

Southwest DeKalb High School
2863 Kelley Chapel Road | Decatur, GA 30034

The library is the world's knowledge at your fingertips.



LIBRARY MEDIA CENTER HANDBOOK

Mrs. Ayesha K. Epps, School Librarian

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Library Office: 678-874-1933

Main Office: 678-874-1902

Fax: 678-874-1910

Mission

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

Information for Students

The Southwest DeKalb High School Library Media Center Staff, Mrs. Epps, Librarian; is available to provide all students with print and nonprint information and additional assistance as requested.

Hours of Operation

Students may visit the Southwest DeKalb Media Center as long as space, resources, and services permit: Teacher permission is required

- Beginning at 8:00 AM until 3:45 PM
- During entire instructional day, as an individual or small group of five students
- Ending at the intercom announcement for dismissal to begin

Destiny

Destiny is the name of the school library management system software that allows each location in DCSD to maintain collection records and circulate materials.

Destiny may be accessed using any Internet-connected computer. From SWD's website, go to the Library Media Center link on the left navigational bar. From the Library Media Center Page click Destiny. Each student may login with username: S+student ID# or E+employee ID# and password: mydestiny.

Destiny may also be accessed via the Launchpad interface.

Materials available for checkout

Students may select from a wide variety of easy fiction, fiction and non-fiction books. They may also checkout one magazine at a time.

Number of checkouts allowed/Checkout period

All materials are circulated for a two-week loan period with the option to renew the materials once for an additional two weeks.

Parents may checkout up to five items on their child's account

Overdue, Damaged and Lost Materials

Overdue Materials

Students who keep materials longer than the allotted two weeks without renewing (once is permitted) have overdue materials.

- Weekly overdue notices are automatically generated within Destiny.
- If a student believes he/she has received an overdue notice by mistake, please contact Mrs. Epps as soon as possible.
- No fines are charged, but students with overdue materials are not permitted to checkout additional materials until the overdue items have been returned.

Damaged Materials

Library materials are expected to be returned in the condition they are checked out.

- Students should point out damaged library materials to library staff as soon as they notice them.
- If materials are returned to the Media Center with writing, torn pages, or damaged covers, fines may be assessed.

Lost Materials

- If media materials are lost, they must be paid for at the cost of replacement.
- This will be not less than \$10.00 for a hardback book and not less than \$5.00 for a paperback book.
- Students must pay in cash only and will receive a receipt.
- If a lost material is found before the end of the current school semester, a student may bring the lost item and receipt to the library and receive a refund.
- As with overdue and damaged materials, lost materials must be paid for before additional materials can be checked out.
- If offered by school librarian AND with parent permission, a student may provide restitution for lost library materials by "working" in the library. Tasks your child may be asked to perform include dusting, shelf-reading, stamping date due cards, shelving books, etc. This work in the library may be performed before school, after school, or during school with teacher permission. The standard compensation rate is \$10.00 per hour.

Other Resources Available

Library Computer Use

The Media Center offers computers school community use. All users are expected to abide by the guidelines outlined in the DeKalb County Schools *Code of Student Conduct* distributed each year.

Media Center computers may be used for the following purposes:

- Online research using Destiny, GALILEO, and teacher-bookmarked sites
- Finding library materials using Destiny
- Word processing and creating presentations
- Other uses as defined by teacher

Students must ask for permission before printing unless otherwise directed. Currently, the media center does not charge for printing.

Information for Teachers

Hours of Operation

The Media Center is open for use by teachers from 7:45 AM to 3:45 PM.

Materials available for checkout

Teachers are welcome to check out books, reference materials, magazines, journals, videos, and equipment from the Media Center from 7:45 AM to 3:15 PM.

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 materials recently transferred into the Professional Library, or assist you with searching the Professional Library for materials that might be helpful for classroom instruction or graduate studies.

Number of checkouts allowed/Checkout period

Teachers may checkout 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, Mrs. Epps 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. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

Teachers and staff are responsible for **all** library media center equipment checked out by them during the school year. **Teachers will be assessed for all lost or damaged items at full replacement cost.** Items stolen while in a teacher's possession must be reported immediately to the teacher-librarian and principal who will determine liability.

Instruction/Collaboration

Teachers are encouraged to send students individually or in small groups for checkout and to bring their classes to the Media Center for information skills lessons. Instruction on search strategies, reference skills, and other applicable standards are planned collaboratively by Mrs. Epps and the classroom teacher.

When bringing classes to the Media Center, teachers should:

- Collaborate with the teacher librarian about the purpose of the visit and standards being taught so that appropriate print and nonprint materials will be available.
- Reserve space and resources at least twenty-four hours in advance; lessons will be planned at least one week in advance.
- Reserve space and resources in person or via email. Check availability by emailing/calling Mrs. Epps.
- Be aware that the following technology resources are permanently available: 25 student/teacher computer workstations, and scanner
- Remain with the class while they are in the Media Center and see that all materials, including chairs and tables, are returned to their proper place.
- Remind substitute teachers in pre-planned and emergency lesson plans that they do not bring whole classes to the Media Center unless prearranged by the classroom teacher and librarian.

Sending students to Library

When sending students to the library, please make sure that they understand the reason for the visit and know what to spend their time doing once they get here. Students should be able to state their purpose. Students must have a hall pass to visit the media center during instructional time.

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 School Librarian is the copyright resource person and conducts an in-service at the beginning of each school year. Questions concerning copyright issues should be directed to the School Librarian.

Reconsideration of Challenged Materials

DCSD Board Policy IFA-E (included in appendix) outlines procedures for dealing with a book challenge. The challenged book policy allows for parents to express their opinions AND to give the material a fair shot. The procedure involves having the parent complete a formal "request for reconsideration" form, including answering questions like "Have you read the book in its entirety?"

If a parent approaches you with concern about materials being used in your instruction, please ask the school librarian for help before responding.

Here is an excerpt from a librarian's letter that expresses goals for communicating with parents:

"We want to respectfully hear any parental concerns that arise. Please let parents know how wonderful it is that they are aware of and interested in what their children are reading. Parents should be encouraged to communicate their values and wishes to their child, and, if they like, to review the books a student brings home. We do provide "reader's advisory" services to many students, and tailor our reading suggestions to their expressed needs. However, know that we carry a wide range of titles for a wide range of readers, reading levels, interests, and family values. What is troubling to one family may be an all-time favorite for another. I would be happy to speak with any parent about our collection and policies."

BOTTOM LINE: If you ever receive a parent complaint about any materials, i.e. textbooks, library books, classroom books, etc., please notify the school librarian so that we can *immediately* inform them of DCSD policy and begin the procedures as outlined.

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 his/her weekly lesson plans, with the related learning goals identified, and the video's Motion Picture Association of America's Rating or the Producers Rating for district-owned video recordings.

Other Services offered by the Southwest DeKalb High School Library Media Center Staff

- Set up of AV Equipment (i.e., carts with projectors/laptops, etc.)
- Train staff to set up and operate media center equipment
- Instruct staff in the use of resources and computer programs such as Destiny, O365, Discovery Education/video streaming, and GALILEO

- Provide readers' advisory service to students and staff using NoveList and/or DestinyQuest
- Pull resources for specific lessons/units of study
- Place materials on special reserve for classroom assignments

Other Services-Resources offered by the Department of Educational Media

Digital Resources

[Download, edit this document to include login credentials specific to your school site, and then share with your community via a link in this handbook: https://dcsd-my.sharepoint.com/:w:/g/personal/e20006360_dekalbschoolsga_org/EccuBLLyFS9OqWZ2Nzv2yrgBi5Fsx3l3BxYbLMEIRoWFBw?e=tCYhbE]

https://dcsd-my.sharepoint.com/:w:/g/personal/e20006360_dekalbschoolsga_org/EccuBLLyFS9OqWZ2Nzv2yrgBi5Fsx3l3BxYbLMEIRoWFBw?e=tCYhbE

Videos

If you peruse SWD's video collection and still can't find exactly what you need, try searching for videos in the Professional Library.

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 Professional Library is open Monday thru Friday, 8:00AM-4:30PM and is located at the Administrative Instructional Complex at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The library's collection of resources, are accessible online at: <http://plibrary.dekalb.k12.ga.us>. For assistance with research and or obtaining resources, please email: plibrary@fc.dekalb.k12.ga.us or call 678-676-2423 or 678-676-2433.

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.

A link to the DeKalb County Public Library is included on the Destiny homepage Symbaloo: <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. Epps

PBS Learning Media (replaced Discovery Education, July 2020)

ATL PBA and PBS have curated FREE, standards-aligned videos, interactives, lesson plans, and more for teachers: <https://pba.pbslearningmedia.org/>

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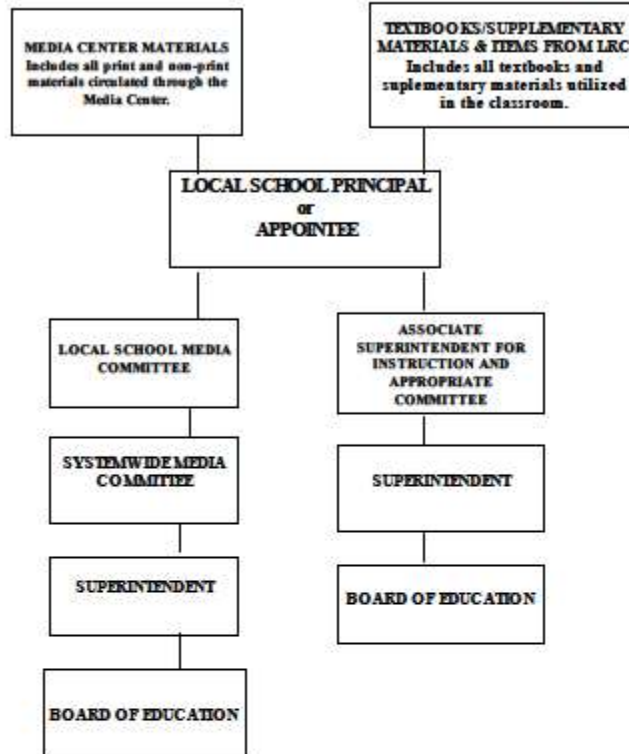
Appendix

DCSD Policy IFA-E(1)

**Exhibit
Instructional Materials**

Descriptor Code: IFA-E(1)

PROCEDURES FOR CHALLENGED MATERIALS



ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

Exhibit
Instructional Materials

Descriptor Code: IFA-E(2)

EXHIBIT

**INSTRUCTIONAL MEDIA
REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MEDIA**

School	Principal
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Type of Media (book, film, recording, etc.)	Title of Media	Copyright Date
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Author/Editor/Artist Composer	Distributor/Producer/ Publisher
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1. What brought this material to your attention? (Review, lists, word-of-mouth, assignment? If from a specified list or review, please be specific giving name of publication, issue, and page.)

2. Have you read, viewed, or listened to the entire item? _____
Is the item a part of a set or series? _____
If so, did you read, view, or listen to all of the set or series? _____

3. State specific objections to the material. (Use extra sheet, if necessary.)

4. What do you consider to be the theme of this material?
