not available for checkout by students. They may be signed out by teachers and taken to the classroom for use. Back issues are available. Students are allowed to check out periodicals in the Middle School.

## **Circulation Policy for Teachers**

### Orientation

The Media Specialist will orient any new teachers and/or any teachers who request an orientation at the beginning of the school year.

### Loan Period

Teachers may check out and/or reserve unlimited amounts of materials as needed. These materials should be returned to the Media Center upon completion of a unit or theme in order to allow others fair access to materials. Exceptions to this are kits placed in classrooms or with grade levels for the year.

### Requests for Materials Not Available in St. Luke's Collection

Every effort is made to provide resource materials and books to teachers when requested. The Media Specialist will locate books on a specific topic upon teacher request. If materials needed are not available in our Media Centers, the Media Specialist will make every effort to locate materials that can be substituted. The Media Specialist will also maintain a file with requested topics or titles for consideration.

### Automated Checkout Procedures

Teachers are not issued library cards since they are not necessary for teacher checkout. Teacher patron information can be pulled up manually with keystrokes which teachers learn and can then check out needed materials at any time. The Media Specialist will also pull books on themes or topics for teachers if requested to do so.

### Teacher Access to Materials

Teachers may retain all materials needed in their classroom until post-planning.

### Audiovisual Materials

There is a limited collection of video tapes in the 318 center. These videotapes support the curriculum and are available for teacher checkout only. The collection has not been expanded due to the wide use of video streaming which is available to all St. Luke School teachers.

## Scheduling

The St. Luke School Media Centers subscribe to the following policy of operation.

*The library media centers are accessible to both individual students and groups throughout the instructional day during each day of the school year.*

Students – The centers operate on a flexible schedule. Teachers may send students on an individual pass basis to check books in and out, study or do reference work.

Teachers – Teachers should sign up to bring an entire class to the center. This should be done whether for book check out only or if the teacher has a specific lesson which has been requested of the media specialist. If the class is coming for checkout only, the visit does not necessitate cooperative planning. If the class is coming to receive some instruction from the media specialist, the teacher and media specialist should meet to plan and coordinate the lesson. When the entire class visits the center, the teacher must accompany the class to facilitate instruction. If the class comes in small groups, the media specialist will supervise and instruct the students according to the plan agreed upon by the teacher and media specialist. Cooperative planning results in meaningful experiences as they relate to the media center.

## Equipment and Technology in the Classroom

Each classroom is equipped with an installed SMART Board and ceiling mounted projector. The use of overhead projectors is minimal. If a teacher would like to use an overhead projector, they are available for checkout through the 318 center. All computer hardware is inventoried by the Information Technology Coordinator.

## Computer Labs

There are three computer labs for students on the St. Luke campus. These are located in the 318 Building, the church and the Middle School. Schedules are maintained by the media specialist and teachers are asked to sign up for times at the beginning of each school year.

## Circulation

Circulation records are maintained through Alexandria, the automation software used by both Media Centers. Reports can be generated to track daily, monthly or annual circulation activity in each center.

## Inventory

All collections should be inventoried periodically to assure that the core of the collection actually reflects what is available to the users. Regular inventories also provide valuable information for the selection process. An inventory of each center is completed on an annual basis at the close of each school year. Inventory usually begins two weeks prior to the end of the school year on a date designated by the Media Specialist.