

Learn About Our School Library Media Center



The School Library Media Center provides instruction, support, and materials for students and staff. Our goal is life-long literacy. Our approved curriculum is the MCPS *Information Literacy Guide: Making Every Connection Count*. The media center is open from 8:30 to 4:30 each school day.

The media center has an automated circulation system and access to the Internet for research. Many online resources are provided for in-school and at-home use. The media specialist is Mary Beth Castonguay, who functions as a team leader, maintains the school's web page (<http://www.mcps.k12.md.us/schools/travilahes>), and is part of the Baldrige Leadership Team. The media assistant is Kathy Burke. We also have very dedicated parent volunteers.

Instruction is scheduled by the media specialist in cooperation and collaboration with the classroom teacher. Instruction is correlated to curriculum and its learner outcomes. Literature enrichment activities are also part of media center instruction. Kindergarten and first grade are scheduled bi-weekly. Second grade has a three-week unit in the fall and a nine-week folktale unit January through March. Third, fourth, and fifth grades are scheduled monthly. Additional classes are scheduled as the activity dictates, especially in regard to research projects. Small groups may use the library at any time. Students may use the media center during recess, if they have a pass from their classroom teacher.

Travilah has an open circulation policy. Students may check out and return books at any time of day. Each book is barcoded. Students are also identified by barcode and are given a "library card" with this number to speed up the circulation process. Students may check out up to three books (or two books and a magazine) at a time. They may keep materials for two weeks. Books may also be reserved. Books not on a waiting list may be renewed. Reference books may be checked out overnight (available at the end of each day at 3:00 and due back before 9:30 the next day). We appreciate the cooperation of parents who help their children keep our library books safe, clean, and dry.

While media skills classes usually do not provide time for book exchange, giving children access to library resources is a priority. The main time for book exchange is from 9:05 to 9:30 each morning. Library aides (recruited from the fourth grade) assist kindergarten children during this time. Students may also check out books during the day. In most cases, students with overdue material may not check out additional materials.

Non-print materials (videos, etc.), digital cameras, scanners, and video editing are available for teacher use. Our library collection totals almost 25,000 items, including textbooks. The media collection available to students has six main areas: easy fiction (picture books and I Can Read materials), fiction, reference, non-fiction books, CD-ROMS, and periodicals (magazines). We find students' book suggestions a valuable addition to our ordering process. We also have a book gift program for special occasions (forms are available in the media center). We are always busy; no two days are alike. You are welcome to visit at any time.