



School Library Media Center Handbook
2017 - 2018

MISSION AND PHILOSOPHY.....4
Goals..... 4

MEDIA CENTER OPERATIONS/SCHEDULING4

CRITERIA FOR THE ACQUISITION OF MATERIALS.....5

GIFTS AND NON-SCHOOL OWNED MATERIALS5

RECONSIDERATION OF MEDIA MATERIALS5

COPYRIGHT POLICY AND PROCEDURES.....6

INTERNET POLICY6
Student Acceptable Use Policy 6
Teacher Acceptable Use Policy 7

BUILDING MEDIA AND TECHNOLOGY COMMITTEE7

CIRCULATION POLICY7

LOST AND DAMAGED BOOKS7

DVD/VIDEOTAPE POLICY8

VIDEO TAPE USAGE8

COMPUTER, SOFTWARE AND EQUIPMENT DOCUMENTATION AND PASSWORDS8

STUDENT FESTIVAL8

APPENDIX A.....9

MEDIA SPECIALIST ROLES AND RESPONSIBILITIES 9

APPENDIX B 10

REQUEST TO SHOW SCHOOL VIDEOS 10

REQUEST TO SHOW NON-SCHOOL VIDEOS 11

REQUEST FOR OFF-AIR TAPING 12

FORM FOR RE-CONSIDERATION OF MEDIA 13

COPYRIGHT NOTICE 15

LIBRARY BILL OF RIGHTS 16

INTERNET PERMISSION FORM 17

STATEMENT OF FLEXIBLE SCHEDULE 19

BAYVALE ELEMENTARY SCHOOL LIBRARY/MEDIA PROGRAM 2017-2018

MISSION AND PHILOSOPHY

The Bayvale Elementary School Library Media Center will provide intellectual and physical access to materials in all formats. The media center will also provide resources and learning experiences that promote lifelong reading and learning. Materials will be provided that are appropriate and meets the needs of all users. The media specialist and media assistant will provide story-time, instruction, leadership and consultation in the use of instructional and informational technology. Services will be provided to students, faculty, staff, administration, and parents based on the school's instructional needs and the school improvement plan.

Goals

- To provide services to students, faculty, staff, administration, and parents that will enhance the instructional program at Bayvale.
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards and aesthetic and moral values.
- To provide information that will enable students to make intelligent, informed decisions in their daily lives.
- To provide technology options for all students, as well as print and non-print materials, in their quest for knowledge.
- To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking and listening.
- To provide materials representative of many religious, ethnic, and cultural groups and their contributions to our mutual heritage.
- To provide materials that support research-based teaching strategies and supplement the classroom instruction.
- To provide materials that supports the Georgia Performance Standards.

MEDIA CENTER OPERATIONS/SCHEDULING

Bayvale Elementary School Library Media Center operates on an open and flexible schedule. The open schedule is mandated by the Richmond County board of Education and Georgia State law.

The library is open each school day from 8:15 a.m. - 3:15 p.m. Each student should have a library pass. Students who use the Internet must have permission from the teacher with a note indicating their topic of research.

It is a Richmond County policy that the teacher remains with his/her class during whole class visits. An open class format is provided for the teachers to have an entire class come to the library for a definite purpose, i.e. research, video etc. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged a week in advance.

CRITERIA FOR THE ACQUISITION OF MATERIALS

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of the 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

GIFTS AND NON-SCHOOL OWNED MATERIALS

The Bayvale Elementary School Library Media Center 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 in light of their benefit to the school's educational program. Gifts should only be accepted if they are up-to-date and enhance the Media Center's collection.

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 Bayvale. 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 than the complaint will be referred to a RCSS Media Committee.

COPYRIGHT POLICY AND PROCEDURES

The media specialist is a “copyright advisor” for 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/>

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

For more information pertaining to copyright, please visit the following web address: <http://www.whatiscopyright.org/>

INTERNET POLICY

Student Acceptable Use Policy

The school’s policy for use of the Internet is an extension of the RCSS Internet Policy. The Internet access is a privilege and is to be used for INSTRUCTIONAL purposes only. Please have your parents sign the proper permission form before allowing students to access the Internet.

To view the County’s Student Acceptable Use Policy, please visit the following web address: <https://www.rcboe.org/Domain/124>

Teacher Acceptable Use Policy

Internet access is provided for INSTRUCTIONAL purposes. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

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 technological materials. 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 non-school owned materials

The Media Specialist will develop a 5 year plan and a Media Handbook that will include the above items and present it to the Committee for review.

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. Students in Kindergarten/First will be allowed to check out one book for a period of one week. Students in Grade 2 will be allowed to check out 2 books for a period of one week. Students in grades 3-5 may check out 3 books for a period of two weeks. They may also check out a magazine for a period of one week. The magazine replaces one of the books the student may check out. The current issue of any magazine is not eligible for check out.

If a student has a late book then the student cannot check out another book until the late book is returned or paid for.

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 any additional books.

DVD/VIDEOTAPE POLICY

Any dvd/videotape housed in our 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 or parents must be submitted for preview and approved by the building administrator or the media committee.

VIDEO TAPE USAGE

Educational video copyright policy will follow standard guidelines. If unlimited, the program may be taped and kept indefinitely. If a specific date follows the program description, the copy must be erased by that date. If no date appears, the tape may be used once for instruction and once for re-teaching and then erased. Videos taped must be included in the teacher's plans.

COMPUTER, SOFTWARE AND EQUIPMENT DOCUMENTATION AND PASSWORDS

A file for all information including serial numbers and passwords 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 technician, but can troubleshoot when the need arises. If the repair needs the attention of a technician, the classroom teacher is required to fill out a **Technical Request (see appendix) and the media specialist will submit the request to Media and Technology.**

STUDENT FESTIVAL

The media center and the faculty encourage students to explore technology for consideration of the Media Festival. Students are given access to computers in the classroom and the media center. 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.

APPENDIX A

MEDIA SPECIALIST ROLES AND RESPONSIBILITIES

The Media Specialist is expected to meet professional standards and certification. Within the school setting he/she will be expected to be responsible for the following:

- Implementing media policies and standards in line with state and local policies and procedures.
- Creating and fostering a climate that motivates effective utilization of media facilities, resources and services.
- Maintain a neat and orderly media center and materials collection.
- Ordering materials for the collection in a timely and approved manner.
- Understands and is responsible for the automated media system used by the county.
- Maintaining accurate records of media center operations.
- Completing and turning in reports to the director as requested.
- Setting policies and procedures for the operation of the media center.
- Preparing a Media Center Handbook detailing the policies and procedures to be followed by students and faculty and presenting it to them.
- Cataloging all materials and equipment by assigning Dewey Decimal call numbers and supervising their data entry into the automated system.
- Teaching library and reference skills to students.
- Teaching computer skills.
- Acting as the “copyright advisor” for the school and obtains copyright clearances when appropriate.
- Acting as “reconsideration of materials” contact person for the school.
- Coordinating the Building Media and Technology Committee.
- Coordinating the Technology Committee.
- Meeting with faculty, individually and as a group, to discuss the instructional needs of the students to aid in the identification of materials to support the curricular needs of the school.
- Cooperative planning with individual teachers to meet their needs and those of their students.
- Supervising Internet use and access within the school.
- Maintaining the electronic distribution system and the satellite equipment.
- Maintaining an accurate audit of software licenses for the school.
- Maintaining an accurate accounting of all Lottery items as part of the automated media system.
- Maintaining the documentation, manuals and warranty information on all computers, instructional equipment and software.

- Maintaining an accurate listing of all passwords used in the school on any of the computers in the school, regardless of their physical location.
- Maintaining awareness of new developments in technology and providing this information to the administrators, faculty and students.
- Seeking opportunities to increase professional skills through reading, study and staff development.

APPENDIX B

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 _____

REQUEST FOR OFF-AIR TAPING

Teacher _____ Date _____

Please record _____

a _____ minute program which will be broadcast on channel _____, at

_____ on _____.

Time

Date

I understand that I may only use this program once in the course of relevant teaching activities, and repeat it once when instructional reinforcement is necessary. Such use must be within the first 10 consecutive school days after it is recorded. I plan to use the program on _____.

Date

Teacher's Signature _____

FORM FOR RE-CONSIDERATION 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/her self

_____ 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, list page numbers) _____

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

If yes, please list them: _____

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 be done with the item in question? _____

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

Signature of Complainant _____ Date _____

COPYRIGHT NOTICE

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 material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or 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 for purposes 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 copiers:

NOTICE

The Richmond County Board of Education adheres to the "Fair Use" doctrine with regard to the Copyright Laws of the United States.

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

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

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

INTERNET PERMISSION FORM

It is the policy of the Richmond County Board of Education that teachers and students should be furnished 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.

Internet Acceptable Use Permission Form

Parent/Guardian:

I have read and understand the Richmond County Board of Education Acceptable Use Policy (AUP). Should my child misuse this privilege, as indicated in the AUP, I understand that the RCBOE reserves the right to revoke access to the Internet.

- The RCBOE has my permission to give an Internet access to my child.**
- The RCBOE DOES NOT have my permission to give an Internet access to my child.**

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

Student:

I have read and understand the Internet Acceptable Use Policy. I understand that failure to follow the guidelines of the Internet Acceptable Use Policy may result in suspension of my privileges to access the Internet.

(Please Print) Name of Student

School Name

Teacher's Name

Homeroom

Signature of Student

Date

Please file with student's permanent records.

STATEMENT OF FLEXIBLE SCHEDULE

Flexible Scheduling is addressed in the DOE rule [IFBD 160-4-4-.01](#). A Georgia school library media program must include a plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, the staff, and the resources and shall be **based on instructional need**. Flexible scheduling is maintained by allowing full participation of teachers and the library media specialist in collaborative planning and allowing students to come to the library media center at any time.

Flexible Scheduling is any schedule that is controlled by the library media specialist in collaboration with the classroom teachers to meet the needs of the students at the students' **point of need**. A schedule that is mandated and/or controlled by the school administration is not flexible. The media program is not to be used as a means to provide planning time for teachers. Flexible scheduling is not having a sign up sheet available and allowing teachers to sign up for the media center. A flexible schedule works in partnership with collaboration. **The media program shall be a collaborative effort between the classroom teacher and the library media specialist**. Collaboration is essential to a quality K-12 media center instructional program. Flexible scheduling is essential to an effective K-12 media center program that recognizes the importance of collaboration. One cannot exist without the other.

The American Library Association and the American Association of School Librarians position statement is that schools must adopt the educational philosophy that the library media program is fully integrated into the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, students, teachers, and library media specialists become partners in learning. The library program is an extension of the classroom. Information skills are taught and learned within the context of the classroom curriculum. The wide range of resources, technologies, and services needed to meet students learning and information needs are readily available in a cost-effective manner.

The integrated library media program philosophy requires that an open schedule must be maintained. **Classes cannot be scheduled in the library media center to provide teacher release or preparation time.** Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers.

Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrated library program work. The teacher brings to the planning process a knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills. Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments that encourage open inquiry. The responsibility for flexibly scheduled library media programs must be shared by the entire school community.