

Media Center Handbook 2023-2024



Disclaimer: This picture does not reflect our service philosophy here at Stephenson Middle School Media Center.

Stephenson Middle School

922 Stephenson Rd.

Stone Mountain, GA 30087

Hours: 8:00 a.m. to 4:00 p.m.



Media Center Staff

Ms. Patricia O'Connor

Teacher/Librarian, Ed.S. in Instructional Technology, M.L.S.in Library & Information Science, ESOL & Gifted Certified, M.S. in Archival Studies

Ms. Meschiel Joyce

Library Media Assistant

Mission Statement

We are here to assist faculty and staff in educating our students and to encourage everyone to become life-long readers and learners. With books, we empower students to become critical thinkers and effective users of ideas and information. We support the standards in collaboration with students, faculty, staff, and community.

Media Center Services

- Assistance with Internet resources and Chromebooks
- Book talks & Recommendations
- Coaching students for various academic competitions
- Coordination of and assistance with literacy campaigns, programs, and celebrations
- [Copyright advice and information](#)
- First Chapter Fridays
- Editor & Content Coordinator for [The Jaguar Junction](#) Weekly Newsletter
- Grant writing services and grant writing help
- Helen Ruffin Reading Bowl Book club coaching
- Project Lit Book Clubs
- Help with planning and implementation of class projects
- Help with script writing and production for your class play or production
- Integration of STEAM concepts with children's literature
- Lamination & posters
- Lessons about and examples of book genres
- Learning Resource Center - ordering of resources
- Photography services, including editing
- Reference and research skill lessons for students, faculty, and staff
- School Master Gardener
- Story times of all themes for all ages
- Suggested reading lists/bibliographies
- Webmaster
- Research assistance for those seeking degrees (undergraduate & graduate)
- Special reading events and promotions in the media center
- Cyber Safety

And probably just about anything else you can think of—just ask!



Our Resources

SMS Media Center has:

- Over 25,000 print and non-print items
- eBooks through Sora & MackinVIA
- An audio-visual collection
- Two laminators
- Two large format printers
- AV equipment
- A small professional library
- Periodicals which are listed below
- Through DCSD, subscriptions to GALILEO, SORA ebooks, PebbleGo & PebbleGoNext, World Book, Britannica ImageQuest, GALE in Context, Middle School, and BrainPop. Please see me for user names/passwords.
- Through SMS, Flipster (emagazines), ComicsPlus, & Culturegrams

Periodicals and Newspapers

We subscribe to the following print periodicals:

- *Atlanta Magazine*
- *Booklist*
- *Car and Driver*
- *Educational Leadership*
- *Good Housekeeping*
- *Motor Trend*
- *Smithsonian*
- *Sports Illustrated for Kids*
- *The Week Junior*
- *Wired*

Digital Periodicals Available Through Flipster

These periodicals can be simultaneously accessed through any device, i.e., you can assign the same article to a group of students:

- *Conde Nast Traveler*
- *HGTV Magazine*
- *People*
- *Sports Illustrated*
- *Week*

Digital Periodicals Available Through SORA

SORA magazines & eBooks can be accessed through Clever.



Professional Library

Our Media Center has a modest professional library collection, since we are mandated to spend most of our funds on the students. However, the Professional Library in our county has a more extensive collection of periodicals and other materials to help you with research, your own class assignments, GACE tests, etc. Many of the items can be ordered by phone and delivered by courier to our school. The Professional Library's website is as follows: [DeKalb Professional Library](#)

Galileo

When you or your students are doing research, *please consider using GALILEO*. Though web-based, GALILEO is not an internet source; it is a collection of periodical sources, reference sources, and primary sources in electronic

format. This is Georgia's Virtual Library with over 150 research databases, indexing thousands of periodicals and scholarly journals. Encyclopedias, ebooks, and selected internet sites are also included. It also provides citations for its materials, which has been very useful for our students' National History Day project requirements of annotated bibliographies. GALILEO is a paid subscription with paid professionals writing for it as opposed to many sources found through GOOGLE. For example, remember that anyone can write for Wikipedia, which can make some of its information inaccurate. See Ms. O'Connor for the current password, though you do not need one if logging in through Clever. If you are attending a college or university, their GALILEO will usually have more specialized and extensive academic databases than our version.

Websites

Our media center maintains a presence on Stephenson Middle School's website at <http://www.stephensonms.dekalb.k12.ga.us/> Ms. O'Connor is the webmaster, so if you have information that you would like to be included on our site, please see me. Ms. O'Connor also maintains a media center website at <http://stephensonmiddlemediacenter.weebly.com>. Day to day, updated information is also available through [*The Jaguar Junction*](#).



Arrangement of our Collection

- Fiction (F) books are arranged alphabetically by the author's last name.
- Everybody (E) books are arranged alphabetically by the author's last name.
- Biographies (B) are arranged alphabetically by the famous person's last name.
- Non-fiction books are arranged by shelves numerically by subject matter and are placed on the shelves by their Dewey number. Non-fiction

books include folktales, fairy tales, poetry, and jokes and riddles, even though they do not deal with factual materials.

- Reference non-fiction (Ref) materials are arranged by their Dewey number. This section includes encyclopedias, dictionaries, almanacs, atlases, and thesauri.
- Professional (PRO or PROF) materials are arranged by their Dewey number and are kept in the laminator room.
- Biographies (B) are shelved alphabetically by the subject's last name.
- Our Audio-Visual (AV) materials are shelved in the workroom.

Circulation of Materials

- Students may keep their books for two weeks with a 5 day grace period. Overdue fines are not currently being accrued during this school year. Previous overdue fines have been waived. Books may be renewed infinite times if so desired.
- Teachers may keep their books for three weeks with a 5 day grace period. Books may be renewed infinite times if so desired. No fines involved.
- Students typically may check out two books at a time, but that is negotiable. Students doing research projects or who are participating in book clubs may check out more books.

Destiny

Destiny is the web-based program that keeps track of our media center materials. It is available for material searches throughout the school and at home. If you do not have an icon on your desktop, please type in <https://dekalbga.follettdestiny.com/> and select Stephenson Middle School. Destiny not only provides information about the titles in this media center, it also provides lexile levels of specific titles. Destiny can

tell you what titles are available throughout the system. If you want to check out something from another school, please see me. Please see Ms. O'Connor or Ms. Joyce if you need instruction or have questions about using Destiny.



Lost and Damaged Book Policy

- Overdue notices are sent out on a monthly basis. For the 2023-2024 school year, overdue fines are not charged. All previously accrued fines have been waived.
- If a book page accidentally rips, please do not attempt to repair it. The rip should be reported to the media center and we will do the repair with special book tapes.
- If a book is damaged beyond repair, the student will be charged for the replacement cost. New hardcover books now average around \$25.
- If a book is lost, the student will be charged for the replacement cost.

- If a student owes a book to another media center in DCSD, that stays on his or her record until paid. The student may either pay us or the school who owns the material. If you return the item to us, we will send it over to the owning school so that the student's record can be cleared.

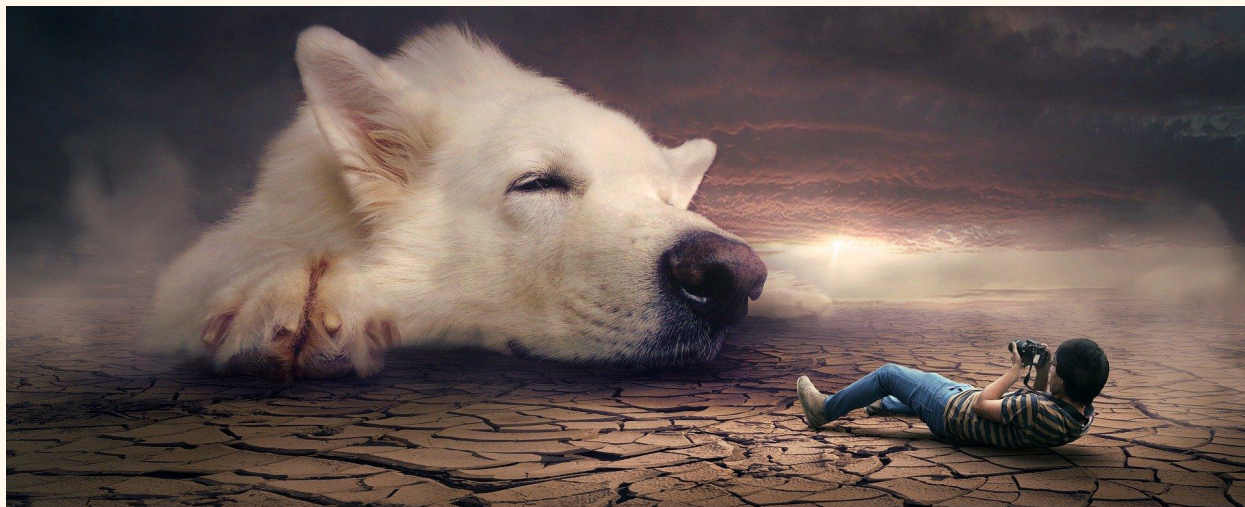
Using the Media Center

- Stephenson Middle School maintains a flexibly scheduled library program, defined as a daily library schedule to guarantee use of library resources, staff, and facility at point of student need. (See GBOE Rule 160-4-4-.01 and DeKalb BOE policy IFA for authority.)
- Please email Ms. O'Connor or Ms. Joyce if you wish to reserve the media center for your group or function. Please come and see Ms. O'Connor or email her if you need to schedule "library lessons" or co-teaching experiences.
- Brain Break activities vary from week to week and descriptions may be found in [The Jaguar Junction](#) newsletter.

Selection and Challenges of Materials

The Media Technology Committee, staff, and students are all involved in the selection of books, magazines, and non-print materials for the school. We take note of student interests, research requirements, and requests. At any point, if there is a book that you want to see in the media center, let us know. At the very least, we will put it on our wish list. Before ordering materials, we consult respected review periodicals, such as *Booklist* to read descriptions, ratings, recommendations, etc. Historically, challenges of materials have not been a

problem; however, if print or nonprint learning materials are challenged, there is a Reconsideration of Challenged Materials form in the DeKalb Board of Education Policy manual. If any of this happens, see Ms. O'Connor. The Library Technology Committee will assist in the process.



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