

St. Mary's Catholic Schools
School Media Center Policies

St. Mary's School Mission Statement

The specific mission of St. Mary's School is to form our students into proficient, responsible, community-minded adults, faithful to the Catholic Church and filled with love and zeal to serve God, Church and Country. This will be accomplished through the assimilation of Catholic teachings, moral and social principles as well as academic skills & knowledge.

St. Mary's Media Center Mission Statement

The mission of the St. Mary's School Library/Media Center is to support and enrich the educational environment, mission, and goals of St. Mary's Schools. The St. Mary's Library Media Specialist promotes this mission by encouraging the students to become independent learners and to develop the abilities to access, evaluate and use information. The St. Mary's School Library Media Center provides an attractive and stimulating environment with a variety of resources and instructional materials, as well as popular fiction, available to both students and faculty. The vision of the Library Media Specialist is to provide materials that support the current curriculum, promote the integration of information literacy standards (Appendix A), provide resources for study and encourage independent reading for pleasure.

Procedure

A. Scheduling

Because students use the library media center both to find books to read for pleasure and to use the books and resources available for school projects and assignments, the media center is open from 7:30 am to 4:30 pm daily. Students may flow in and out (with their teacher's permission) freely. The media center is also available for large group work and time slots can be arranged with the library media specialist. This open scheduling allows students and teachers the 'freedom to use resources when they need and want them' (Crow, p. 42).

B. Loan Periods

Print materials may be checked out by faculty and students for a two week time period. Renewal is allowed if there is not a waiting list for the book. Reference books cannot be checked out—they are for in-house use only. Magazines may be checked out overnight with no renewal. Loan periods for equipment are decided on a case-by-case basis (see **Equipment** section).

C. Overdue Materials/Notices

Overdue books are charged a fee of \$0.10/day. All fines must be paid within 7 days or demerits are issued for non-payment. It is the hope that by imposing fines, 'students who lack feelings of obligation towards others will develop them when their finances are

tapped' (Morris, p. 513). A warning will be given on the day the material is due. Students will be alerted via the daily announcements when they have incurred a fine.

D. Lost Materials

If a student loses an item from the library collection, he or she is expected to pay the replacement cost for the item.

E. New Titles

New titles are displayed in the shelves built into the front of the circulation desk. New titles may be checked out for a period of 7 days. Please give the LMS suggestions of any new titles that you wish to see in the library media center.

Equipment

A. Digital video camera

The library media center has a digital video camera for student and faculty use. It is housed in the office of the media center and may not be taken without the prior permission of the LMS. The camera is loaned for a period agreed to be sufficient by the borrower and the LMS. The camera is expected to be returned with the battery fully charged and all cords and parts included in the bag. Failure to return the camera in the same condition that it was borrowed will result in privileges being suspended and/or charges assessed.

B. Video Recordable DVD Drive

The library media center has set up in the office a DVDirect machine that easily transfers VHS tapes to DVD. Please see the LMS for help in using this machine. It may not be checked out of the library.

C. Copier

Students may request copies in the LMC. They are provided free of charge, but must be made by the LMS. Students may not run the copier.

Computers

A. Workstations

There are four computer workstations in the library media center for student and faculty use. The computer behind the circulation desk is off limits to students and faculty with the exception of the LMS. Students must follow the same rules and protocol for computer use in the library as in the computer lab. Any problems with any of the workstations should be reported to the LMS immediately.

B. Printers

Students may print what the LMS deems necessary for class assignments or projects. Students are expected to be conservative in their use of paper and expensive printing materials (ink). Abuse of the printers will result in suspension of privileges. Students should not attempt to repair printers when they malfunction. Please ask for assistance with printers when dealing with paper jams.

http://www.hhc.edu/assets/files/IT/policies_forms/Computer_Lab_Policy.pdf

Appendix A

Information Literacy Standards

The student who is information literate:

1. accesses information efficiently and effectively.
2. evaluates information critically and competently.
3. uses information accurately and creatively.

The student who is an independent learner is information literate and:

4. pursues information related to personal interests.
5. appreciates literature and other creative expressions of information.
6. strives for excellence in information seeking and knowledge generation.

The student who contributes positively to the learning community and to society is information literate and

7. recognizes the importance of information to a democratic society.
8. practices ethical behavior in regard to information and information technology.
9. participates effectively in groups to pursue and generate information.

Bibliography

http://www.hhc.edu/assets/files/IT/policies_forms/Computer_Lab_Policy.pdf Hellenic College and Holy Cross Greek Orthodox School of Theology. Computer Lab Policy.