

Enterprise Elementary School Library Media Center (LMC) Handbook

Mission Statement:

The mission of the Enterprise Library Media Center (LMC) is to serve the Enterprise School Community with excellence as the standard by:

- promoting an understanding of and love for literature.
- providing learning opportunities which encourage independent access, evaluation, and utilization of information from a variety of resources including print, multimedia and telecommunications .

Hours of Operation:

The Library Media Center is open every school day from 7:30 – 2:08. On Thursdays, we are also open from 2:30 – 2:45. We remain open during lunch times. We may occasionally need to close for special events or staffing needs. Students may visit the LMC before school and any other time we are open with teacher permission. Parents may use the LMC at all times we are open.

Scheduled Classes:

Classes will visit the LMC at scheduled activity times and at least weekly for Book Check Out.

Additional Class, Group, or Individual Time:

Teachers may schedule additional class or group times for students to use the LMC when it is not being used for activity classes. When the Library Media Specialist is teaching activity classes, and the Media Assistant is unavailable, teachers may send individuals who are able to work *independently* in the LMC.

Computer Use:

Our Technology Lab houses twenty-six student computers. These are equipped with our online Media Center catalog (OPAC), the Scholastic Reading Counts program, Gale Online databases, high-speed internet access, word processing programs, and a variety of student learning software. Classes are scheduled for Technology Lab use through Edline. All internet users must have an internet use agreement on file at the school. Our LMC currently houses five Online Public Access Catalog (OPAC) and Scholastic Reading Counts (SRC) stations.

Borrowing Materials:

Books are checked out to students for a 7 day period and may be renewed as needed. Kindergarten – 3rd grade students may check-out one book at a time. 4th – 6th grade students may check out two books at a time.

AV materials, equipment, software, and technology are available for teacher check-out. Exceptions may be made for students with special needs through the ESE department.

Reference materials and magazines may only be used in the LMC.

Book Selection:

We encourage parents to participate in their children's book selections. Our LMC collection is developed to meet the recreational and informational needs of students who range in age from four to thirteen. If you ever have a special concern about the book(s) your child is selecting, please feel free to let us know.

Lost or Damaged Materials:

All students are responsible for the LMC material(s) they borrow and will be charged full replacement costs for lost or damaged beyond repair items. Check-out privileges will be withdrawn until these items are returned or paid for.

Home Access:

Students, parents, and teachers may access a wealth of school databases and resources from home using the links on our LMC webpage: <http://www.enterprise.brevard.k12.fl.us/media.htm>

Volunteers:

We welcome and depend on our volunteers to help us with shelving books, preparing books for check-out, working Book Fairs, and helping with special events. Please let us know if you are interested in becoming a weekly, biweekly, or special events volunteer.

Fundraisers:

Our LMC depends on Book Fairs to help us to provide quality materials and programs to our students. All profits from Book Fairs go directly to our school's LMC. We encourage you to support us with your purchases while encouraging your child's excitement about reading.