

# **Hornsby Middle School Media Center**

**320 Kentucky Avenue,  
Augusta, GA 30901**

Media Center Handbook

Romona Nora  
Media Specialist

## OVERVIEW OF MEDIA PROGRAM

The library media center is a part of the Richmond County Curriculum Department. The primary focus is to facilitate the learning process through the integration of technology and information access. The media specialist will collaborate with teachers so they can use “technology for presentations, instruction, student research and communication. The technology will be used as a tool to enhance but not dominate instruction.

## TABLE OF CONTENTS

Overview of Media Program.....	2
Mission and Philosophy.....	4
Goals.....	4
Media Center Operation/Scheduling.....	5
Criteria for Acquisition of Materials.....	6
Gift and Non-school Owned Material.....	7
Reconsideration of Media Materials.....	7
Copyright Policy and Procedures.....	7
Internet Policy for Students.....	8
Internet Acceptable Use Policy for Teachers.....	8
Building Media and Technology Committee.....	8
Circulation Policy.....	9
Lost and Damaged Books.....	9
Videotape/DVD Policy.....	9
Georgia Public Broadcasting/United Streaming.....	10
Software.....	10
Computers.....	10

Hornsby Middle School Media Center  
Library/Media Program

**Mission and Philosophy**

The mission and philosophy of the media center is to assist the community of patrons as they develop into lifelong learners. The facility will be used as a resource for educational, cultural and recreational materials in various formats as well as on how to use various tools for this exploration. The media specialist will assist with selection of appropriate materials based on the needs of patrons. Opportunities for learning will be offered through story-time, instructional classes or individual settings. Instruction and advice will be given to patrons based on the improvement plan as well as Georgia standards.

Goals:

- Provide services to students, faculty and staff that will support the instructional program.
- Provide instructional materials that promote growth in literacy, ethics and moral standards.
- Provide information that will assist students as they evaluate information for factual and intellectual purposes.
- Provide various forms of technology based tools to students so they are able to present as well as obtain information in a variety of ways.
- Provide a wide range of materials that address various Lexile levels and points of view.
- Provide materials online and in print that support research-based teaching strategies and classroom goals.
- Provide materials that complement the teaching standards for the state of Georgia.
- Promote a love for and interest in reading.
- Develop and nurture patrons who are skilled in information access.
- Evaluate and update the collection on a yearly basis.

### **Media Center Operations/Scheduling**

The media center is open during the instructional hours of 9:15 am to 4:15 each and every day under the supervision of the media specialist or identified volunteers. Large group activities should be scheduled in advance by the teacher for varying days and or lengths of time to fit the needs of the planned instruction.

### **Statement of Flexible Scheduling**

Hornsby Middle promotes an open and flexible schedule. The open schedule is encouraged as stated in Georgia State law.

The media center is open each school day from 8:35 A.M. until 4:30 for staff and 9:15 A.M. until 4:15 P.M. for students. Each student should have a library pass. Students wishing to do research or use the Internet should have a note from the classroom teacher indicating their topic for research.

Classes may be scheduled by signing in the schedule book. Teachers are strongly encouraged to remain with the class during the whole class visits. An open class format is provided for teachers to have an entire class come to the library for a definite purpose such as book check out, technology training or research. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class or small group instructional visits should be arranged a week in advance.

Flexible Scheduling is addressed in the DOE rule **IFBD 160-4-4-.01**. This schedule promotes partnership, collaboration and support of the school curriculum.

### **Selection of Media Materials**

The media specialist orders materials for the media center on an annual basis. Teachers, staff, and students are given the opportunity to submit requests for new materials. Items are reviewed and evaluated based on professional literature and other notable review sources. Items that are damaged, lost or outdated may be replaced during this process.

### **Criteria for the Acquisition of Materials**

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of subject matter
- Quality of the materials
- Readability level
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and the significance of the author/artist, composer/producer
- Format
- Favorable recommendations based on reviews and professional evaluations
- High degree of potential user appeal
- Value commensurate with cost/need
- Requests from staff, students, parents, and community

### **Gifts and Non-school Owned Materials**

Hornsby Middle will follow all the Richmond County guidelines and policies as it pertains to the receiving of gifts and other materials donated. Gifts must be judged on how useful the materials are, and do they support the instructional goals of the school. Gifts should only be accepted if they are up-to-date and they enhance the media center's collection. No personal technology equipment should be connected to the school server. IOS devices may connect to the BYOT Wi-Fi.

### **Reconsideration of Media Materials**

Materials will only be removed from the collection as they become outdated and meet the criteria of the annual weeding process. However, on occasion a complaint is received that a specific book or material is inappropriate for the learners at the center. The following procedure will be implemented for a complaint:

The complainant will be asked to file their complaint in writing on the "Form for Reconsideration of Media" to the administrator. The school administrator shall refer the complaint to the Building Media Committee to consider the validity of the complaint. After reviewing the complaint, the committee will meet with the complainant to reach a decision on the issue. If the complainant does not accept the response of the committee, then the complaint will be referred to a RCBOE Media Committee.

### **Copyright Policy and Procedures**

The media specialist is a "copyright advisor" for the reproduction and use of copyrighted print, non-print and electronic information. It is the responsibility of the classroom teacher to follow all copyright laws and guidelines.

<http://www.copyright.gov/title17/>

The copyright law allows Library photocopying under **Section 107 Fair Use** when the following criteria is met:

Purpose and character of use  
Nature of the work  
Amount and substantiality of the portion used  
Effect upon the potential market for the work

<http://www.whatiscopyright.org/>

### **Internet Policy**

The school's policy for use of the Internet is an extension of the RCBOE Internet Policy. The Internet access is a privilege and is to be used for INSTRUCTIONAL purposes only. Parents should sign the proper permission form before allowing students to access the Internet. The form is included in the student handbook. Also, hardcopies may be obtained from the media center.

[http://www.rcboe.org/site\\_user\\_policy.aspx?ut= S](http://www.rcboe.org/site_user_policy.aspx?ut= S)

#### **Internet Acceptable Use Policy for Teachers**

Teachers and staff accept the policy when their Schoolwires account is activated.

[http://www.rcboe.org/site\\_user\\_policy.aspx?ut](http://www.rcboe.org/site_user_policy.aspx?ut)

### **Building Media and Technology Committee**

The building media committee is composed of an administrator, instructional and media personnel, a parent, non-classroom representative, and a community representative. The purpose of the committee is to discuss acquisitions, curriculum suggestions and technology purchases and instructional aids. They are encouraged to provide input concerning:

- Long range goals
- Reconsideration of materials and technological advancements
- Copyright adherence process
- Policies for disposition of gifts and use of on-school owned materials



The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. A list of committee members shall be turned in to the Director of Educational Media and Technology at the beginning of each academic year.

### **Circulation Policy**

Teachers may check out materials for a period of one month with the exception of curriculum materials which can be checked out for the school year. Children in grades three through five will be allowed to check out up to 5 books for a period of two weeks with a renewal option if more time is needed. If a student has a late or lost book, he/she can check out only two books until this responsibility has been taken care of. Magazines and reference materials must be used in the media center and will not be available for student check-out.

### **Lost and Damaged Books**

The media center will assess all damages and charge the student for the cost of replacing the book. Lost books must be paid for before a student can check out more than two additional books.

### **Videotape Policy**

Any videotape housed in the Media Center may be shown if it is instructionally related and documented in the teacher's lesson plans. Personal videos brought in by teachers, students and parents must be submitted for preview and approved by the building administrator. A form requesting preview and approval may be picked up from the media center or downloaded from this handbook. No commercial videos (i.e. Redbox) may be shown in the school. Please follow all copyright guidelines as it relates to copying and usage.

Videos deemed educational and purchased by the school are made part of the media center collection and may be used at the teacher's discretion. The following board policy will be adhered to:

- An instructional reason for the program should be stated in the lesson plans

- The program should be scheduled at least one week in advance
- There should be a follow-up lesson after the viewing to reinforce the content of the video
- Only G rated movies should be shown.

### **Georgia Public Broadcasting/United Streaming**

<http://www.gpb.org/education>

- United Streaming is provided free to each school, department and teacher by GPS.
- United Streaming is the largest and most current digital video library available today.
- United Streaming provides award-winning content in all subject areas and the videos are correlated to your state standards.

### **Software**

All copies of software within the school must have a license on file, preferable in the media center. Typically, the license entitles the holder to use the program and make one back-up for a specific number of multiple copies of a program, usually at a reduced price. All operating systems must also have a license. No software should be installed without the permission of the media specialist/and or administrator. All CD-ROMS should be kept with the computer on which it is installed along with the license of usage.

### **Computers**

A file of all information including serial numbers is housed in the media center. It is the responsibility of each classroom teacher to protect their passwords and to keep their equipment clean and operational. The media specialist is not a computer technician. If the repair needs the attention of a technician, then the classroom teacher is required to fill out an online IQ (Information Technology) repair request.

Desktop computers and televisions are not to be moved from the room they are in by anyone other than the media specialist or IT.

### **Media Festival**

The media center and the faculty encourage students to create a project for the Georgia Media Festival. The purpose of the festival is to stimulate student interest and involvement in all types of media productions. Students can show their work and be judged at local, system and state levels.

### **Helen Ruffin Reading Bowl**

The Helen Ruffin Reading Bowl is a state competition that Richmond County supports. The bowl promotes the enthusiasm of students who love to read. Students in grades four and five on the elementary team. The school also gives students in grades six through eight are invited to join the middle school team. Each participant is required to read six chapter books within a three-month period.

### **Library Cadets**

Students are selected to assist in the media center. Duties include setting up equipment, delivery to teachers, and shelving books. Students are expected to learn the Dewey Decimal system for correct shelving purposes.

# Appendix A

- Internet Permission Form
- Form for Reconsideration of Media
- Form for Loan of Equipment
- Request to show school videos
- Request to show non-school videos
- Form for stolen or missing equipment
- Copyright notice/restrictions
- Notice of Nondiscrimination for students
- Software Subscription Pre-Approval

# **(SCHOOLS INTERNET POLICY FORMS)**

## **INTERNET PERMISSION FORM**

It is the policy of the Richmond County Board of Education that teachers and students should be furnished with educational opportunities and resources to have access to programs and services available for "online" computer services offered by various vendors. In this connection, the Department of Instructional Technology is authorized to provide for procedures with various online suppliers to ensure that these online services do not cost the student or the school district any funds; to ensure that there is access limited to instructional and curriculum related matters; and to provide procedures for other similar matters to ensure that the rights of the online provider and the school district are protected. Particular attention should be given to ensuring that the students are not granted access to anything other than educational and instructional materials and resources.

### **ACCEPTABLE USE POLICY**

1. Internet is accessed only for support of the instructional program and the curriculum as outlined in the Richmond County Curriculum Guides.
2. Transmission of any material in violation of any US or state regulation is prohibited, including copyrighted material, threatening or obscene material or material protected by trade secret.
3. Use for commercial activities is prohibited.
4. Use for product advertisement or political lobbying is prohibited.
5. Netiquette - Generally accepted rules of network etiquette shall include, but not limited to the following; Be polite, use appropriate language, no swearing or vulgarities; E-Mail is not necessarily private, therefore be careful about what you say about others; no disruptive use of the network, such as "chain letters" or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Richmond County Schools.
6. Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may result in disciplinary action.
7. Security - Students are not to reveal their personal information (home address, telephone number, social security number, etc.) to other individuals on the Internet. On E-Mail, use only school addresses.
8. Vandalism - Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, Internet or any agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.
9. No software of any kind may be brought from the student's home for use on any school computer.
10. Each school media/ technology committee shall establish an individual school Internet policy in accordance with this Richmond County policy.

STUDENTS SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_CLASS/GRADE\_\_\_\_\_

## Form for Reconsideration of Media

Media consists of all types of print and non-print materials.

Type of media \_\_\_\_\_

Name of item \_\_\_\_\_

Publisher and/or Author \_\_\_\_\_

Complainant's Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

### Complainant represents

\_\_\_\_\_ Him/herself

\_\_\_\_\_ Organization (Name) \_\_\_\_\_

\_\_\_\_\_ Other Group (Identify) \_\_\_\_\_

1. Did you read, view or listen to the complete item: Yes \_\_\_\_\_ No \_\_\_\_\_

2. How was the item acquired? (Assignment, free selection, from a friend, etc.)

3. Is the item part of a series? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, did you read, view or listen to the set or series? Yes \_\_\_\_\_ No \_\_\_\_\_

4. What is objectionable regarding the item and why? (Be specific)

5. Were there good sections included in the item? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Form for Reconsideration of Media – Page 2

6. What do you feel might be the result of using this material?

---

---

7. What do you believe is the theme of the material?

---

8. Did you locate reviews of this item Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please cite them: \_\_\_\_\_

If no why not? \_\_\_\_\_

9. Did the review(s) substantiate your feelings? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Is there any educational merit to the item? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what do you feel would be the approximate grade level(s) \_\_\_\_\_

11. How do you see the item being utilized in an educational program?

---

12. List the person(s) with whom you have discussed this item.

Name \_\_\_\_\_ Title/Occupation \_\_\_\_\_

Address \_\_\_\_\_

13. What were their reactions and/or opinions? \_\_\_\_\_

---

14. What do you suggest being done with the item in question?

---

15. What do you suggest being provided to replace the item in question?

---

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

## Richmond County Board of Education

### Loan of Equipment

Date \_\_\_\_\_

Return date \_\_\_\_\_

It is the borrower's responsibility to:

- Insure the equipment is in working order when it is checked out
- Return the material by the due date
- Return the material in working order
- Provide Police Report should the equipment be stolen or destroyed by fire.

**\*\*Note\*\*** include current replacement cost (CRC) and list each piece of equipment separately.

Model	Make	Serial #	CRC
Computer _____			\$ _____
Monitor _____			\$ _____
Other equipment _____			\$ _____

**The network connection is an Ethernet card. DO NOT attempt to plug a telephone cord into the network card jack. Doing so will damage the network card and possibly the computer. Do not try to reconfigure the computer for a modem. You will be liable for damages to the card/computer.**

Software - list titles separately; use the back of this form if necessary.

Title	CRC
_____	\$ _____

**Insurance Company:** \_\_\_\_\_ **Policy**  
**Number** \_\_\_\_\_

The equipment being loaned belongs to the County Board of Education and is public property. The borrower agrees to be responsible for the borrowed equipment and will be responsible for any and all damage or loss to the equipment or any piece of it, whether through misuse or theft, natural wear and tare alone excepted. The equipment will be returned to the school or department location at the end of the loan period. It shall be the responsibility of the borrower to inform school officials of any damage or malfunction. The borrower further agrees that the equipment is for official or educational use only and will not be used as a personal or family computer. It will not be used for playing games or Internet use, except for approved purposes and it shall not be used by other members of the dwelling. By directive of the Richmond County Board of Education.

Name and signature of Borrower \_\_\_\_\_  
(please print) (signature)

School authorized signature \_\_\_\_\_



## Request to Show School Videos

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

**TITLE OF VIDEO**\_\_\_\_\_

**SOURCE OF VIDEO**\_\_\_\_\_

**RELATIONSHIP TO CURRICULUM**\_\_\_\_\_

\_\_\_\_\_

**DATE I WISH TO SHOW THE VIDEO**\_\_\_\_\_

I request the above listed video for use in my classroom for the above stated educational reason.

TEACHER\_\_\_\_\_DATE\_\_\_\_\_

## Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

**TITLE OF VIDEO**\_\_\_\_\_

**SOURCE OF VIDEO**\_\_\_\_\_

**RELATIONSHIP TO CURRICULUM**\_\_\_\_\_

\_\_\_\_\_  
**DATE I WISH TO SHOW THE VIDEO**\_\_\_\_\_

I request the Building Media and Technology Committee preview the above listed video with the intent that it be used in my classroom for the above stated educational reason.

\*\*\*\*\*

\_\_\_\_\_Approved

\_\_\_\_\_Disapproved

DATE \_\_\_\_\_Media Specialist\_\_\_\_\_

PRINCIPAL\_\_\_\_\_

# Richmond County Board of Education

## Technology MEMORANDUM

---

TO: ALL MEDIA SPECIALISTS

### STOLEN OR MISSING EQUIPMENT

Please fill out the information below any time there is equipment missing or stolen from your media center. Send this form to my attention at Educational Media and Technology as soon as possible.

School\_\_\_\_\_Date\_\_\_\_\_

Item\_\_\_\_\_

Erate/Grant Funded? Yes or No (Circle one) Year Purchased\_\_\_\_\_ Price\_\_\_\_\_

Purchase Order No.\_\_\_\_\_ Brand Name of Equipment \_\_\_\_\_

Model Number\_\_\_\_\_ Serial Number\_\_\_\_\_

Location of equipment when stolen \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Media Specialist Signature\_\_\_\_\_

## **Copyright Notice Samples**

**For general posting and use:**

### **NOTICE**

#### **Warning Concerning Copyright Restrictions**

**The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.**

**Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “Fair Use”, that user may be liable for copyright infringement.**

**This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.**

**For Posting on all copies**

### **NOTICE**

**The Richmond County Board of Education adheres to the “Fair Use” doctrine with regards to the Copyright Laws of the United States**

**The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials.**

**The person using this equipment is liable for any infringement of the law.**