

Louisville Middle School Library Media Center Student Handbook 2010 - 2011

The mission of Louisville Middle School's Library Media Center is to support the curriculum, to collaborate with staff to provide opportunities for students to become effective users of information, and to promote a lifelong love of reading.

Ms. Schwartz
Library Media Specialist

Mrs. Gotschall
Library Technician

USE OF THE LIBRARY MEDIA CENTER

The Library Media Center will be open from 8:00 am until 3:15 pm, Monday through Friday, unless otherwise announced. All students will visit the Library on a regular basis with their Language Arts classes. Sixth grade students may choose to spend a study hall period in the Library if their is not a class scheduled; please read the signs posted on the doors. Seventh and eighth grade students who do not have study halls can get passes to come to the Library from their Academic Prep period teachers. "A" Community students may sign up with your Language Arts teacher to come to the Library before school on Tuesdays @ 7:40 AM; "B" Community students may sign up for the same on Thursdays.

All students need to have a LIBRARY MEDIA CENTER CARD. Each student has been assigned a unique barcode number, and this barcode is necessary for attendance and helpful to check books out. Sixth grade cards, as well as seventh and eighth grade cards given to Ms. Schwartz for keeping over the summer will be distributed through Language Arts classes. The last page of this handbook is a contract that reviews care of Library cards, as well as Library Media Center rules. All new students, as well as any 7th or 8th grader who has lost his or her card, need to return the signed contract to Ms. Schwartz by September 30 to receive a new card *at no cost*. After that date, a new Library card will cost \$2.00. You may purchase one new card during a school year. *Please take good care of your LMC card; keep it in a safe place such as your trapper, wallet, or purse.*

All students are to enter the Library Media Center through the door on the right so that students leaving may exit through the door on their right. Two students may sit together at each table.

The Library Media Center serves many purposes, including research, study, computer work, and pleasure reading. Each student using the Library Media Center **must** have work or studying to do, or should spend time reading. It is a busy place where making the best use of your time is important for you *and for those around you*. Effective use of the Library Media Center requires cooperation from everyone. Here are a few simple rules to remember:

- ◆ Check all materials out at the desk before leaving the LMC.
- ◆ You are responsible for materials you check out; do not check books out and then give them to other students.
- ◆ You may talk a **little** to the person you are sitting with in a quiet voice; you may **not** talk the entire period.
- ◆ Most of your time should be spent working or reading.
- ◆ Listen for directions.
- ◆ Use shelf markers and put books back in the right place.
- ◆ Be on time; come prepared and with a purpose (have something to do).
- ◆ Respect others.
- ◆ No gum or candy; no white out or permanent markers.

Use of the Library Media Center is a privilege that can and will be withheld for poor behavior choices and/or not following the above rules. If Ms. Schwartz or Mrs. Gotschall takes away a Library card because a student has behaved inappropriately or chosen not to follow the rules above, the student may not return for study hall, academic prep or before school until he/she is given back their card. Students who lose Library privileges will be told the exact date that they may return.

Library books, magazines, equipment and furniture are Louisville School District property, and any damage or misuse will be treated according to school regulations.

Loan Periods

The LMC supports the academic and pleasure reading needs of *all* students, who often want to read the same books. Returning your books on time will be very much appreciated by other students! **You are responsible for all materials borrowed on your card. Do not borrow materials for other students.**

- ⇒ **Books** - two weeks
- ⇒ **Magazines** - one week
- ⇒ **Reference books** - overnight (checked out 9th period or after school)

Items may be renewed if no other students have placed a hold on them.

Notices for overdue books and fines due will be distributed during study halls and/or to first period teachers. *Please come to the Library as soon as possible if you receive an overdue/ fine notice; if the late book is in your locker, bring it with you.*

Fines are charged on overdue materials unless a student has been absent / sick. In that case, students need to return overdue books to the Library as soon they return to school and let Ms. Schwartz know they have been absent/sick.

Overdue book or magazine - .10 per school day

Reference book (overnight) - .05 per period overdue (maximum of .45/ school day)

Lost books - replacement cost will be charged plus a processing fee

*****Any student with overdue books and / or fines are prohibited from checking out additional materials until the overdue matter has been cleared up.*****

Student Computer Use Information

Computers in the Library Media Center and the adjoining Computer Lab may be used by students for **schoolwork** anytime a student is in the LMC. Frequently, classes will be scheduled to use the computer lab. All Library rules and policies apply to the computer lab as well.

In order to conserve our school's resources, students are permitted to print one copy only of any work done on the computer. ***Personal printing (party invitations, etc) is not to be done at school.*** With the exception of the study hall computers, all student computers in classrooms print in the Library. **We will deliver your papers to you or to one of your teachers -- do not leave class to come and pick up something you have printed.** Typing your name and current room number on your paper will help us get your paper to quickly.

Internet Access is available on our computers. Any student desiring to use the Internet may do so for **schoolwork** must have returned an **Acceptable Use Policy** signed by their parents.

- ⇒ All students and staff have a user id and a password to sign onto our network.
- ⇒ Your user id is composed of the first three letters of your first name, your last name, and the last two digits of their graduation year.
- ⇒ Your password is composed of your first initial, a period, the first three letters of you last name, and your lunch pin.
- ⇒ The same login information is used for Study Island (www.studyisland.com) and LepApps (online file storage which allows you to work on projects at school and home - lepapps.org)
- ⇒ A sample login: Susie Student
 - Username: susstudent16
 - Password: S.stu1234

Items you save can be found in the folder that you will see in your dock.

Computer Rules

- ⇒ Any attempt to download and install anything (software / widget / game etc) will cause your account to become "stuck", and is a violation of your Internet Acceptable Use Policy.
- ⇒ Quit all applications and log out before you walk away from any computer; you should see the log in screen on the desktop before you leave the computer.
- ⇒ There is no email.
- ⇒ There is no instant messaging.
- ⇒ Print only one copy of any student work.
- ⇒ Do not allow another student to sign on with your account.

****Misuse or inappropriate use of any school computer will result in a loss of privileges.****

Online Catalog

Our online catalog may be accessed through computers in the Library Media Center, and through a link on our web page. Sixth grade students will receive some advanced training in using the online catalog during their Library Orientation, scheduled during Language Arts classes at the beginning of the school year.

Also, our various electronic resources (databases for research) may be accessed at school or at home. Links to these resources may be found by going to our schools home page > clicking on Library Media Center Home Page > clicking on Online Resources.

⇒ *When using the online electronic resources at home, you will be prompted to enter a username and password; the username is learn and the password is infohio.*

*****Special note :** BrainPop is available at school only; it can not be accessed at home.

Accelerated Reader

We are in the process of converting to a web-based version of Accelerated Reader. You will **not** be able to take tests at home, however, you will be able to check to see if there is a test on a book, and your parents will be able to keep up with your AR progress. This version of AR will give us access to many more tests, and your teachers will be monitoring the levels of the books you are reading. Points and reading levels are written on the inside of all AR books in our Library. An AR book is one that has the blue and white Library symbol sticker on the spine.

Please do not try and take an Accelerated Reader test until your Reading teacher tells you that the program is ready to use. Make sure you have finished reading the book before you try and take the test; you have only one opportunity to take each individual AR test, and AR is part of your incentive program so you want to be sure and try your best!

To log into Accelerated Reader,

⇒ click on your Language Arts teacher's name and the period you have class

⇒ click on your name

⇒ at the password prompt enter your first and last initials, and your four digit lunch pin.

Louisville Middle School Library Cards

Return to Ms. Schwartz by September 30 if you need a new Library card.

- ◆ I agree to comply with the rules of the Library.
- ◆ This card is needed for Library attendance and helps is used to check out Library materials. *You can check out a book without your card, but you can not come to the Library for a study hall period without your card.*
- ◆ This card is valid and may be used through High School graduation. Please protect it by keeping it in a safe place like your wallet, trapper or purse.
- ◆ Do not write on, put stickers on, cut, fold, punch holes in or bend the card.
- ◆ Do not lend this card or use it to check materials out for other students. You are responsible for all materials borrowed on this card.
- ◆ If you lose your card, report it to the librarian.
- ◆ There is a \$ 2.00 fee to replace a lost card, an unreadable barcode, or any card that has been damaged in any way.
- ◆ There is a charge for overdue, lost, or damaged materials.
- ◆ This card, and thus your ability to spend a study hall period in the Library, can be taken away for disciplinary reasons.

I have read and understand the above statements.

Signature & Community

Date