

# Legacy Middle School



## Library Handbook For Teachers and Parents

Libraries are not made; they grow.  
- Augustine Birrell

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# **Library Services Mission Statement and Goals**

## **Mission Statement**

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

by providing intellectual and physical access to materials in all formats

by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas

by working with other educators to design learning strategies to meet the needs of individual students.

## **Goals**

1. We seek to provide intellectual access to information.
2. We seek to provide physical access to information.
3. We seek to provide learning experiences that encourage students and others to become discriminating consumers and skilled creators of information.
4. We seek to provide leadership, collaboration, and assistance to teachers and others in applying principles of instructional design.
5. We seek to provide resources and activities that contribute to lifelong learning.
6. We seek to provide a facility that functions as the information center of the school.
7. We seek to provide resources and activities for learning.



## Library Services

### What can we do for you?

The library has many services that can help teachers with classroom instruction. We have designed this handbook to assist educators and parents. Our desire is to provide and develop a true partnership. Please take advantage of our numerous services and let us know how we can better serve your needs at Legacy Middle School.

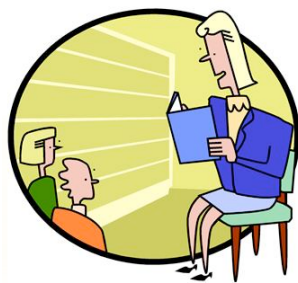


## Library Staff

Jennifer Smith, Librarian - [Jennifer.smith@fc.ecisd.net](mailto:Jennifer.smith@fc.ecisd.net)

Doris Moses, Library Assistant

(210)648-3118, ext 129



## Library Volunteers

Parent/Grandparent Volunteers are always welcome! There are multiple opportunities to serve during the school year including Book Fairs, filing books, or reading to students. If you are interested, please let the librarian know so that you can attend a VIP training. Background checks are required.

## Library Policies

Teachers, parents, and staff have an account and may borrow any library materials they desire. Adult patrons are not assessed fines but we appreciate materials being returned in a timely manner. The circulation period for adults is 3 weeks. In addition to books, videos and DVDs marked with an East Central barcode must be checked out through our libraries.

## Classroom Equipment

Classrooms may have equipment provided by the library. Examples might include an overhead, LCD projector, TV, listening center, VCR, DVD player, or digital camera. Some equipment is checked out for the entire school year to one individual and some is checked out on a temporary basis. If you should need an additional light bulb, please make your request via email or speak to a member of the library staff for a timely replacement. To prevent an increase in bulbs blowing out, it is recommended that the user not continually turn the machine on and off for short periods of time. We do not check out library equipment to parents since we want the equipment to be available to classrooms at all times.

## Overdue Books and Fines

Students may checkout a maximum of 3 items at a time. The checkout period is 3 weeks for books and 2 weeks for audio books. Extensions or renewals can be made if there are no holds on the item. Individualized notices are delivered to students to remind them of overdue books. Students who have overdue books could be denied further materials until the materials are returned. If an item is not returned, students are charged \$0.05 per day per item with a maximum fine of \$1.00 per item. After 9 weeks, non-returned items will be declared lost and the student will be responsible for either returning the item or paying the replacement cost of the item,

Teachers are not charged fines but should be responsible for returning all material and equipment in good condition.

### Damaged or Lost Books

All schools in the East Central Independent School District will charge fines for damaged books. Books that are paid for are the property of the parent.

TYPE OF DAMMAGE	FINE
Barcode Missing	\$1.00
Pocket Mission	.50
Minor markings (1-2 pages)	.50
Major markings	Book Price
Pages ripped	Book Price
Food or liquid damage	Book Price



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## Reading Incentive Programs

Creating avid readers is a major goal of the East Central library system. Students who can read well and like to read tend to perform better in classes across the curriculum. Various programs are available to help the library promote reading, making it fun, interesting, and more attractive to students.

**Celebrations and contests** during Children's Book Week and National Library Week help to promote an interest in reading. Such celebrations and contests may include students dressing up as their favorite book character or creating book marks that promote books and reading. Throughout the year, contests like Battle of the Books can be used to promote reading with an exciting, competitive edge. In a Battle of the Books competition, students become familiar with certain titles, such as award books, and test their knowledge about characters, plot, and setting, in competition against each other or as class against class.

During the special weeks above, or whenever available, **visiting authors and storytellers** can be invited to the library to help students create a more personal relationship with books. When they meet and talk to the people who make up the books and stories, they gain an added dimension of appreciation for books and reading.

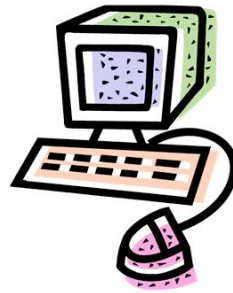
Other staff and community members can also be invited to the library to read to students, showing that reading is a lifelong skill and joy.

**Readers' or library clubs** may be formed to advance reading campaigns throughout the school and on other campuses. In these clubs, students can help make book displays or write book reviews to entice other students to read. They can travel to lower level campuses and read to younger students.

In grades 3 - 6, the **Texas Bluebonnet Award program** is used to promote student reading and critical thinking skills. The librarian may register his or her campus to vote in the Bluebonnet election by contacting the Texas Association of School Librarians Bluebonnet committee (see the Professional Associations sections of this handbook). In grades 7 - 8, the librarian could create a reading program around the **Lone Star Reading List** to promote reading. The **Tayshas** reading list for high school and the **2x2** reading list for prekindergarten as well as the TBA and LSR lists can be found at [www.txla.org](http://www.txla.org). Click on reading lists.

Book Fairs provide an excellent opportunity to both promote reading and raise money for library programs. The district foundation program seeks applications at the beginning of each school year, asking for worthy programs which affect student learning positively.





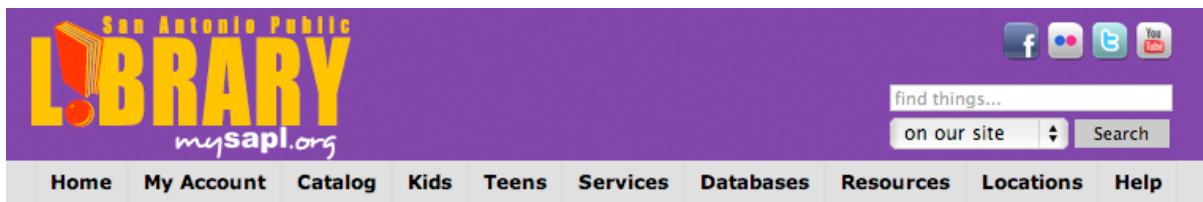
## <sup>2</sup>Library Computers

Teachers are encouraged to schedule a visit with the Library Media Specialist for a collaborative lesson. Please give at least 3-5 days notice to allow planning time and material preparation.

## Library Catalog

To access the Alexandria library catalog from your classroom  
<http://10.43.200.41>.

## The San Antonio Public Library



We encourage families to take advantage of our public library services. Do you know where the library closest to you is?

<http://mysapl.org/locations.aspx>

## Reconsideration of Library Materials

The East Central Independent School District provides a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Trained professional staff select instructional resources for use in accordance with Board Policy and the state-mandated curriculum. A parent of a District student or employee may formally challenge an instructional resource. Students' First Amendment rights are implicated by the removal of books from the shelves of a school library so this process provides an effective and fair way for a committee of stakeholders to review the challenged material. The forms can be found in District Policy or obtained from any librarian.

## Recommendations for Library Materials

The library welcomes your suggestions for new materials. Please fill out the following form and return it to your library.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Parent \_\_\_\_\_ Student \_\_\_\_\_ Grade Level \_\_\_\_\_

I would like to see the following material added to this library:

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This material would support: \_\_\_\_\_  
Curriculum Unit

Book/Video Title: \_\_\_\_\_

Author's Name: \_\_\_\_\_

Special Need (Visually impaired, GT, ESOL) :

Type of material requesting (Book, audio, DVD, CD, etc):