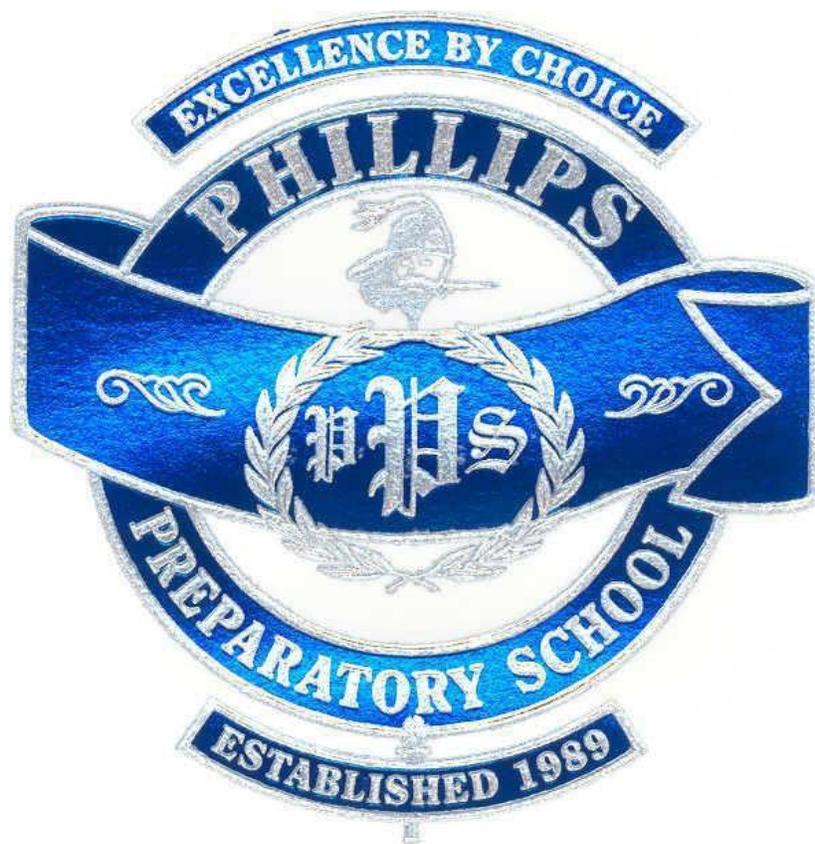


*Phillips Preparatory School
Library Media Handbook
2018-2019*



Brenda Hartzog

Principal

Rebecca Lacoste

Library Media Specialist

Phillips Preparatory School Mission Statement

The mission of Phillips Preparatory School is to produce globally-minded individuals who are compassionate, self-directed, goal-oriented, and technologically-literate. Our mission will be accomplished by providing an innovative college and career-focused curriculum that encourages curiosity, instills responsibility, and cultivates life-long learners.

Phillips Preparatory School Library Media Center Mission Statement

The mission of Phillips Preparatory School Library Media Center is to provide all students with the opportunity to develop information literacy skills that will grow them into life-long readers and learners while supporting the advanced curriculum and standards of Phillips Preparatory School through a variety of resources. The program has been intricately designed to support the individual technological and educational needs of all students and teachers. We are committed to preparing our students for successful futures by teaching them how to successfully access, analyze, assimilate, and effectively use information to grow their minds and enhance the learning process.

Alabama's School Library Media Handbook for the 21st Century

Learner expresses the mission of Alabama's library media programs as supporting the school's instructional program to improve student learning and student achievement. The mission is accomplished by:

- Ensuring learners will be able to independently inquire, think critically, and to gain, create, and share knowledge;
- Providing real and virtual access to appropriate, high quality resources and services during and outside of the school day;
- Participating in curriculum development and design of learning activities; and
- Facilitating professional development for the learning community.

PPS Library Media Center Vision Statement

The Phillips Preparatory School Library Program seeks to grow all students into 21st Century life-long learners and readers by providing access to high quality information, teaching information literacy skills, and encouraging all students to work past their full potential. At Phillips Prep Library, we work hard to push past barriers and obstacles that may limit our students' achievements. We strive to provide collaborative learning opportunities that produce globally minded and technology-literate citizens.

PPS Library Operational Policies

Hours of Operation

- Our library will be open from 6:45 A.M. until 2:45 P.M. daily. For students interested in staying later, please see the calendar outside of the library to sign up for extended hours. There will be two days a week when this option is available. If there are no students signed up for extended hours, the library will close at 2:45 P.M. as usual.
- Students can visit the library throughout the school day with a pass from a teacher.

Scheduling Policy for Classes and Justification

- Any teacher looking to schedule time to bring their classes to the library should first reference the Library Media Center Calendar to view available dates and times. After you have found an available date that fits into your class schedule appropriately, please email me the day you are interested in booking and an overview of what you are expecting to teach, review, or utilize on these days. At least two weeks before you are scheduled to bring classes to the library, please email your lessons so that I can provide adequate and relevant resources and information. Please specify if you would like me to touch on any specific topics or focus on any specific resources. Also, please make plans to stay with your class throughout the entirety of your visit to ensure that students are provided with the appropriate instruction.

PPS Student Circulation Policy

Length of Circulation Period

- Student check-outs have a circulation period of three weeks. After this, students must return books to the library or renew them. Renewals are accepted if the book is not on hold. Students will not be charged for late fines, but they will not be able to check out additional books until overdue books are returned.
- Teacher check-outs have a circulation period of one month. Teachers are reminded that resources are out, and all items must be returned to the library at the end of the year.

Number of Items

- Students have a check-out limit of up to five books. This provides fast readers with the opportunity to check out books that are required for class or research as well as a couple texts to take home and read over a long weekend or holiday break. The check-out limit may be shortened or extended on case-by-case basis at the discretion of the librarian.

Rules for Certain Grade Levels

- 6th and 7th graders must have a “Young Adult Permission” form signed by parents or guardians to check out books with a “young adult” content level. 8th graders are able to check these books out without a form. No adult books are included in the library collection.

Policy for Teachers

- Teachers are able to check out resources as needed with an unlimited loan period. All items must be returned to the library upon completion of use.

Policies for Special Items

- No reference materials, magazines, audio-visual files, or makerspace materials will leave the library with a student. Check-outs on these items are not available.
- Teachers are able to check out the resources listed above for up to one week to use in the classroom.

Fine Policies

- Fines and late fees on overdue books will not be issued during the school year. If a book is damaged or lost, the student must pay the full cost of a replacement title, not the cost of the book they originally checked out.

PPS Library Rules & Procedures

Behavior in the Library

- Enter the library quietly and respectfully. Always whisper and speak in a low voice to avoid disrupting other students that may be using the library.
- Value and respect all library materials including books, technology, resources, and furniture.
- Please throw away any food or drink before you enter the library to prevent spills and damage to resources and materials.
- If you are not sure where a book goes, please return it to the cart for shelving. Consciously avoid misplacing books by using a shelf marker.
- Always leave the library space the way you found it (push your chair in, clean up your mess, log out of computers, and return materials).

Instructions for students coming to the library on their own from other locations in the school

- Enter the library quietly and check in using your ID badge. Make sure you have a note or pass from your teacher.
- Return books to the book drop upon entering. If you need to renew a title, bring it to the circulation desk.
- Browse the library quietly and respectfully. If you need help keeping the shelves in order, grab a shelf marker before you begin.

- If you can't locate a resource, check Destiny. If you are still having trouble, don't hesitate to ask for help!
- When using the library and its resources, please be respectful. Use quiet voices to avoid disruptions. Take care of all books, technology, and furniture.
- When you are ready to check out, bring all resources to the circulation desk. Scan your ID badge, and then scan the items.
- Before you leave, look over your area. Make sure there is no trash or items out of place. Push your chair in. Always leave the library space the way you found it.
- Have the librarian sign your pass back to class. Have a great day!

Phillips Preparatory School Library Media Advisory Committee

This committee serves in an advisory capacity by assisting the library media specialist in gathering information and data that may be necessary to obtain insight and information concerning the Phillips Preparatory Library Media Center and its functions. Committee members help to emphasize the importance of the LMC and its uses to all students and faculty members.

Guidelines:

- The committee will consist of the library media specialist, an administrator, teachers, and students.
- Committee members will be selected by the library media specialist.
- Committee members will meet during the first semester of school for budget planning and on an as-needed basis throughout the year. Student committee members meet monthly.
- The committee will review any "Citizen's Request for Reconsideration of Instructional Materials" form received, read the questionable material, and discuss possible solutions to the problem.
- The committee will read and discuss the Library Bill of Rights as a group to gain full understanding and comprehension.

Committee Members

Rebecca Lacoste—Library Media Specialist
 Brenda Hartzog—Principal
 Nicol Woodbury—IB Coordinator
 Linda Goodson—8th Grade Language Teacher
 Bethany Martin—7th Grade Math Teacher
 Marian Law—Broadcasting & Technology Teacher
 Hayley Hatchett—6th Grade Language Teacher

Madonna Burden—Counselor
 Stacey Eiland—Counselor
 Nastasia Zec—Student
 Dylan Nguyen—Student
 Yihao Xu—Student
 Brevia Kibet—Student
 Brandon Hunt—Student