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**BROCKETT ELEMENTARY SCHOOL**  
**LIBRARY MEDIA CENTER HANDBOOK**

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### **Mission**

The mission of the Brockett Elementary School library media program is to ensure that students, teachers and staff are effective and responsible users of ideas and information.

### **Information for Students and Parents**

The Library is open from 7:30 a.m. to 3:00 p.m. Check in/out is from 8:00 a.m. (after the morning news is over) to 2:00 p.m. (when students have to prepare for dismissal). Throughout the day the library is used by classes, small groups and individual students. Students coming alone or in small groups must have a pass from their teacher. Students can use the library after dismissal only when accompanied by a teacher.

### **Materials Available For checkout**

Students can check out books and magazines. Parents can check out up to three books under their child's name. A small collection of books for parents are available through our School Counselor.

### **Number of checkouts allowed by grade level**

Pre-K (with the teacher's permission) - 1 book

Kindergarten students – 1 book (most K students do not take library books home)

Grades 1 & 2 – 2 books or 1 book and 1 magazine (a third book may be checked out with a teacher's recommendation)

Grades 3 through 5 – 3 books or 2 books and 1 magazine

### **Checkout Period**

Books - up to 2 weeks with an additional 2 week renewal. Books in high demand will be renewed at the discretion of the Teacher-Librarian.

Magazines – one week only.

## **Overdue, Lost and Damaged Library Materials**

There is no daily charge for overdue books; however, student check out privileges will be suspended whenever a student has overdue, lost or damaged materials. Students can again check out once the matter is resolved as follows:

Overdue -- The book or magazine must be returned to the Library or bought in and renewed for another one or two weeks.

Lost -- Parents are responsible to pay the replacement cost for any lost items. Payment must be made in cash or by money order made out to Brockett ES. If repayment would cause financial difficulties, the parent needs to speak with the Teacher-Librarian. All payments are receipted and receipts are given to students to bring home to their parents. Should a student find and return a lost book, the book and the original white receipt must be returned before May 1 of the current school year in order to receive a refund. Books found and returned after May 1 of the current school year are no longer eligible for a refund. The original white receipt must be presented along with the returned book in order to receive a refund.

Damaged -- Fees can vary depending on the extent of the damage. Extent of damage and fees are determined by the Teacher-Librarian. Should library materials be damaged beyond reasonable repair parents are responsible for paying the replacement cost.

At the discretion of the Teacher-Librarian, students may be allowed to check out one older paperback book during the time that their library privileges are suspended.

At the Library Orientation at the beginning of the school year, and through out the year, students are instructed to *never* 'lend' their library materials to another student. The responsibility for payment of lost or damaged materials belongs to the parent whose child checked them out.

## **Other Resources Available in the Library:**

### Computer/Internet Use

Thirteen library computer stations can be used by students for accessing Brockett's Destiny Online Library Catalog, online research, typing reports or taking Accelerated Reader quizzes. Students are expected to abide by the guidelines outlined in the DeKalb County Schools Code of Student Conduct which can be found in the DCSD Student/Parent Handbook which is distributed at the beginning of each school year. Computers are for educational use only. Gaming sites, personal email, and chat sites are not allowed. Students found to be accessing inappropriate websites, non-academic websites or games can lose their computer privileges.

### Printing:

A printer is available for printing out student work for class assignments. Fifth grade students are encouraged, whenever possible, to email their assignments using their DCSD First Class email accounts to their teachers. There is no cost for student printing; students can print only two pages at a time. Students are expected to be mindful of the need to conserve ink and paper. Students should copy and paste all pictures/illustrations on one page. Students are expected to view their documents in Print Preview before hitting the print command. Any non-assignment printing is not allowed. In cases of misuse of printing privileges, students can be charged five cents a page.

### Brockett's Destiny Online Catalog

The online library catalog and databases are accessible from the library and off-campus locations (home, public library, on smartphones, ipads, ereaders). To use these resources go Brockett's homepage <http://www.dekalb.k12.ga.us/brockett> click on Media Center, then Destiny. On the Destiny Catalog homepage you'll find many online resources for students and parents. When off-campus, some of the databases may require a password provided by the teacher-librarian. Students can log on to the Destiny Catalog to create lists of books they have read, are reading, or want to read by using their student number (s#####) and the password, *mydestiny*.

### Accelerated Reader:

Students can not take AR quizzes from home. Students and parents can locate Accelerated Reader books by title, reading level, and points both on and off campus by going to the AR BookFinder <http://www.arbookfind.com> webpage. This link can also be found on Brockett's Destiny homepage. Students and parents can identify AR books you have at home, or find at the public library, by using the arbookfind site.

## **Information for Teachers**

### **Hours of Operation**

The Library Media Center is open to teachers and staff before, during and after school from 7:30 a.m. – 3:30 p.m.

### **Library Materials**

Books, audio/book kits, LeapPads, magazines, videos and DVDs, and items from the Professional Print Collection are available for teachers to support their classroom instruction. Teachers may check out as many materials as needed. While the default due date is two weeks from check out, teachers may keep items longer if they are still being used. Please be considerate of others and return items as you are finished with them. Should another teacher request checked out materials, they may need to be

returned to the library. Periodically teachers are given a list of all items checked out in their names. Teachers are responsible to pay for any lost library materials checked out to them. Teachers are also cautioned not to 'loan' these materials to other teachers or to students. All materials must be checked out and in through the Destiny online catalog. All Library materials are to be returned before the end of the school year; exceptions to this rule are determined by the Teacher-Librarian.

## **Equipment**

### Technology Carts

Technology Carts are to be reserved ahead of time by signing up on the Reservation Calendar located behind the circulation desk or by emailing the Teacher-Librarian. Please include your name, the cart you want and the amount of time you'll need them (such as all day, AM or PM). Should you find you won't need a cart, please be sure to cancel your reservation as soon as you know. When more than one teacher wants to use the cart during the same time period, it's up to the teachers to work out an accommodation and make sure to list all user names on the reservation calendar.

Teachers are responsible for making sure all equipment and components are back in the cart and the cart and key are to be returned no later than 2:30 p.m. Please report technical problems or missing components to the teacher-librarian as soon as possible.

Avoid leaving equipment unattended and be sure to lock your classroom door when not in the room. Teachers are responsible for all library media center equipment checked out by them during the school year. Lost or damaged equipment is assessed at full replacement cost. Equipment stolen while in the teacher's possession must be reported immediately to the teacher-librarian and to the principal who will determine liability.

Should a teacher need to take equipment off campus, a copy of the homeowner's or rental insurance policy must be on file in the school office.

### Videos and DVDs

Teachers are required to follow DeKalb County Schools' guidelines when showing Videos and DVDs to their class.

### ActivExpressions

Classroom sets of ActivExpressions are housed in the library media center for teacher use. Teachers are required to confirm that all components are in the bag at check out and prior to returning.

### ActivBoard Pens

Extra pens are available in the library media center should a replacement be needed.

## **Library Schedule**

The Library schedule is a flexible one. While teachers can reserve a specific time/day for whole-class book checkout and/or information literacy lessons, these times may be changed as needed. Teachers can schedule additional library time for whole class information literacy lessons or research using computers and/or print materials. When space is limited, scheduled classes have priority over small groups or individuals using library resources. A printed schedule is located at the Circulation Desk and on first class in the schoolhouse. Whole class time can be scheduled either in person or by sending an email to the Teacher-Librarian.

## **Sending Individuals and Small Groups**

All students, alone or in small groups, must arrive with a Library Pass. Small groups coming in with one pass must arrive and leave together. Individual students and small groups working in the library need to have a note from their teacher indicating what they are to be doing. Students without a Library pass or behaving inappropriately will be sent back to class.

## **Instruction/Collaboration**

Teachers are encouraged to collaborate with the teacher-librarian to develop instruction that supports the standards being taught in the classroom. Instruction on using Destiny, research strategies, reference skills, information literacy skills, respecting copyright and content standards can be planned by the teacher-librarian in collaboration with grade levels or individual teachers. Library lessons can introduce, reinforce and/or extend the standards being taught in the classroom.

Teacher input into acquisitions and collection development is also encouraged so that library materials are correlated with and support instruction.

When specific print materials are needed for whole class research, teachers are asked to make their request at least two days in advance of needing them.

Teachers are required to stay with their classes during library time; any misbehavior is handled by the teacher. Please remind students to push in chairs, pick up any dropped items, and to take all belonging with them.

## **Copyright**

Teachers and staff are required by the DeKalb County School Board to adhere to the Federal Copyright Law as it pertains to educational institutions. The teacher-librarian is the copyright resource person and each school year conducts a copyright in-service. Questions concerning copyright issues should be brought to the teacher-librarian.

### **Brockett's Destiny Online Catalog**

The teacher-librarian can provide instruction and help using Destiny to create resource lists of library materials and websites for student use. Teachers and staff log onto the Destiny catalog using their employee number (with the e); and *mydestiny* is the password.

## **Services Available through the Department of Educational Media**

### **DeKalb Learning Resource Center (LRC)**

The LRC collection has been developed and is provided to enhance the K-12 Curriculum of the DeKalb County School District. Compact Discs, DVDs, Sheet Music, and Videos are available. Materials are reserved online at the LRC webpage and are delivered via courier. The LRC assigns user IDs to teachers and staff.

### **DeKalb Professional Library**

The Professional Library collection includes books, magazines, ebooks, emagazines, and electronic databases for both instruction and professional development. The Professional Library Catalog Homepage also lists many useful links to other sites of interest to teachers and staff. You log onto the catalog using your employee number (with the e) and *mydestiny* is the password.

<http://www.dekalb.k12.ga.us/educational-media> Use this link to access the LRC or the Professional Library catalogs. The links to the LRC and the Professional Library are also included on Brockett's Destiny Catalog Homepage under Teacher Resources.

Teachers' suggestions for additions to the LRC or Professional Library collections are welcome.