

Phillips Preparatory School Library Media Handbook



Brenda Hartzog
Principal

Dorothy Lancaster
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.

PPS Library Media Center Mission Statement

The mission of the PPS Library Media program is to enable individuals to become information literate, effective lifelong readers and to enhance and support the mission and curriculum of Phillips Preparatory School. The program will provide educational and technological opportunities to students and staff in keeping with their needs and abilities. The program will enable individuals to access, analyze, assimilate, and use information effectively.

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. This 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 the school day;
- participating in curriculum development and design of learning activities; and
- facilitating professional development for the learning community.

In collaboration with the school's learning community, Alabama's 21st Century library media programs will be the center of teaching and learning by providing access to quality collections and technologies and by extending services beyond the Library Media Center's four walls and the school day.

PPS Vision Statement

The Phillips Preparatory Middle School Library Program seeks to create a 21st century environment that promotes learning for all students by providing equitable access to information, teaching information literacy skills, and encouraging lifelong learning. The library media center strives to be a center of collaborative learning that produces globally minded and technology- literate citizens.

PPS Student Circulation Policy

- Students may check out two books for a two-week period. Special consideration will be given for special projects. Books may be renewed once if not reserved by another patron. It is not necessary for a student to bring in the book to renew it. The student may just drop by the center to request a renewal.
- Reference books may be checked out for 1 day only. A fine of 1 dollar per day will be given for late reference materials. The maximum amount for reference materials returned late is five dollars.
- There is a three-day grace period following the due date. A fine of five cents will be charged each day a book is overdue following the grace period. Weekends and holidays are not included. Fines will not exceed one dollar per book.
- Students will not be allowed to get more books until all overdue books are returned. Students are required to pay for any lost or damaged books before they will be able to check out more books. Any fines for lost or damaged books not paid from previous years, including at other schools, will carry over to the next school year.
- Damaged books will be examined by the Library Media Specialist to determine the severity of the damage. Any book that is unusable will require the lost book fine. A fee for minor damage will be assessed based on the age of the book and repairs necessary to put the book back into circulation
- The PPS Library Media Center does not offer refunds for lost books.



PPS Teacher Circulation Policy

- Books Limit: 100/Loan Period: 14 days
- E-books – Limit: 100/Loan Period: 14 days
- Videos (all types) – Limit: 10/Loan Period: 14 days
- Reference materials (all types) – Limit: 10/Loan Period: 14 days

PPS Library Media Rules & Procedures

- The Library Media Center is open from 7:00 AM until 2:50 PM Monday through Friday and operates on an open schedule.
- All students, teachers, staff and parents are eligible to use the Library Media Center materials.
- Teachers consult with the LMS to schedule dates and times for their classes or small groups to use the library and/or equipment. The PPS Library Media Center calendar can be found on our school website phillipsprep.com.
- Students must have or know their Student ID number to check out a book.
- Students may check out two books for a two-week period. Special consideration will be given for special projects. Books may be renewed once if not reserved by another patron. It is not necessary for a student to bring in the book to renew it. The student may just drop by the center to request a renewal.
- There is a three-day grace period following the due date. A fine of five cents will be charged each day a book is overdue following the grace period. Weekends and holidays are not included. Fines will not exceed one dollar per book.
- Students must have a pass from a teacher once the school day begins. A student at lunch wanting to visit the library must have a pass from their supervising teacher.
- Students and classes sign in at the circulation desk using our Google Form document.
- To use the Internet a student must have a parental permission form on file indicating both the student and parent have read and understood the school system's Internet guidelines and the parent has given the student permission to be online. Internet use should be school related.
- Students may use the computers in the center for research, word processing, desktop publishing, multimedia productions and approved educational games.



*****NOTE: *The PPS Library Media Center uses and follows the guidelines set forth in the Mobile County Public School System Library Media Handbook.***

Phillips Preparatory School Library Media Advisory Committee

This committee serves in an advisory capacity by assisting the LMS in conducting surveys needed to obtain information concerning the LMC and its functions.

Committee members help to emphasize the importance of the LMC and its uses to their students and colleagues.

Guidelines:

- The committee will consist of the Library Media Specialist, Administrator, teachers and students.
- Committee members will be selected by the library media specialist.
- Committee will meet during the first quarter of the school year for budget planning and again as needed throughout the year. Student committee members meet monthly.
- The committee will review any **"Citizens Request for Reconsideration of Instructional Materials"** forms received, read the questionable material, and discuss recommendations.

Note: The Committee should read the **Library Bill of Rights**.

Committee Members

Dorothy Lancaster	Library Media Specialist
Brenda Hartzog	Principal
Nicol Woodbury	IB Coordinator
Linda Goodson	8th Grade Language Arts Teacher
Marian Law	6 th Grade Reading Teacher
Hart Jones	6th Grade Language Arts Teacher
Tiffany Fosnight	7th/8th Grade Social Studies Teacher
Melanie Inman	7th/8th Grade Math Teacher
Vickie Morris	8th Grade Science Teacher
Leisa Eiland	6th Grade Design Teacher
Joey Pastorcich	Student & Library volunteer