

Cordova Middle School

Student Library Handbook

2015-16

Welcome to the @ Your Cougar U Library. This handbook will assist you in better understanding the goals, procedures, and policies of the LMC. Please print a hard copy for yourself or save it to your desktop or flashdrive for future reference. We hope you find the library media center a welcoming and useful facility where you can locate answers to your curiosities, work on school assignments, discover new information, use reference materials effectively, or find a new favorite book!

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# Philosophy

The school library media specialist (LMS) is an integral part of the total educational team that prepares students to be successful members of a global society. The school library media center (LMC) strengthens student learning and serves as a resource for the school community. The school LIS collaborates with classroom teachers to integrate curricular concepts, information skills, and research strategies. The LMC’s program adequately supports the Unified District’s curriculum.

# Goals

1. To select and provide an organized collection of current resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program.
2. To develop a sequential instructional program for students in the independent use of resources.
3. To recommend media resources to accomplish specific instructional objectives.
4. To provide and maintain access to current technologies for information and research.
5. To collaborate with classroom teachers in the implementation of the curriculum.
6. To establish and maintain an environment which enables and motivates students to develop independence in learning strategies, critical thinking skills, communication skills, appropriate attitudes, and appreciation of literature for both pleasure and information.
7. To motivate students to develop life-long skills in communications, critical thinking, and the utilization of information.

# Mission

@ Your Cougar U Library is fully functional and an integral part of the instructional program here at Cordova Middle. The American Association of School Librarians (AASL) had defined the role of the school library media specialist as an information specialist, teacher, and instructional consultant. Along with the six (6) AASL standards, the library staff regards these areas the LMS’s primary responsibilities. The library staff will achieve this mission by supporting Cordova’s school mission.

# C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0234131.wmfHours of Operation

**@ Your Cougar U Library is open Mondays, Tuesdays, Thursdays, and Fridays from 7:15 am – 3:00 pm.**

**Library Rules**

**Respect yourself.**

**Respect others.**

**Respect the space.**

# C:\Users\Hill Home\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\RNSSFCN6\MC900040015[1].wmfSchool Media Collection

@ Your Cougar U Library consists of over 13,000 print and non-print materials including reference and audio visual materials. Additionally, the LMC subscribes to youth magazines and professional journals.

Library periodical titles include:

American History

Cobblestone

Faces

Justine

Memphis Magazine

National Geographic

Sports Illustrated for Kids

Teen Ink

Tennessee Conservationist

Tennessee Wildlife

# Library Media Center Services

* Circulation –- Students are allowed to check out books anytime during library hours. Students must have a hall pass from the teacher.
* Author visits—Local and nationally acclaimed authors are invited to speak with students to promote literacy and raise the interest of potential readers.
* Class Research—Students are encouraged to investigate topics through various reference materials and media in order to find facts and reach new conclusions. Class visits must be scheduled.
  + Novel Characters Book Club
  + Battle of the Books
  + Club Paws
  + Power Lunch Bunch
* Library Skills/Research Lessons- The librarian will prepare a lesson to assist the classroom teachers with related skills.
* Reading Programs/Events—Students will engage in various literacy promoting activities.

# C:\Users\Hill Home\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\N0K4MDAH\MC900292082[1].wmfLibrary Visits

## **Library Rules**

* **Respect yourself.**
* **Respect others.**
* **Respect the space**.

## **Circulation**

* General Policies

-All patrons with past due materials will receive overdue notices.

-All books should be placed on the return cart located near the circulation desk.

-Reference books are to be used only in the library and are not available for checkout.

-Students are not allowed to checkout audio visual materials.

-Please remember to place all DVDs in their covers before returning them.

-All patrons will be fined for lost or damaged books.

* Power Lunch Bunch passes will be distributed during lunch times.
* Check out to students— Students may have no more than 2 books checked out at a time.
* Overdue books- Students with overdue books will not be allowed to check out books until the overdue book has been returned.
* Damaged or Lost Books – The LMC will charge fines for damaged or lost books. Students with damaged or lost books will not be allowed to check out books until all fines have been paid.

|  |  |
| --- | --- |
| **Type of Damage** | **Fine** |
| Broken/damaged spine | Book price + processing |
| Major Markings | Book price + processing |
| Pages ripped/missing pages | Book price + processing |
| Food of liquid damage | Book price + processing |

## **C:\Users\Hill Home\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\N0K4MDAH\MC900441338[1].png****Computers/Printer**

The LMC has eight desktop computers for your use. All eight computers are connected to a black and white printer. Please adhere to the following rules when using the LMC computers:

* Always use the STUDENT 282 username and password

when logging in to the computer.

* Please limit your computer use to 20 minutes

when there are classes in the library or people waiting.

* Please bring your own copy paper for the printer.
* Please limit your copies to 5 pages.

# APPENDIX: USEFUL FORMS