



McNair Discovery Learning Academy

LIBRARY MEDIA CENTER HANDBOOK

Christine Tigie, Media Specialist
Kendra Grays, Media Clerk

I. Mission

The mission of the McNair DLA Library Media Center is to prepare students for life-long learning, informed decision making, a love of reading and the use of information technology.

II. Information for Students

- A. **Hours of Operation**
Monday through Friday 7:25 to 2:00.
- B. **Number of checkouts allowed/Checkout period**
Students are limited to the number of items for which they can be responsible. Students may keep their library materials for two weeks. Students are encouraged to return their library materials as soon as they are finished so they can check out new ones! Parents are allowed to check out up to five books at a time for a period of two weeks.
- C. **Overdue, Damaged and Lost Materials**
Students are responsible for all library materials they check out. Students will be charged for library materials lost or damaged beyond repair. Students must return /pay for library books before they can check out additional books.
- D. **Access to Library**
The McNair DLA Library Media Center operates on an open access schedule. Students may come to the library media center at anytime during the school day individually, in small groups, or with their class. Individual student book checkout is allowed before and after school. While visiting the media center, students may checkout and return materials, read for pleasure or information, hear stories, research topics for reports, and use a variety of resources. Students are required to have a pass from their teacher to visit the media center without their teacher. Students displaying bad behavior will not be allowed to check out books.
- E. **Other resources available**
 - **Book Challenge**
See Mrs. Tigie or Ms. Grays for more information.
 - **Accessing Destiny**
Destiny, the online library catalog, may be accessed via the internet at <https://tinyurl.com/mdladestiny> .
 - **Dekalb County Public Library**
<https://dekalblibrary.org/>
 - **Computer/Internet Use in the Library**

Students are allowed to use technology for educational purposes.

III. Information for Teachers

A. Hours of Operation

Monday through Friday 7:25 to 2:00.

B. Materials available for checkout

The general collection contains over 5,000 books and many online resources. Audiovisual materials and equipment are also available for teachers to use.

C. Equipment

Tape/CD players may be kept in classrooms for the entire year. Cameras, multimedia projectors and other technical devices will be allowed check out for a limited time.

D. Instruction/Collaboration

The teacher-librarian will meet with teachers during grade level meetings. Teachers may visit the media to plan for a lesson.

E. Laminating

Laminating will be done by library staff on Monday and Tuesday. All items to be laminated must be dropped off by 8:00AM.

F. Class Visits/Scheduling

The media specialist will meet with grade levels and use email to plan classes. Please make sure you identify what is required to meet your curriculum needs in the classroom for class visit.

All student books should be turned in by 8:00 to the media center on the day of their media center visit. Teachers or paras should stay with their classes to assist with student book check out.

Sending students

Five students per class can come at a time when classes are not being held or on Mondays and Tuesdays. Before school and after 1:45 are available times for individual students to come to use the computers or check out books. Each student must obtain a pass from his or her teacher that details the purpose of the visit.

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