

Welcome to the Caloosa Middle School Media Center

Libby Payne, Media Specialist

Mission

The CMS Media Center serves the school learning community by providing materials and resources to aid instruction, and by providing opportunities for leisure reading and information seeking. Our Mission includes promoting information literacy by providing access to information in a variety of resources in a learning environment that will foster effective and responsible use of information.

Caloosa Middle School Media Center Information Guide

Media Center Hours

Every School Day from 9:35 AM to 4:00 PM

Visiting the Media Center

You can visit the Media Center before school (9:35-9:45) and during the school day (with a signed planner from a Reading class).

Signing-In/Signing-out

If you come to the Media Center during the school day you must have a signed planner from your Reading teacher. Please sign-in in the notebook on the book return counter. Show your planner to the Media Student Aides at the circulation desk upon entering. Also be sure to sign-out in the notebook when you exit. This helps us keep a record of the number of students who visit the Media Center, and verifies your visit if a question arises in the future.

Books

We have close to 18,000 items, and most are available for checkout. Our book collection includes:

Fiction novels and picture books

Story collections

Non-fiction books

Biographies

Magazines and Newspapers

We feature books in both hardbound and paperback formats.

Magazines

We subscribe to magazines that are of interest to middle school-aged students and/or support the subjects taught at CMS. The most-recent issues of each magazine are displayed on the magazine rack. Back-issues are on the shelf below. Magazines are for in-library use only.

Reference Collection

Certain books in the Media Center are reference books. They are referred to in the Media Center or classrooms primarily for research, and to answer questions. These books may be checked-out for one night. They are checked-out after school, and returned the morning of the next school day. As an alternative to checking-out reference books, the Media Center offers a free photocopying service of reference materials. Ask Mrs. Payne or a Media Student Aide for details.

Accelerated Reader Program

If an AR test is known to exist for a title owned by CMS, a colored sticker is affixed to the outside of the book. The AR reading level and number of points are on the back pocket of the book. If a book does not have an AR sticker on it, feel free to visit the Renaissance Learning Quiz Store to see if it is indeed an AR book. Please let a Media Student Aide or Mrs. Payne know if you find a book that needs AR stickers. Students at CMS have access to any and all AR tests created by Renaissance Learning, so check for tests for books in your personal collection as well.

Checking Out Materials

Students may checkout books for a two week period. A book may be renewed for an additional two weeks. (The book must be brought to school for a renewal to take place.) If there are no reserves on the title you may be able to keep it longer. Please ask. Students are limited to two items checked out at one time. Exceptions will be made if students have a need for additional materials for school projects. Students checking out any materials in a name other than their own will be subject to a discipline referral. It is unwise to checkout a book for another person, as you are responsible for anything checked out in your name.

Reserves

Want an item that is checked-out? Fill out a reserve form and we'll get the book to you when it is available. Forms are available at the circulation desk.

Overdue items

The check-out period for students is 2 weeks. We do not charge overdue fees. Overdue notices are printed regularly, and distributed in reading classrooms. If you receive an overdue notice plan to return the book on

the next school day at the latest. If this is not possible, please come to the Media Center to report the problem.

Lost or Damaged Items

Students are responsible for all material checked-out. Our experience tells us that many books are found after a few days. However, if it appears that your materials are truly lost or damaged beyond acceptable condition for use by other students, please make arrangement to pay for them. We do not charge unreasonable fees for lost books.

Destiny OPAC (Online Public Access Catalog)

You can search for materials in our Media Center using Lee County School District's Destiny on-line card catalog. Simply type the title, author, subject, or keyword to get a list of books that might interest you. It can be accessed by any computer in the school. Log-in and open the LEARN web site. Choose the Media Services link on the right side of the page, click Destiny, and choose Caloosa Middle School. Ask at the Circulation Desk if you need a quick tutorial. It's an easy system, and great to use!

Computers

The Media Center is equipped with 13 computers for student use. All of them have access to the Destiny on-line catalog as well as Microsoft Office Suite. You may print from these computers (black-and white only) for research purposes at no charge. Prints for personal use cost 5 cents per page. The Internet may not be accessed without permission from Mrs. Payne. When the Internet computers are not used for research, students may use them to search for tasteful, age-appropriate information only. Students should never enter personal information into a web page. (This includes filling-out forms, requests, chats, auctions, fantasy sports, etc.) Student e-mail (including web-based e-mail) is not available at this time. Students are not allowed to access web-blogs, (such as my space) or personal email sites due to virus concerns. Proxy site use will result in a referral and loss of computer privileges.

Media Center Behavior and Rules

Media Center rules are based on Caloosa behavioral expectations. In most cases, the rules used in your classroom can be applied to the Media Center. Ask yourself, "Would I be allowed to do that in the classroom?"

1. You must have a signed planner to enter (unless entire Reading Class is visiting)
2. Use a quiet voice
3. Clean up after yourself
4. Respect others
5. Take care of library materials
6. Use Media Center furniture only as intended
7. Food, drink, candy, and gum are prohibited

Media Center Decorations

We strive to decorate the Media Center in a pleasing, attractive way. At times throughout the year, this may include student created displays. We want you to enjoy these exhibits, but please do not pick up or handle the decorations without the assistance of the Media Center staff.

Assistance

Mrs. Payne and Student Media Assistants are in the Media Center to help you. If you are having difficulty, please ask for help. We're here for you!

Media Suggestion Forms

Do you have an idea for an item we may need in the Media Center? Was the newest title in your favorite series just released? Not finding enough titles by your favorite author? Do we need more resources on a subject you are interested in? Have an AR book request? Fill out a suggestion form and let us know! Forms are available at the circulation desk.

Parent Volunteers

If you are looking for a way to be involved at Caloosa Middle School consider helping out in the Media Center. It's a great way to see the everyday working of CMS, and there's always a lot to be done. If you are interested in helping out please contact Mrs. Prince at (239) 574-3232 or email Mrs. Payne at LibbyAP@leeschools.net

Donations

The Media Center is now accepting donations! Would you like to help us improve the CMS Media Center? Our goal is to collect items that will not only support and enrich our classroom curriculums; but also find quality literature that will pique student interest. How can you help? Here are some suggestions:

- Donate a popular title when you are done reading it. With so many students we always have someone waiting for a copy to become available.
- Donate a gift certificate from your favorite book store or ask for a list of titles that are needed for our collection.
- Donate cash. This easy-to-give gift will allow us to pool donations and purchase costly items such as encyclopedias or other reference materials that will benefit the whole school community.
- Donate a magazine subscription. This popular type of reading material can catch the interest of even the most reluctant reader! Please call for a current list of titles so we don't have an overlap of subscriptions.