

Media Center Services

Check Out

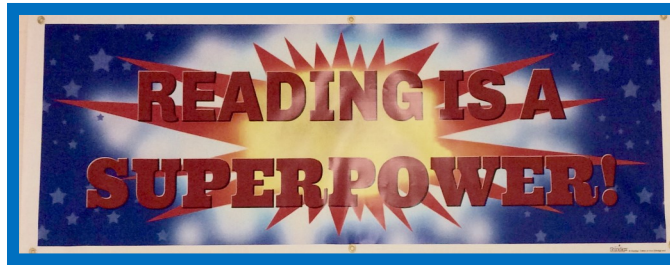
- Fiction
- Non-fiction
- Professional
- Parent resources

Research

- Electronic databases
- Destiny Card Catalog
- Reference books

Services

- Internet and computer access
- Reading Programs
- Staff development
- Interlibrary loans with West



Wish Items

The Media Center could always use the following items:

Gently used books
Popsicle/Craft sticks
Pipe cleaners
Clear packing tape
Café Plates/Cups
Café Snacks
Volunteers

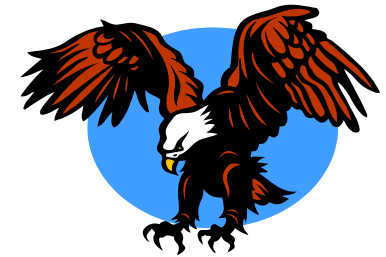
Thank you for all your help in supporting our media center.

Hours of Operations:

Teachers 7:45am—3:15pm
Parents 7:45am—3:15pm
Students 8:00am—2:15pm

Welcome to the **New** **Manchester** **Elementary** **School** **Media Center**

Home of the
Reading Eagles!



2242 Old Lower River Rd.
Douglasville, GA 30135

Darnita Williams-Media Specialist
Faye Cheney-Media Clerk

Phone: 770.651.4418
770.651.4407

Library Webpage:
<http://newmanchester.dce.schoolinsites.com/?>

Our Media Center

The Media Center is located across the hall from the main office. There are over 12,000 items including fiction and non-fiction books, reference materials, videos, and audio visual equipment that are stored in our center. The Media Center is staffed with a full-time media specialist and clerk ready to help you with your media needs.

Checking Out Materials

All books may be checked out for a two week period. Students will not be allowed to check out books if they have any overdue.

Check out limit:

Kindergarten– 1st — 1 book

2nd –5th Grade — 2 books

Parents— 5 books

Teachers—50 books

Renewals

Items can be renewed twice if no one else is waiting on them. You must renew in person with the book.

Reserving Materials

If an item you need is checked out, it can be placed on hold at the circulation desk. You will be notified when the item is available.

Lost & Damaged Library Books

Lost books will have to be paid in full before a student is allowed to check out again. Damaged books will be assessed and given a fee. They will also need to be paid before checking out again. If item is found and returned to the library within the school year, a refund of the paid replacement cost will be made.

Student Fees

Non-payment of student fees will result in withholding of report card. Fees not paid for will be carried over to the next school year. Charges not paid for in elementary will carry over to the middle school and high school levels.

Internet Access

Students must be under direct teacher supervision when accessing the internet. A signed permission form should be on file before students obtain access.

Programs

Summer Literacy Program—a summer reading program whose aim is to encourage our students to become highly motivated readers. Douglas County Public Libraries are partnering with our schools and provides incentives for each student that participates. Students who successfully complete the program are invited to the Summer Literacy Celebration.

Lexile Level— Students are assessed three times a year to determine their initial level and lexile growth. To assist with students with achieving 1 & 1/2 years of growth students are expected to read on their lexile level while passing AR tests at 100%. Students that grow at least 1 &

1/2 years and meet their AR goals will receive an award and be invited to the year end celebration.

Accelerated Reading— Students are encouraged to read and take test throughout the school year and with doing so they earn AR points. Students that meet their AR goals and Lexile goals will receive an award and take part in our year end celebration.

Tome Society— The mission of Tome Student Literacy Society is to promote multiple literacies among 4th-12th grade students across the United States through: service; collaboration; competition-based club activities; and clean, entertaining, encouraging literature. All students are welcome to participate.

Makerspace-an opportunity for students to engage in STEM activities while creating, designing and problem-solving in the media center.

Book Fairs— Book fairs are held three times a year. The money helps to pay for requested books, library supplies and equipment.

Writer's Café— The Writer's Café opens in the Spring. All writers who have completed poems, skits, raps, or short stories are encouraged to submit their work to share with others at the Café. See our webpage for more details.