Library Media Center

Grades PREK-8
Information for Teachers, Students and Parents

MISSION STATEMENT

The mission of the library media program is to ensure that students and staff are effective users of ideas and information.

BASIC OPERATION - Teachers

1. The Library Media Center operates on a flexible schedule during the hours of 8:00 A.M. until 3:00 P.M.

2. All students who wish to check out books should return a signed copy of the STUDENT MEDIA CENTER RULES

3. Pre-Kindergarten - 4th grade classes are scheduled weekly for a thirty-minute library skills time. Library Skills lessons are geared toward the Oklahoma PASS objectives. These lessons include information skills, literature extension/appreciation, and the use of technology.

4. The Library Media Specialist and the classroom teacher plan collaboratively to ensure that lessons are relevant to classroom units of study and individual student needs are met.

5. Students in grades Pre-Kindergarten - 1st may check out one book during OPEN times in the library media schedule. Students in grades 4 - 8 may check out two books during OPEN times in the library media schedule. Students with overdue, damaged or lost books will be required to return or reimburse the library before being allowed to continue book check out.

6. Small group and class activities that require the use of the Library Media Center should be coordinated with the Library Media Specialist.

7. All students coming to the Library Media Center for activities other than scheduled classes should bring a media center pass.

8. OPAC/Digital Prairie is the Library Media Center’s electronic catalog, library search guide. The Library Media Specialist is available to instruct faculty members and students on the use of the electronic catalog.

9. REQUEST FOR MATERIALS should be made at least one day prior to the date and time items are needed, so that the Library Media staff can better coordinate the fair use of resources.