

## **PCMS LIBRARY MEDIA CENTER**

*(Adapted from the PCMS Library Media Center Handbook; the complete handbook is available on our website or by requesting a printed copy and is the ultimate source on Media Center policies.)*

Circulation Desk: 678-676-7735

The Library 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. Computer stations are also available for patron and class use.

### **Hours of Operation: 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 the circulation desk.

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

- **Books** – up to three 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 in 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, or have accumulated fines of \$1.00 or

more. Once the account is cleared, privileges are reinstated.

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

- Overdue Fines – 10 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 Teacher-Librarians 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 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 nonpayment. 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 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 Printer and Copier:**

Students may print up to 3 one-sided black and white pages for free each school day. The charge for printing additional pages is 10 cents per page. **All printing must be related to school assignments only.** Students who abuse printing rules can have printing privileges revoked and/or be charged 10 cents for each inappropriate page.

A **coin-operated copier** is available and the cost is 10 cents per copy (one-sided, black and white).

### **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 see the Teacher-Librarians for an instruction sheet. By logging on to *Destiny*, from anywhere, with a User ID and the password *mydestiny*, patrons can use the catalog to create their own resource lists, access subscription databases, such as Galileo and Culture Grams, without needing a site specific password, and they can review their check outs and due dates. The PCMS Media Center home page includes links to useful websites for students, parents and teachers, and includes the link for access to our collection of ebooks.

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

Students are expected to honor the copyright laws and to avoid plagiarizing the writing, images, or audio creations of others no matter the source. Students are to cite all sources and are instructed in the MLA style used for writing bibliographies.

### **Student Behavior Expectations:**

- All school wide rules apply in the Library
- Arrive with a hall pass signed by a teacher
- Sign in at the circulation desk 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

## **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 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.