

## **Prospect Elementary School Media Center**

### **Policies and Procedures**

In house phone number: \*400 (Media Center), \*401 or 7840 (Media Office)

#### **Media Center Hours**

Monday through Friday: 7:30am-2:00pm

#### **Media Center Schedule**

Each teacher schedules a weekly fixed check out time and monthly lesson with Miss Hill. The schedule is kept on Media Center Google Calendar which can be found [here \(Links to an external site.\)](#)

#### **Patron Information**

Patrons of the Media Center include students, faculty, and staff. All patrons have a barcode number they use for circulation.

#### **Circulation**

##### Students

Students may check out books. Most items are checked out on a two week cycle.

Kindergarten students start the year checking out one (1) book then graduate to checking out two (2) books. First, second, third, fourth, and fifth grade students may check out two (2) books.

##### Faculty and Staff

Faculty and Staff are not limited in the number of items they can check out.

##### Interns and Student Teachers

Interns and Student Teachers will check out using the account of their supervisor.

## **Magazines**

Magazines may be checked out if there is a sleeve with a barcode available.

## **Videos and DVDs**

Videos and DVDs are available for teachers and staff to check out.

## **Video Policy**

Prospect follows the UCPS Board of Education Video Policy.

## **Reference**

Most Reference books may be checked out for two weeks at a time. Yearbooks may not be checked out at all. Miss Hill and the administration reserve the right to remove Reference books from regular circulation if they believe they would be more beneficial to the whole student body by remaining in the Media Center and not being checked out.

## **Overdue Books**

Overdue notices will be given to teachers on a regular basis.

When a book is overdue, students will be allowed to check out one (1) book until the book is returned. When two (2) books are overdue, the student's library book must be kept in the classroom and not sent home until the overdue books are returned.

When a book is overdue and the student and/or parent/guardian believes the book was returned, please notify Miss Hill and she will look for it in the Media Center. It is likely that the book was not scanned into Destiny correctly to be properly returned.

Students will not be charged overdue fines.

At the end of the school year, all overdue books will be marked as lost and a fee will be assessed.

## **Lost or Damaged Items**

Items that are overdue at the end of the school year will be marked lost and fee will be assessed.

Unpaid fees will remain on the student's account for one calendar year or until paid.

When a lost book is returned, the fine will be deleted. If the book has already been paid for, a refund will be given up to one year after it was paid.

Fees for damaged items will only be charged when the item is damaged so much that other patrons cannot enjoy the item.

### **Acceptable Use Policy/Internet Use/Media Center Computers**

Prospect Elementary School follows the Internet Acceptable Use Guidelines set forth by Union County Public Schools.

### **Selection Policy and Collection Development**

The selection of materials follows Union County Board of Education Policy 5-1: Selection of Instructional Materials.

### **Copyright Policy**

Prospect Elementary School Media Center will follow the Union County Board of Education Copyright Policy 5-2.

### **Challenged Items**

To challenge an item in the Media Center a Request for Reconsideration/Instructional Materials form will be filled out by the challenger and returned to Dr. Chinnis. When the form is returned, the Challenged Materials Review Committee will meet to be notified of the challenge. All members of the committee will read the book or view the item. The committee will meet again to determine if the item will remain in the Media Center. The challenger will be notified of the decision.

### **Donations and Gifts**

All donations and gifts will be subject to the Selection Policy and will be acknowledged with a thank you letter from Miss Hill.

### **Volunteers**

Volunteers must be approved by Union County Public Schools and follow the procedures outlined at <https://www.ucps.k12.nc.us/Page/5863> (Links to an external site.).

**Review and Revision of Policy**

These policies and procedures will be reviewed as needed and no less than once a school year.