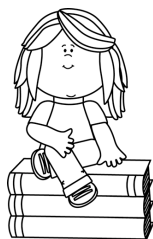


Mission Statement

The mission of the Miami-Dade County Public School's Library Media Center program is to collaborate with educators at all levels in assisting students to become active and creative locators, evaluators and users of information. With these skills, as well as knowledge of the information search process, students will become skillful consumers and producers of information. This foundation will enable students to become lifelong learners in a dynamic and ever-changing world.

The Library Media Center program will:

- 📖 Increase access to provide excellence in library media center resources, facilities and services.
- 📖 Impact the instructional program for students by strengthening the teaching/learning process through staff development, curriculum integration and information literacy.
- 📖 Build connections among school library media centers, public libraries and other sources of information.
- 📖 Stimulate student, parent, school and community partnerships.
- 📖 Celebrate the diversity and uniqueness of all people.
- 📖 Emphasize the love of reading and learning.
- 📖 Promote reading through Accelerated Reader Level certificates and monthly contests.



I. PHILOSOPHY

The goal of the Library Media Center program is to support, complement and expand the instructional program of Rockway Elementary and to provide free and open access to all informational resources for members of the school community. Library media services and resources strive to meet the varying needs of all learners and satisfy the educational needs and interests of students. The Library Media Center provides a learning environment, which promotes inquiry, creativity, self-direction and communication of ideas through both print and non-print media.

II. ACCESS

The Library Media Center operates on an open, flexible schedule to provide maximum access to all students and staff members. The Library Media Center will be open from 8:00 a.m. to 3:00 p.m. daily. Individual students and groups of 4 to 6 students are permitted to come to the Library Media Center during open library time to complete class assignments, conduct research, read for recreational purposes, use the computers, or check out books. Entire classes will be scheduled during collaborative planning for library skills instruction.

III. AUDIOVISUAL EQUIPMENT

Teachers are encouraged to check out as many media materials as needed for classroom and/or personal use. To maximize circulation, it is required that instructional materials are returned by the due date. Frequently used audiovisual equipment is dispensed to classrooms at the beginning of the school year and are checked or collected for inventory in May. Other equipment such as DVD, LCD projectors and overhead projectors may be requested as needed. If any audiovisual equipment is to be utilized outside of school grounds, it must be pre-approved by Ms Barreira. Upon approval, the person requesting to use the property control item must complete an Outgoing Equipment Form and present it to the Media Specialist. Damaged equipment should be reported to the Media Specialist immediately so that they can request that our maintenance department, repair the item. If possible, attach a note indicating the problem. Any missing audiovisual equipment should be reported to the Media Specialist immediately.

IV. CIRCULATION PROCEDURES

Students in kindergarten are limited to checking out one book at a time. First and second graders will be allowed to check out two or three books at a time, third through fifth grades may check out books three or four books at a time. The duration of circulation of books is two weeks. In order to encourage frequent reading and to ensure maximum exposure for every title, renewals will be permitted for two additional weeks

only. Students are liable for lost or damaged materials checked out in their names. The Media Specialist requests the faculty's assistance in retrieving library materials. Individual notices of lost materials, prices and overdue books will be sent weekly to the classroom teacher for distribution to students. Any student who has an overdue book from the library or outstanding fees may not check out another book until said book is returned or paid for. Book fines are non-refundable. If a student is withdrawing from the school, he/she should be reminded to return their library materials immediately.

V. INSTRUCTIONAL SERVICES

Informational Skills Instruction

Informational skills instruction is an important aspect of the Library Media Center program. These skills enable students to become independent library users and learners. The Media Specialist will instruct students based on the Florida Standards.

Reserve Collections

Print and non-print materials may be placed on reserve by teachers in the Library Media Center for specific projects. Please give 72 hours notice so that resources may be ready for your students. Students may not check out these materials during the reserve period.

Interlibrary Loan

If our Library Media Center does not have a specific title of a book or video that you need for instruction, please advise the Media Specialist so that it can be borrowed from another school.

Inservice Workshops

The Media Specialist and Microsystems Technician offer inservice workshops throughout the year. Topics include production of instructional materials, and databases instruction. Instructional staff may request other workshops, as needed.

Production

For assistance with the following production services, please contact the Media Specialist:

Video Recording
Filming/Editing
Photography
Desktop Publishing

Microsoft Office-Publisher, PPT, Word etc.
Laminating
Ellison Lettering Machine
Computer Programs

If projector or equipment is needed for a presentation, please give Mrs. Mitha-Ochoa a day's notice to prepare and set up equipment.

Professional Library

A variety of books dealing with curriculum and professional issues are housed in the Library Media Center. Teachers are encouraged to view and check-out these resources.

Videos and DVD's

In order for videos and DVD's to be shown in the classroom, the following criteria must be met:

1. The video or DVD is in correlation with instructional objectives, is used to supplement the curriculum and is documented in lesson plans.
2. A Video Request Form must be filled out and submitted to the Assistant Principal at least 48 hours prior to the view date. This form will then be forwarded to the Library Media Center if approved. If not approved, the Assistant Principal will return it to the requesting teacher.
3. According to the Miami-Dade County Schools policy, videos are not permitted to be shown for recreational use or to reward students.

VI. LIBRARY AIDES AND VOLUNTEERS

Library Aides are students who have selected to work in the Library Media Center. These students will be trained to shelf books, assist students in locating materials and use computers.

Volunteers are important to the Library Media Center. Parents and community members are encouraged to participate in Library Media Center activities on a regular basis. Volunteers must attend an orientation session with Mrs. Mitha-Ochoa before volunteering. After the successful completion of the Volunteer Orientation, volunteers will be trained to perform needed tasks and work in the Library Media Center on a mutually convenient schedule.

VII. DISTRICT SERVICES

Instructional Television (Teacher's Choice)

The District offers many interesting and informative programs to augment the instructional program. WLRN's Teacher's Choice is a video on-demand system that allows all M-DCPS teachers to order educational programs through the internet for classroom use. Teachers select and schedule the programs that will be televised into their classrooms. Please access WLRN Teacher's Choice from the Applications, Services and Sites page of the Employee Portal.

VIII. COMPUTER LAB

In order to meet the school's programmatic needs, a variety of computer software is available. The Library Media Center has a computer lab available for students and teachers to use. If a teacher would like to use the Computer Lab, they must first check availability in the Library Media Center Computer Lab Schedule. All persons requesting the use of software need to adhere to copyright laws. Students are allowed to use the Internet as per School Board Policy, only with special instructions from the teacher in conjunction with classroom assignments. Users of the Internet are held responsible for adhering to provisions stated in the Miami-Dade County Public Schools Acceptable Use Policy. Teachers must ensure the students' parents have given consent for the students to use the Internet.



Library Media Center Activities

MONTH	ACTIVITIES
AUGUST	Orientation for all grades
SEPTEMBER	K-1st: Care of Books, Begin checking out books and Storytelling Activities. Grades 2-5: Learning how to access Student Portal, Destiny, Care of Books, and Checking out books iReady Diagnostic Window 1 Contest: TBD
OCTOBER	Special Celebration: Hispanic Heritage Month – Famous Hispanics, and Pumpkin Character Contest Pre-K-5 Library Visits. Check-outs and Storytelling Scary Book, Navigating through Renaissance Learning, KidsInfoBits, World Book and More.
NOVEMBER	Special Celebration: Picture Book Month and Thanksgiving Book Fair: TBD Contest: TBD
DECEMBER	Interim Assessments in Media Center Lab Send notices home of overdue books
JANUARY	FSA Practice CBT iReady Diagnostic Window 2 Special Celebration: Dr. Martin Luther King, Jr.
FEBRUARY	Digital Learning Day Love your Library Month FSA ELA Writing Assessment African American History Month K-5th Grade: African American Projects and Trivia
MARCH	Women's History Month FSA Assessment Contest: TBD
APRIL	Special Celebration: National Library Month FSA Assessment CBT K-5th: Start collecting overdue books.
MAY	Field Trip for Grades 2-5 for students who have met AR Goal Collect books and send overdue book notices home. STAR WARS DAY May the 4 th be with you! Students wear STAR WARS T-shirts SSYRA-Sunshine State Young Reader Award Luncheon Battle of Books-District Level Father's Day in Education Media Center Closed for Inventory

Every two-three weeks students will be recognized with a certificate and a prize for reaching AR Level goal. At the end of each grading period, the Top Ten AR students from each class will be rewarded and recognized.