

## Suggestions for Library Materials

The Library Media Center strives to support the curriculum needs of the patrons. Teachers are encouraged to recommend or request materials to add to the collection. A list of teacher suggestions for purchases of print materials, DVDs, etc. is kept in the library office. All suggestions are welcomed. Please email suggestions to [rmaves@mariettaisd.org](mailto:rmaves@mariettaisd.org)

## eBooks

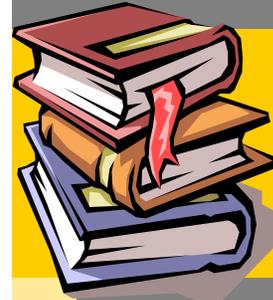
On the Destiny Follett Library Manager website you can search for books/materials across all three school campuses. You can select which campus site you want to search. Once you enter the site the screen is in the basic search mode. Select the "Catalog" tab and choose "Destiny Discover" on the left side of the screen. Scroll down to the eBook section which has 226+ "eBooks". This would be a great resource to use with your Smartboards. I would like to add more eBooks to the collection. If you have any titles you would like to see purchased please let me know. To access the collection:

Username: Student ID# Password: marietta

## Copyrighted Material

All teachers are required to adhere to the Federal Copyright Law as it pertains to educational institutions. The following are all the rights (and wrongs!) of whether you should (or should not!) copy:

- The main rule applying to education is that, in most cases, teachers may not use more than 10% of a work without permission.
- You may make multiple copies of a poem if it is shorter than 250 words.
- No copying of consumables (e.g. workbooks) may be done.
- *Fair Use* means one time only.
- Workbook pages may not be made into transparencies without permission.
- Teachers may make a single copy of a chapter, article, or story, but not multiple copies.
- Audiovisual materials can only be used as part of an instructional program.
- A student may tape a recording for a class presentation, but a teacher may not.



ELEMENTARY

Marietta Library  
Media Center

## L.M.C. Mission

The mission of the Marietta Elementary Library Media Center is to make all its resources easily accessible and useful to students and faculty; to add new collections and technology to the basic resources in order to enhance the quality of education; to highlight the importance of literacy and lifelong learning; and to instill a love of reading.

## Hours of Operation

The Marietta Elementary Library Media Center is open from 8:00 a.m.– 3:00 p.m. daily. Please refer to your library schedule for specific class times.

### Access the Library Media Center Catalog...

- <http://destiny> (on district campus computers) **OR**
- [www.mariettaisd.org](http://www.mariettaisd.org) (located under the "Resource" tab; for computers outside the school district)

Library materials are circulated using the automation program, *Destiny Follett Library Manager*. You can search all three campus libraries for materials.

**We have created this handbook to explain resources available to you, as well as the policies and procedures all students are expected to follow in the LMC. The Library Media is designed to support the educational goals of the school system and serve all students and staff. It is an essential part of the instructional process and is integrated into all areas of the curriculum. All library materials are selected to support the curriculum in the different subject areas and also to meet interests in pleasure reading. We hope this guide will help you become better acquainted with the LMC and answer the questions most often asked. If you cannot find an answer within the handbook please feel welcome to ask! The LMC is the heart of our school and we hope you visit often.**

**Mrs. Robin Mayes, Library Media Specialist  
Mrs. Shanna Baker, Library Assistant**

## Visiting the Library

The library is on a fixed schedule due to library time being included in the Specials rotation schedule. We will be seeing each classroom every 4 days. Students will be encouraged to memorize their library patron number (same as their Student ID/lunchroom number). Each class will receive a list of patron numbers on a barcode that can help teachers encourage student memorization for patron numbers and scanning library books. Mrs. Baker will have a list of patron numbers at her desk if students do not know their number.

## Check Out Policies

All materials are circulated for a two-week loan period with the option to renew the materials once for an additional two weeks. The number of checkouts depends on the student's grade level:

Pre-K - one book

Kindergarten - one book first semester, two books second semester

First– Fifth Grades - two books

Essential literature tubs of books can be checked out for each classroom for the week. Books will be checked out in the teacher's name. If any book is lost or destroyed, the class will be responsible in paying or replacing the book.

Students must bring their library books when they visit the library in order to renew or check out more materials.

Please encourage students to not borrow materials from other students. They are responsible for all materials checked out on their patron card.

Teachers may check out an unlimited number of books or materials.

## Overdue, Damaged, and Lost Materials

Students who keep materials longer than the allotted two weeks must renew their book(s). No fines are charged, but students with overdue materials are not permitted to checkout additional materials until the overdue items have been returned.

Library materials are expected to be returned in the condition they are checked out. Students should point out damaged library materials to Mrs. Baker or Mrs. Mayes as soon as they notice them. Damaged materials must be replaced or paid for before additional materials can be checked out.

If media materials are lost, students will be responsible for paying for the replacement cost of the book.

*Overdue lists will be printed out and distributed to students at the end of each month.* To help students learn to be responsible, no new loans will be permitted until overdue materials are returned.

## Student Conduct

Student patrons of the library media center must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

### Rules

- Use a quiet voice so as not to disturb other patrons. Assignment-related conversation is expected, but the volume should be controlled to avoid disturbing others.
- Take care of all library media center materials.
- Keep hands, feet, and objects to self.
- Leave food and drink outside the library media center.
- Listen and follow directions from all library media center staff.
- Respect others and use materials responsibly.
- Check all materials out at the desk before leaving the LMC.
- Do not check books out and then give them to other students.
- Most of your time should be spent working or reading.

### Consequences

Use of the Library Media Center is a privilege which can and will be withheld for improper conduct and/or not following the above rules. Verbal warnings will be given, but if a student continues to misbehave library privileges will be taken away. Mrs. Baker or Mrs. Mayes will inform students who lose their privileges the exact date they may return. Students may also be required to write about how they will change their behavior upon the reinstatement of their library privileges. The length of time that an individual student can be excluded from the Library Media Center will be determined by the number of previous offenses and/or the nature of the current offense.

**All library correspondence will be conducted via email!**

## Reserving Materials

If your class needs specific material to research on a topic, please inform Mrs. Baker 5 days prior so she can pull materials and assist you in gathering materials.

