

## **PCMS LIBRARY MEDIA CENTER**

**Circulation Desk:** 678-6767-7735

**Media Specialist:** Devin Simony  
[devin\\_m\\_simony@dekalbschoolsga.org](mailto:devin_m_simony@dekalbschoolsga.org)

**Library Media Assistant:** Craig Neely  
[craing\\_neely@dekalbschoolsga.org](mailto:craing_neely@dekalbschoolsga.org)

### **All information subject to change**

The PCMS Media Center is located on the top floor of PCMS in Room 853. Our Media Specialist, Mr. Simony, aims to support students in their development of life-long learning skills through providing them with access, instruction, and help locating the information they need and want.

Our print collection includes over 20,000 titles and subscriptions to a variety of magazines and journals. We also offer a robust selection of eBooks. Computer stations are also available for patron and class use.

### **Hours of Operations: 8:10 a.m. to 3:50 p.m.**

All students must have a signed pass from a teacher every time they visit, whether before the morning bell or throughout the school day. Upon arrival, individual students and those in small groups are to sign in at designated area.

### **Student Library Checkout Privileges:**

- **Books** - up to three print books for a two week period; two week renewals allowed as long as the title is not being requested by another patron.
- All materials must be checked out at the Circulation Desk before removal from the Media Center.

### **Overdue, Lost, or Damaged Materials:**

*Destiny*, DeKalb County School District's online catalog/database, is used to record all items housed in the PCMS Media Center and all patron check outs and due dates. A stamped due date card is placed in the inside pocket of each book. Students should leave the

card in the pocket so they can easily follow up on their due dates.

Students are urged not to "loan" library materials to other students. Checkout privileges are suspended whenever students have an overdue or lost book. Once the account is cleared, privileges are reinstated.

Students may receive printed or emailed overdue notices periodically. When a book is long overdue, calls, emails, and/or letters home are utilized to notify parents of the problem.

- Overdue Fines - 5 cents per school day per book, with a maximum fine of \$3.00
- Lost Books - the charge is the replacement cost of the book.
- Lost Due Date Cards- 25 cents
- Damaged Materials- fine is determined by the media specialist depending on the extent of the damage.

Students show consideration for other patrons and act responsibly when they return books on time. Overdue fines, along with damage and replacement fees, reinforce this life lesson. All unpaid charges for lost books and overdue fines carry over in *Destiny* to the following school year. According to DCSD policy, school registration, transcripts, report cards, and graduation records can be withheld due to non-payment. Parents are ultimately responsible to see that fines and other charges are paid.

### **Media Center Computers:**

During our hours of operation, computers are available for student use for school related purposes only, such as:

- PCMS's online catalog, *Destiny*, to locate books or read available ebooks
- Academic Research - the internet and a number of limited access databases
- Educational programs provided by DCSD and PCMS
- Create documents and presentations using Microsoft Word and PowerPoint
- DCSD sponsored student email accounts

Each student has a unique user ID logon and password for both computer use and for DCSD

sponsored student email. Students are not to share either their ID numbers or passwords with other students. When using the DCSD computers, neither students nor parents should assume privacy. For further information, refer to the **internet** acceptable use agreement and the **intranet** acceptable use agreement (Policy IFBG) section in the PCMS parent / student handbook.

#### **Media Center Printers:**

Students may print up to three one-sided black and white pages for free each school day. The charge for printing additional pages is \$0.10 per page. **All printing must be related to school assignment only.** Students who abuse printing privileges can have printing privileges revoked and / or be charged \$0.10 for each inappropriate page.

#### **Destiny Online Catalog:**

The PCMS online catalog of materials available in the library can be accessed from school computers or from outside the school. To access *Destiny* from other locations, please contact the teacher librarian for instructions. By logging onto *Destiny* from anywhere, with a user ID and the password *mydestiny*, patrons can use the catalog to search for materials; create their own resource lists; access subscription databases, such as Galileo and Culturegrams; and can review their check outs and due dates. The PCMS Media Center homepage provides a link to *Destiny*.

#### **Copyright and Citing Sources:**

Students are expected to honor copyright laws and to avoid plagiarizing the writing, images, or audio creations of others no matter the source. Students are to cite all sources in styles specified by their teacher.

#### **Student Behavior Expectations:**

- All schoolwide rules apply in the Library
- Arrive with a hall pass signed by a teacher
- Sign in at the designated area upon arrival
- Speak quietly and respectfully (visiting with friends and carrying on loud conversations distract the other patrons)
- No gum chewing, eating, or drinking
- Treat equipment and materials respectfully

- Report immediately any observed tampering or damage to school property

#### **Virtual Library**

During virtual learning, PCMS electronic resources (including eBooks and databases) are still available to students. Students can access the PCMS eBook collection and connect to our databases from the PCMS Destiny homepage. For help with usernames, passwords, or other questions, please contact Mr. Simony ([devin\\_m\\_simony@dekalbschoolsga.org](mailto:devin_m_simony@dekalbschoolsga.org)) or Mr. Neely ([craig\\_neely@dekalbschoosga.org](mailto:craig_neely@dekalbschoosga.org)).

## **TEACHER INFORMATION**

### **Class Visits**

If teachers would like to schedule time for their classes to come to the media center, they can do so by speaking with the media specialist to plan collaboratively in order to incorporate media center resources into the lesson plan, or by submitting a request for Media Center time via email to [devin\\_m\\_simony@dekalbschoolsga.org](mailto:devin_m_simony@dekalbschoolsga.org). The media specialist will reply to the request via email at his first possible convenience.

**All class visits must be scheduled with the media specialist in advance and teachers must be present in the media center with their students during their scheduled visits.**

### **Sending Students to the Media Center**

Teachers may send up to five students, each with a pass, to the media center during class time. However, the students must have an assignment to work on. They may not come to the Media Center to simply pass time. If students do not have an assignment or are not displaying proper behavior in the media center, they will be returned to their class. Furthermore, if the Media Center is being used for a previously scheduled activity, or if we cannot provide the necessary resources for students who come with a pass, those students will be returned to their class.