DEADIM

Table of Contents

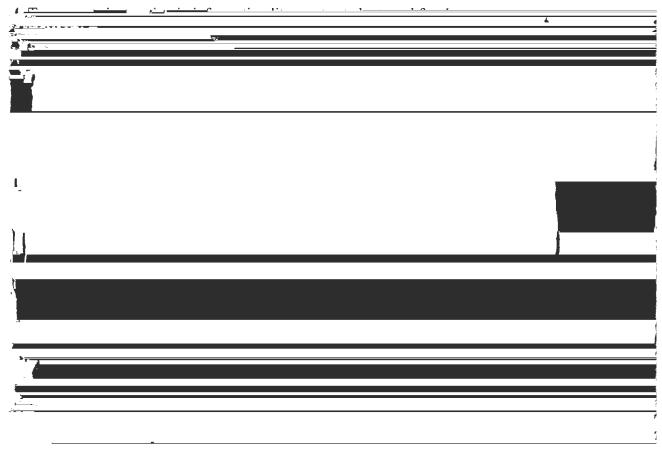
Medicinus report ipasan Mississ Ct-t-	
. .	2
	. 4
ter .	
The state of the s	
	i i
Mississipp <u>i School Library Vision Statement</u>	1
Clausell Elementary School Library Mission Statement	1
Statement of Philosophy	1
	.1
Goals and Objectives	-2
Budgeting Procedures	
Diereds Assessments aff and Volunteers	2
Scheduling	.2
Circulation Procedures and Policies	.3
Selection Policy and Criteria	4
Challenged Materials Policy	1
A;	
Appendix Appendix	
Evaluation and Weeding	ς
artin de la companya de la companya Artin de la companya	
Donations and Gifts Policy	5
Cataloging and Processing	
Requests	
	•

Missississis Sahaal Librass Vision Stat	omon t
<u> </u>	
-	1
1	
Create collaborative relationships between schools librarians and classro	oom teachers which transforms
`? 	
	1
F	
-	
	1
	ł
ı	
,	
d.	
1	

Objectives

The goals of the media specialists are;

- 1. To teach students to access, evaluate, and use information.
- 2. To maintain a well-balanced collection of media appropriate to the needs of the school.
- 3. To provide assistance in locating and using instructional materials.



5. To provide planned instructional materials that will stimulate growth in factual knowledge and literary appreciation.

Budgeting Procedures

Each school year, the Librarian will develop a Proposed Budget based on the needs of the Library Media Center. These needs will be determined by: Advocacy Committee recommendations, student and staff needs assessments observation collection development noticy and automated system.

reports. The Librarian will submit this proposed budget to the Administrator for approval. The Librarian will obtain a copy of the current year's budget from Marathon and keep in a separate Budget

Circulation Policies

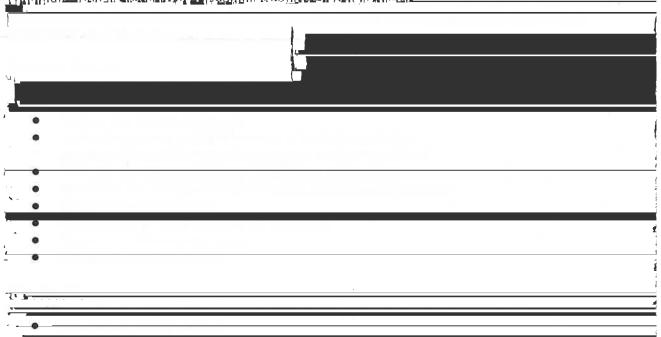
Student Checkout

Kindergarten -5th grade students may check out one book per library visit. Materials are due back in one week to exchange, or may be renewed for an additional week as long as no has requested the title. Special permission for more materials may be granted when necessary for an assignment.

Staff Checkout Tegulter marchaelt out unlimited numbers of metaziale as long as needed Periodicals audio visual

Selection Policy

The needs of the Clausell Elementary School Media Center are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum. Selection is based on student and staff survey results, advocacy committee recommendations, as well as extensive consultation between the librarian and the teachers; close communication is assential in developing a collection that is released to the communication.



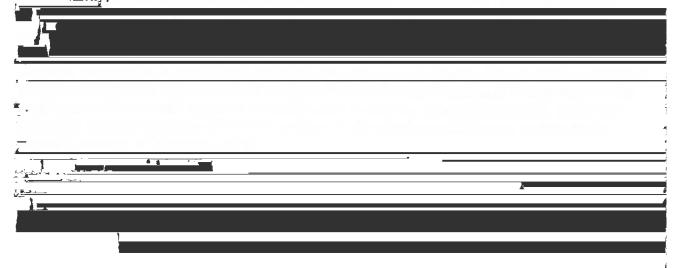
purchases are always welcome. The librarian is responsible for selecting materials, building and maintaining the collection.

Selection Criteria

The following criteria are recommended as a guide to selecting the best resources for the library media center:

Literary and artistic excellence

Taffipp importance or ciantificance to a field of brownladge



Evaluation and Weeding

The library's collection will continually be evaluated in accordance with curriculum changes, new material formats, interests and needs of users, and changing instructional methods. Weeding is



Requests
Da <u>. 1. V </u>
<u>i-</u> .
•

strongly encouraged to take an active role in media center purchase. Requests for purchase are always
AVE.

Copyright pro	ovides legal protecti	on for original crea	ative works, include	ding, but not lim	ited to poetry,
2					
	-				
}					
1					
<i>x</i> =					
1					
<u> </u>					
- -	1	,			
			<u>u-</u>		, <u> </u>

Record/Reports Keeping

- Free
i_{-}
t -
r
The program is available for look-up stations in the media center and classrooms. Our collection can be accessed from any JPS computer at: 18.226/7060266. Our school website
<u> </u>

Disaster Preparedness

In the event of an emergency, students and staff will follow the JPS School Emergency Management Crisis Plan. A copy of the plan can be found in the Appendix. (Appendix F) We will listen and follow the directions of the administration or designee.

Fire

In the case of a fire, we will proceed to our evacuation route in a quiet and orderly manner to our designated safe place. We will remain in our designated place until directed to do otherwise.

Tornadoes

In the case of a tornado, we will proceed to the hallway in a quiet and orderly manner. Students will get down on their knees with their head against the wall and cover their necks with their hands. We will remain in our designated place until directed to do otherwise.

Earthanake

In the event of an earthquake, students will immediately proceed to get under the tables and hold on

until we are directed to do otherwise.

Intruder

In the event of an intruder, the teacher will lock the door and ensure all blinds and windows are covered. Students and teachers will move to the far corner of the Library near the Teacher's Area and remain quiet until directed to do otherwise.

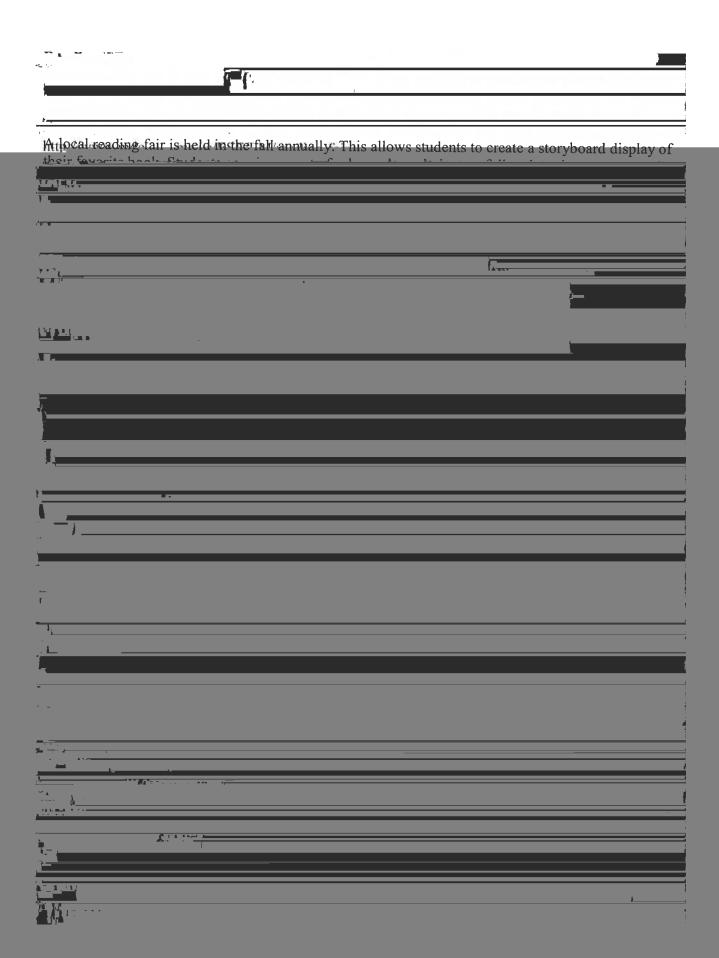
Library Services and Activities Offered

Accelerated Reading

The media center is responsible for the maintenance and support of the Accelerated Reading and STAR programs. Accelerated Reader is an individual reading program that allows each student to excel at his or her own pace and ability level and is designed to increase reading comprehension. The most important goal regarding (AR) is to encourage a love for reading by developing confidence through practice. It allows teachers to set goals, track growth, and monitor comprehension. Teachers are encouraged to allow students to take their AR tests in the classroom. If time permits, students will be allowed to take AR tests in the library also. Students are encouraged to bring AR reading log folder to the library. Once a student completes a test, he or she may check out another book if they are in good standing with the library. (No fines). Students in grades 1st-5th participate in these programs. Accelerated Reader tests are available ONLY between 7:00-2:30.

Book Fairs	
There is an and the state of the last of Classest Elements.	 т /1-

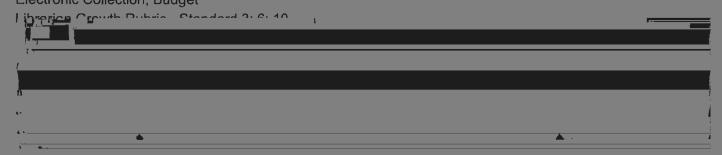
f	
	7
t.	
u ,	 •



Teacher Request Form



Library Monitoring Resource Type - General Collection; Reference Collection; Electronic Collection; Budget



School Library Guide - Section 2.3, 4, 6.2

Teacher Information

Teacher Name



PARENT FORM C

JACKSON PUBLIC SCHOOL DISTRICT

	alighty cellon vollation on the transcommer				
<u>1 7.</u> ,					
<u> </u>	,				
	1				
7					
	io .				
	<u></u>				
	•				
T .					
ž					
K.					
*	Date *				
•	(BOARD POLICY JIAA)				
Student's Name	(SOME TODAY)				
oracont 5 Traffic					
Home Add	Home Phone				

Student Agreement

As the student, I certify that I have read the District's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I come to work the constitute a criminal offense.

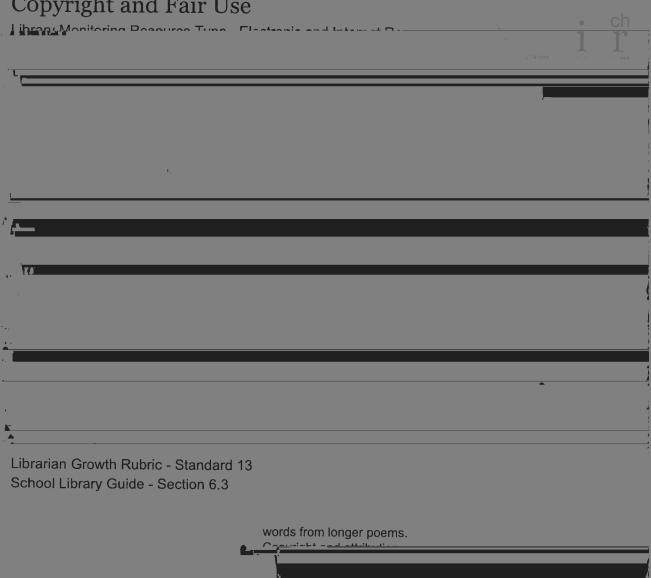
in other du	scinlinary action: and a	nav constitute o ce	iminal Affanaa 1 ac	man to manget and	
3,					
P) Trains					
1					•
4					

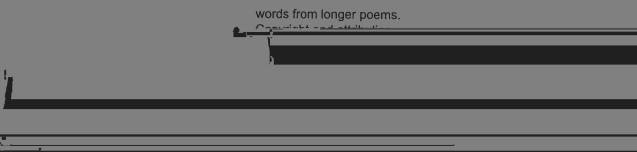


Library Monitoring Resource Type - Electronic and Internet Resources Librarian Growth Rubric - Standard 13 School Library Guide - Section 6.3

			ivo worke including		
h,					
- .					
					/X ⁻
					W
_					
					4
£:					
. L					
<u> </u>					
oftware code, so	culptures, photogra	aphs, choreograp	ohy and architectura	al design. Co	pyright holders, and
71.40 P 91.10 P					
ñ a l					- X
					×
jar.					, x
					*

				•	,
				•	,
				•	
				•	
				•	
				•	
				•	
				•	
				•	
				•	





provided.

Chapter of a Book

Single copy for teacher use. One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations. Students and teachers may incorporate text into multimedia projects. Copyright and attribution

provided.

Copies used multiple times without permission, not to exceed nine occurrences per class term.

Copies made with the intent to avoid purchase of the selected

Workbooks and consumables may not be copied.

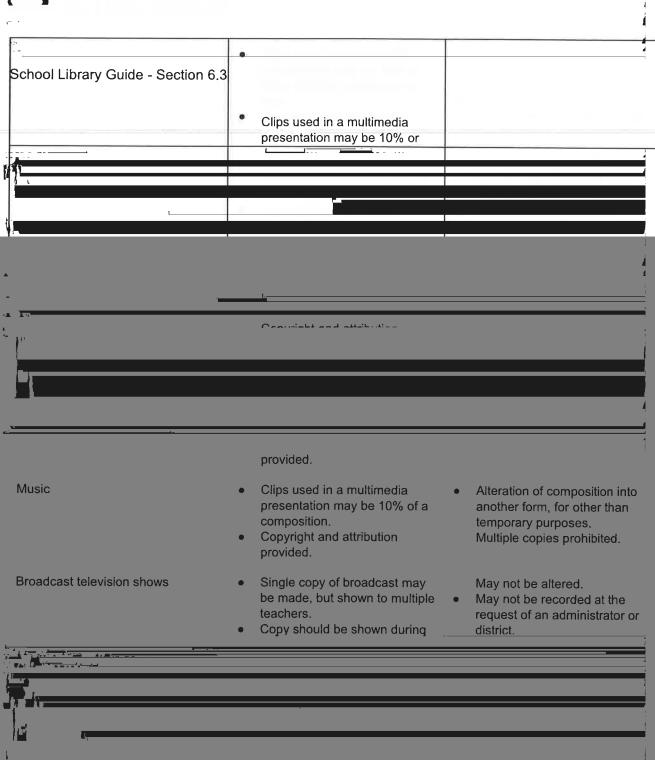
Prose, short story, web, newspaper, or magazine article

Single copy for teacher use. One copy per student provided

Copies used multiple times without nermission

Library Monitoring Resource Type - Electronic and Internet Resources





Library Public Relations Overview

Library Monitoring Resource Type - Public Relations
Librarian Growth Rubric - Standards 11; 19
Schnol Library Guide - Section 3 8-3 9





Grade Levels: PreK-5th School Year: 2017-18

Public Relations Contact: Bettina Boles

Public Relations Plan

Contal Chicatina and MAIII at any many at 1 and 10	u.• .	 	<u>.</u>
-151			
<u> </u>			
· .			
· ·			
14			
. t .,			
· ·			
•			
î.L.			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	F # 2	 	
Ap	20		

