



**Welcome to the  
Julius West Middle School  
Media Center**  
301.517.8213  
[Anita\\_J\\_Anderson@mcps.md.org](mailto:Anita_J_Anderson@mcps.md.org)

### Staff

*Media Specialist*  
Anita Anderson

*Media Assistant*  
Marti Dillon



### Vision

The Julius West library media program empowers all its students to become critical thinkers, life-long learners, and effective and ethical users and creators of information in a global community.

### Mission

In order to achieve its vision, the school library media program strives to:

- provide access to all students and staff to information through a variety of print and non-print resources and research tools,
- teach students to efficiently find, evaluate and select the most appropriate sources,
- teach information literacy skills which are most effectively learned in the context of subject area content,
- encourage students to take responsibility for their own learning and for the ethical use of information,
- develop skills in understanding, using, and producing media in various formats, and
- promote an appreciation of literature and other media,
- embrace diversity in individuals and ideas.

### Loan Period

Books-2 weeks, renewable. Up to 4 books.

Reference books-end of the school day until first period the next school day.

Magazines-back issues only for one week.

Audiobooks-2 weeks, renewable.

### Special Reserves

Books needed for research assignments must be used in the media center.

### Overdue Notices

Notices are sent to students every two weeks in their first-period classes. Students who have overdue books are not permitted to check out more books until the overdue materials are returned, renewed, or paid for.

### Research Hub

26 student workstations  
2 scanners



### Hours

Monday and Friday: 7:40 am—3 pm

Tuesday, Wednesday, and Thursday: 7:40 am—4 pm

Occasionally we will have to alter the regular media center schedule. Changes will be posted on the doors.

### Student Internet Use

In accordance with MCPS policy, the Internet is available for educational purposes only. All actions are subject to MCPS review and may be logged and archived.

### Passes

Passes are required for lunch and are available if no classes are scheduled during the lunch period. Pick up a pass before lunch, eat lunch, and show it to the cafeteria security guard. Students are expected to use this time to select books, read, do homework, or do research.

Teachers may issue passes to the media center during the school day for individual reference or project help when scheduled classes are not attending the media center.

Passes are not required before or after school.

### Homework Club

Scheduled days, 3:00 - 4:00: Students must sign in with the homework club sponsor and must be prepared to work on a school assignment or project while in the media center.

### Recommendations

Students and staff are encouraged to recommend titles of books, magazines, or computer software. Submit your recommendations to a Media Center staff member.

### Equipment & Supplies

- 15,000 books
- 11 E-books at school and at home
- 22 magazines
- 21 Databases and Online Resources
- at school and at home through Edline
- Cameras
- Colored pencils and markers
- Glue and tape
- Paper and Scissors

### Adopt-a-Shelf and MCAB

Students may adopt a shelf and/or join the Media Center Advisory Board (MCAB). Student may earn SSL hours by shelving books and keeping their shelves in proper order. In addition, students may serve on the Media Center Advisory Board and help decorate the media center, suggest books for purchase, and suggest improvements to the media program.

