

BUTLER HIGH SCHOOL

MEDIA CENTER HANDBOOK

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The mission of BHS's school library media program is to support the mission and instructional program of the school. In addition, the school library media program strives to ensure that students and staff are effective users of ideas and information as outlined in *Information Power: Guidelines for School Library Media Programs* (American Association of School Librarians and Association of Educational Communications and Technology, Chicago: 1998):

- providing intellectual and physical access to materials in all formats
- providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas
- working with other educators to design learning strategies to meet the needs of individual students

MEDIA CENTER PHILOSOPHY

The BHS Media Staff believes that the media center should be the learning center of the school. The media center plays a vital role in the education of students and staff. The media center exists in order to serve the entire school community – teachers, students, administrators, staff members, and parents – through instruction and practice of library media skills, training in the use of equipment, various library media programs, and the circulation of materials. The media center will provide adequate materials to support the classroom curriculum as well as interesting books that enable students to experience the joy of reading. The media center will provide an atmosphere conducive to learning.

The library media specialist will collaborate with teachers to develop lessons that integrate technology and information literacy skills into the curriculum. The library media specialist will be open to new ideas, programs, and processes that will better benefit the students and staff.

The media and technology committee and media specialist will annually set goals for the media center to improve and strengthen the school library media program. The media and technology committee and media specialist will also annually set goals to improve technology in the school.

STATEMENT OF FLEXIBLE SCHEDULING

State law requires school media centers to operate on a flexible schedule. The flexible concept includes:

- It is Richmond County policy that the teacher remains with his/her class
- The media center should be available for students and teacher to use according to instructional need rather than a predetermined schedule
- The media center is open to individual students, small groups of students, and faculty at all times
- Cooperative planning between the media specialist and teachers shall help optimize utilization of the available resources

The media specialist is available to collaborate with teachers on the integration of technology and/or library media skills into the curriculum. Teachers must complete a Collaboration Form and plan the lesson with the media specialist at least one week in advance.

A sign-up sheet is located on the bookcase next to the circulation desk in the media center. Teachers may sign up for classroom use of the media center in the form of whole class checkout, research, information literacy lessons, collaborative lessons, or for special speakers. Teachers must sign up for classroom use of the media center at least one day in advance.

Please keep in mind:

- No class will have an assigned library time
- Students may visit the media center individually or in groups of no more than five throughout the day
- Students must have a pass and their student ID when visiting the media center

BUILDING MEDIA AND TECHNOLOGY COMMITTEE PURPOSE

Each school shall have a Building Media and Technology Committee that shall be composed of administrative, instructional and media personnel, parents, students, and community representatives. The committee is charged with making recommendations of the media program in the school concerning:

- Long range program goals for all types of media used by the instructional program
- Budget priorities
- Reconsideration of materials
- Operational procedures
- Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
- Program evaluation, including expansion and deletion of services
- Policies for disposition of gifts
- Policies for the use of non-school owned materials in the classroom
- Mechanism for the use of information sources outside the school
- Assisting the media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection

The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. The media specialist shall be guided by, but not limited to, the suggestions of the Building Media and Technology Committee. It is, and shall remain, the media specialist's responsibility to order all print, non-print and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.

ONGOING GOALS OF THE MEDIA CENTER

- To keep abreast of developments in the fields of education, school librarianship and media technology.
- To devise and implement plans for an effective library media program by setting short and long range goals.
- To develop positive attitudes toward and appreciation of purpose, services, resources and expectations of the library media center.
- To create an atmosphere that is inviting, attractive and conducive to learning.
- To establish an effective public relations program that interprets the role of the school library program to the school and to the community.
- To plan with administration, faculty and students for effective use of the budget.
- To provide a basic, well-integrated, up-to-date collection of books, materials, technological data, and equipment that supports the curriculum and meets the needs of individuals.
- To promote maximum use of the library media center, its services and its materials through flexible scheduling that will allow for access in large groups, small groups and individuals.
- To work cooperatively with teachers to reinforce classroom instruction in the use of the library media center and information resources.
- To coordinate and promote the use of instructional television and data located on local area network in the curriculum.
- To provide opportunities for users to receive appropriate library media orientation, instruction and in-service education.
- To encourage the proper handling, care, use and maintenance of equipment.
- To promote life-time use of library media centers.

SELECTION OF MEDIA MATERIALS

The selection of materials for the media center is an ongoing process. Although suggestions may be made, the media specialist will make the final decision regarding which media materials will be ordered.

The following criteria will be used as a guide for selecting media materials:

- Relevance to curriculum
- Interests/backgrounds of students and teachers
- Board of Education policies
- Authority, scope, and coverage of work
- Format and price of work
- Literary excellence (award winners)
- Lasting importance/significance on a particular field
- High potential of user appeal

ACQUISITION POLICY

Materials are ordered yearly by the media specialist. All suggestions for media materials need to be made in writing and emailed to the media specialist. Suggestions will be considered based on the Richmond County selection criteria. Reviews of materials to be ordered will be consulted from professional literature and other recognized review sources. The removal of media materials no longer accurate or appropriate for the curriculum and the removal/replacement of any damaged, worn, or lost materials is part of the selection process.

GIFTS AND NON-SCHOOL OWNED MATERIALS

Gifts or donations to the BHS Media Center will be handled according to the Acquisition Policy. The media specialist reserves the right to discard any gift or donation items that are not appropriate for the collection and/or do not support the school curriculum. All gifts or donations to the BHS Media Center are non-refundable.

RECONSIDERATION OF MATERIALS

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected materials. In the case of a complaint, the following procedure shall be followed:

- The complainant shall file the complaint, in writing and on the approved form, with the school administrator. (See Appendix for Form for Reconsideration of Media)
- The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee shall read, watch or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.
- The Building Media and Technology Committee shall meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.
- A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.
- If the complainant does not accept the decision of the Committee at the local school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.
- If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.
- A copy of the Form for Reconsideration of Materials, found in the Appendix of this handbook, shall be kept on hand and given to anyone approaching the principal, teacher or media specialist with a complaint.

MEDIA CENTER HOURS

The media center is open for faculty and student use from 7:15 a.m. – 3:30 p.m. each day school is in session.

COPYRIGHT

Copyright policy requires that each school administrator appoint an interpreter of copyright laws. It is the responsibility of the principal and/or media specialist to inform, instruct, and monitor copyright laws.

All materials that are not available through this media center or Educational Media and Technology must have prior approval from a member of the Building Media and Technology committee before being used in the classroom.

COPYRIGHT POLICY AND PROCEDURES

The media specialist, administrators, and teachers are expected to set a good example for the students by strictly adhering to copyright law. The media specialist will act as “copyright advisor” for reproduction and use of copyrighted print, non-print, and electronic information.

Teachers MAY NOT:

- Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution.
- Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
- Make multiple copies of works more than nine times in the same class term.
- Make a copy of works to take the place of an anthology.
- Make a copy of “consumable” materials, such as workbooks.
- Use a rented video tape in the classroom for any reason
- Use a purchased video tape for any reason other than instruction
- Use a video not contained in the BHS Media Center collection without turning in a completed approval form and receiving approval from the Building Media and Technology Committee
- Make a copy of a video that contains the statement: “All rights reserved,” “No duplication,” etc. without written permission from the owning company

Teachers MAY:

- Make a single copy, for use in scholarly research, or in teaching, or in preparation for teaching a class of the following:
 - A chapter from a book
 - An article from a periodical or newspaper
 - A short story, short essay, or short poem, whether or not from a collected work
 - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper
- Make multiple copies for classroom use only and not to exceed one per student in a class or the following:
 - A complete poem, if it is less than 250 words and printed on not more than two pages
 - An excerpt from a longer poem, if it is less than 250 words
 - An excerpt from a prose work, if it is less than 1,000 words or 10 percent of the work, whichever is less
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

- View films/videos from our media collection that pertain to classroom objectives are written in their lesson plans
- Record programs to be used in face-to-face instruction activities within the first ten days after recording. The video must be erased after 45 days.

This is not a complete list of “do’s” and “don’ts.” When in doubt about copyright law, do not use the material without first checking with the media specialist.

VIDEOTAPE/DVD POLICY

Videotapes/DVDs deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher’s discretion. Teachers should follow a policy of “prudent viewing.”

- An instructional reason for the program should be stated in the lesson plans.
- The program should be scheduled at least one week in advance by filling out the appropriate form.
- There should be a follow-up lesson after the viewing to reinforce the content of the video.

Videos brought from home or by a student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. At least a two-week period should be allowed for the preview process. Fill out the appropriate form and submit it along with the video. (See Appendix for Request to Show Non-School Videos)

Under no circumstances shall a video rented from a rental facility be shown in a school. This is in violation of Richmond County Board Policy and copyright laws.

We are constantly adding to our collection, so please check with us if you need a video on a particular subject. Remember that your lesson plans should include any videos that you plan to show your students.

DAMAGED AND LOST MATERIALS

Students will be fined for lost or damaged materials according to the following guidelines:

- Damage to any book that is the property of the media center. This includes water damage, pencil and other marks, lost barcodes, etc. A minimum of \$1.00 shall be charged for damages. The media specialist shall determine the amount of the fine.
- Lost books that are the property of the media center will be charged to the patron according to the replacement cost. If the books are older than ten years and there is no record of the cost, the patron will be charged \$5.00.
- Replacing lost or missing items from the collection is very expensive. Teachers are expected to take proper care and precautions with equipment and materials checked out to them and will be held accountable for items missing or damaged due to negligence.

OVERDUE BOOKS

Every nine-weeks teachers will receive a computer-printed list of students in his/her homeroom who have overdue books. Students will be charged for overdue books \$0.10 for each day a book is late and lost or damaged materials. All fines must be paid by the end of the school year, or the report card will be held.

CIRCULATION POLICY

Students, faculty, and staff members may check out materials from the media center. Students must present their ID upon book checkout. Students will not be allowed to check out books without their ID.

Students may check out three books for a two-week period. Reference materials may be checked out overnight only. Special arrangements may be made for students to check out more books when doing research projects.

- Students who have overdue books may not check out additional books until the overdue books are returned and/or the fine is paid. (*This is up to the media specialist's discretion.*)
- Students who have not returned all materials, or who have not paid for lost/damaged books by the last day of school will not receive a report card.
- All books are due two weeks before the end of the school year when circulation of materials for students will cease. A complete shelf inventory will be done by the end of the year. Teachers may continue to check out books and materials for use by their students in the classroom.
- Teachers may check out as many books as needed for their classrooms. These books may be kept as long as needed unless another teacher requests them.
- Teachers are responsible for lost books from a class set. When distributing these books to students, each student should be assigned a numbered book. In this way, if a book is lost, the teacher will know which student should pay for the book. Otherwise, the teacher should pay for the lost book.

MEDIA CENTER PROCEDURES

The media center is available to all teachers and students for reference, research, and pleasure reading. Teachers may send small groups of *no* more than five students throughout the day. Students must sign in upon entering the media center. Students must have a pass to enter the media center. The pass must include the student's name, the teacher's name, the time the student left the classroom, and the student's assignment. Students who are sent to the media center and who fail to follow media center behavior procedures will be disciplined appropriately.

Students must sign in at the circulation desk networked computer. Any student who violates the BHS Student Internet Policy will lose all Internet privileges. A list of Expected Behaviors can be found in the Appendix.

Teachers are to enforce media center behavioral procedures when in the media center:

- Students are to speak quietly.
- Students are to follow school guidelines concerning food and drink. (Water is drink and candy is food.)
- Students are to be on task. (Sleeping is not acceptable.)
- Students are to use media center furniture properly. (Sit in chairs with all four legs on the floor.)

Library Media Center *Expected* Behaviors

We welcome all students.

The media center shall be run consistently throughout the day so students know the expectations.

Morning/Lunch Expectations

1. Use quiet voices and speak respectfully
2. Sign-in at front desk
3. Sit two to a table
4. Food/drink is not permitted
5. Schoolwork takes priority for computer use
6. Check out materials prior to leaving the media center
7. BYOT rules apply - headphones only used for schoolwork
8. Return all library books to the bookdrop.

School Day Expectations

1. Use quiet voices and speak respectfully
2. Sign-in at front desk
3. Sit two to a table
4. Food/drink is not permitted
5. Computers are to be used for schoolwork
6. Check out materials prior to leaving the media center.
7. BYOT rules apply - headphones only used for schoolwork
8. Return all library books to the bookdrop.

Consequences – Using the media center is a privilege and all are welcome provided expected behaviors are present.

1st offense – Warning

2nd offense - you will be asked to leave the media center

3rd offense - you will be asked to leave the media center and you will be written up in Educator's Handbook

4th offense - your actions will be evaluated and possible long term removal from media center (unless supervised by a teacher)

BYOT

BHS allows students to Bring their Own Technology. Students should follow the same Internet AUP as with any school technology. Students are responsible for their own technology in the media center. Media staff is not permitted to repair student technology. Cell phones are not allowed to be used in the media center unless they are with their class and their teacher approves. The media center provides a BYOT Station, allowing students to charge their technology as needed.

Technology Procedures

For those of you who are having technology issues. Please follow the following steps to receive technology assistance.

1. Go to the Butler High School Website butler.rcboe.org.
2. Under the header Media Center there is a Technology Assistance Form.

3. Please fill out the form with the appropriate information.

Your responses will be addressed in the order they are received.

Note: Give the Media Specialist at 48 hours to address your concern.

LAMINATING MACHINE GUIDELINES

Materials will be laminated on Wednesday by the media staff. Materials to be laminated may be turned into the media center at any time. Please put the teacher name on materials to be laminated. Materials can be picked up at the end of the day on Wednesday.

OVERHEAD PROJECTORS

Overhead projectors are serviced by the media staff. When a bulb needs to be changed, the projector should be brought to the media center and one of the media staff will replace it. Please do not try to remove or change bulbs. Overhead projectors cannot be repaired by the media staff if damage is caused by the bulb being removed incorrectly.

COMMERCIAL TELEVISION – *for those with television accessibility*

Copyright guidelines for recording and showing commercial television programs are as follows:

- Only non-profit educational institutions have privileges to off-air taping. Programs taped must be used directly for instruction and not for entertainment.
- A broadcast program may be recorded off air simultaneously with broadcast transmission and retained by the education institution for a period not to exceed 45 calendar days after the date of recording.
- Off-air recordings may be used once and repeated once with each class by an individual teacher during the first ten consecutive school days of the 45-day calendar retention period.
- After the first ten consecutive school days, off-air recordings may be used until the end of the 45-day retention period only for teacher evaluation purposes.
- Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off air more than once at the request of the same teacher.
- A limited number of copies may be reproduced from each off air recording to meet the legitimate needs of teachers for the same program.
- The program must be recorded in its entirety and may not be altered. However, programs need not be used in their entirety.
- All copies of off air recordings must include the copyright notice on the broadcast program.
- Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
- Material accompanied by the statement, “All rights reserved,” “No duplication,” etc. cannot be copied without permission from the company’s representative.

PROFESSIONAL COLLECTION

The professional collection consists of professional journals and books that discuss current educational issues and trends as well as support educational objectives. This collection is located on the bookcase in behind the circulation desk.

GEORGIA STUDENT MEDIA FESTIVAL

The purpose of the Georgia Student Media Festival is to stimulate student interest and involvement in all types of media production. This is accomplished by providing an opportunity for students to show their work to an interested audience, to have the work critiqued by a panel of expert judges, and to be stimulated by the work of other students. This festival is sponsored by the Georgia Association for Instructional Technology. K-12 festival activities progress through three successive levels: local, system, and state.

More information about the Georgia Student Media Festival is available online at:

<http://www.gait-inc.org/GSMF/index.htm>

SPECIAL PROGRAMS/ACTIVITIES

The following is a list of activities that may take place in the media center during the school year.

Exhibition of new books and materials

Georgia Book Awards voting

Displays of student projects

Guest speakers

Staff/student meetings

INTERNET ACCEPTABLE USE POLICY FOR STAFF

Please see the employee AUP approved by RCBOE on March 14, 2002 online from the RCBOE website at <http://www.rcboe.org/home.aspx>

Butler High School
Consent for Internet Access (located in Student Code of Conduct)

My child has my permission to use the Internet and all World Wide Web resources available at the Academy of Richmond County. The sole reason for the use of the Internet is for curriculum related projects and/or instruction.

After reading the Internet policies for the school and county, I understand fully that my child is to comply with rules set forth in these policies. (The Internet policies for the school and county can be found on the reverse side of this document.)

By signing this document, I am stating that I have read and discussed with my child the importance of complying with all rules set forth by the school and county concerning the school's computer network and the Internet.

It is understood by both of us that any infraction or violation of these rules can lead to loss of this privilege and possibly, criminal prosecution as governed by the Georgia "Computer Systems Protection Act," Code 1981, 16-9-90, enacted by Ga. L. 1991, P1045.

Signature of Parent/Guardian:

Please sign and print your name on the line above.

Signature of Student:

Please sign and print your name on the line above.

Date: _____

Advisement Teacher: _____

* Note: Consent forms will be kept on file in the library media center. It is the student's responsibility to inform the library staff that he/she will be using the Internet. Staff can verify permission by searching Infinite Campus.

Butler High School
School Web Page and Video Release

It is the policy of the Richmond County Board of Education to allow reasonable access to students for the purpose of using and/or producing photographs, videos, movies, recordings, likenesses, and/or the voice of any student for the internal and external promotional and information activities of the Richmond County School System so long as such activities are legal, including the protection afforded by the Family Education Rights to Privacy Act (FERPA) any and privacy rights granted under general legal protections.

This policy is subject to the following conditions:

1. The Superintendent or his designee (currently, the Public Information Director) must grant prior permission to allow a request for the use of a photograph(s) or any other medium stated above. The Superintendent or his designee shall have the right to refuse any such referral for photograph or other internal or external promotional or informational activity publicity.
2. The parent or guardian of the student, if the student is under 18 years of age, must have consented in advance in writing by executing a Photo and Video Release Form.
3. The School District will use its best efforts to have the Photo and Video Release Form executed upon the registration of each child into the School District each year.
4. This Photo and Video Release Form shall be on file in the appropriate school and be referenced upon request to confirm if such student has permission for photographs or other promotional or instructional activities
5. It is understood that when employees and students attend meetings that are under the Open Meetings Act that the media can take photographs and the likenesses that might personally identify the parent or student notwithstanding this policy. Examples are School Board meetings and School Council meetings.
6. The Photo and Video Release Form to be used shall be the one attached hereto and made a part hereof. The Superintendent has authority to modify the release if circumstances warrant it.
7. The photographs, video, movie, recording, likeness and or voice of the student may be used by the media solely for the event for which it was taken.
8. Certain students from Abuse Shelters or students classified as homeless under the Stewart-McKinney Act attend Richmond County schools. The school officials will not include these students automatically under this policy. The identity of these students will be protected unless the guardian and shelter official agree at the time, not in advance.

I do hereby grant Richmond County Schools the unlimited right to use and/or produce photographs, likenesses or the voice of my child in any legal manner and for the internal and external promotional and informational activities of Richmond County Schools. I also agree to allow my child's work and/or photograph to be published on the Richmond County School Internet web site, and RCBOE publications. I further understand that my signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

Parent/Guardian

Signature: _____

Please sign and print your name on the line above.

Date: _____

RICHMOND COUNTY POLICY FOR STUDENT ACCESS TO INTERNET Richmond County Procedures for Access to the Internet Access to the Internet provides teachers and students with educational opportunities and resources that are unsurpassed by any other means. It brings worldwide multimedia resources (articles, books, maps, photographs, etc.) to the classroom, provides extensive research tools and methods for global communications. Internet access will increase the information and resources to classrooms, aid students in becoming more responsible and independent learners.

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.

Butler High School INTERNET POLICY

The Internet access, provided in the high school library, is a privilege and is to be used for **INSTRUCTIONAL** purposes only. In order for it to be properly used and to allow maximum access to all students *and faculty*, the following guidelines have been implemented.

1. **Your teacher is your key to Internet usage.** *Your teacher must request* that you use the Internet's resources as an extension to the curriculum by issuing- *a written pass with the topic to be researched clearly stated on that pass.* (During lunch periods, students do not need to have permission from a teacher to use the Internet: however, instructional demands receive first priority to "browsing".)
2. When you present the pass to the library secretary or the media specialist, you will be authorized to use the internet.
3. You should sign the Sign-In Computer, which is located at the Circulation desk.
4. A fifteen minute time limit must be followed, if others are waiting to use the computer.
5. Be prudent when using the Internet's research capabilities. Sometimes, use of reference/research sources on the Internet can incur a fee. If you have a doubt about the cost of a particular area, please see the adult in charge in the library.
6. The Georgia General Assembly has found that "computer related crime is a growing, problem in the government and in the private sector," and as such the state of Georgia has defined and detailed the liability for all persons involved in computer crimes. The short title of the article is cited as the "Georgia Computer Systems Protection Act." (Code 1931, 11¶16-9-90, enacted by Ga. L. 1991, p1045, ¶1.)
7. Internet relay chat, file transfers, and remote access are not permitted. Email is only allowed for educational purposes.
8. Students are not allowed to access the RCBOE Intranet for messaging or manipulation of settings.

Appendix

State Standards for Media

The Georgia Department of Education standards for media centers and their staffing are detailed in the *Media Specialist Handbook: You are the Key*. Each media specialist is responsible for being familiar with the contents of the location of this State guide. A brief synopsis of frequently asked topics follow, which come from the Department of Education.

- Each school will have a media center.
- Media centers built after January 1, 1982 must contain the nine functional areas as required in A Guide for Planning and Construction of School Facilities in Georgia: Media Center Facilities.
- Media specialists are assigned to schools based on FTE counts.
- Schools with 250 or fewer FTEs must have as a minimum of one half-time media specialist; the media center must be opened with adult supervision during the entire instructional day.
- Schools with more than 250 FTEs will have a least one full-time media specialist.
- Media assistants will be assigned when the FTE count for a school reaches one third over base size, as determined by staff standards.
- A second media specialist shall be assigned according to a formula as school's FTE reaches a proscribed level over base size.

The Georgia Department of Education, the Georgia Accrediting Commission and the Southern Association of Colleges and Schools standards will be followed for collection requirements. These standards include:

- A high school media center must have a consistently growing collection with a **minimum** of 10 books per student and other materials suitable for use in sound instructional program.
- The materials collection shall include periodicals appropriate for and related to the interest of the students. The distribution of periodicals shall represent all areas included in the instructional program. One or more daily metropolitan newspaper and one or more local newspaper shall be included.
- Non-print materials shall be provided as indicated by the needs of the instructional program and in accordance with expenditures.
- All materials shall be cataloged using the standard Dewey Decimal System and using the MARC format.
- Circulation records shall be kept for the purposes of evaluating student use of the media center.
- Each student shall have regular and frequent access to the media center on both an individual and class group basis.
- The media collection shall be weeded annually to remove materials that are badly worn or out of date.
- There shall be evidence that students have continual access to use books and other learning materials.
- Georgia Board of Education Standard 1-11 states that there must be accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the year. To this end, the center should be available for students and teachers to use according to instructional need rather than to a predetermined schedule.
- To insure maximum use of school media resources, the center must be open every day that school is in session. The center should not be closed to facilitate meetings or testing programs. It is recommended the center accommodate students before and/or after the school day.
- Insuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or the level of services provided to students and staff. Such modifications should be approved by the school administrator and announced in advance, but should not include closing the facility.

GADOE Code IFBD
Media Programs
160-4-4-.01 MEDIA PROGRAMS
(1) REQUIREMENTS

- (a) Each local board of education shall adopt a media policy that
1. Provides for the establishment of a media committee at the system level and each school.
 2. Requires development of procedures for the school system and for
 - (i) Selecting materials locally,
 - (ii) Handling requests for reconsideration of materials,
 - (iii) Considering gifts of instructional resources
 - (iv) Using non-school owned materials,
 - (v) Complying with copyright law,
- (b) The local school superintendent shall appoint a system media contact person to serve as a liaison to the department.
- (c) Each school shall have a media center staffed by media personnel in accordance with Rule 160-5-1-22 Personnel Required and shall develop processes to implement system media policy and procedures. The following shall be included in school media program implementation.
1. 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.
 2. A media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the media program. This committee shall annually evaluate media services and develop a multi-year media plan for budget and services priorities.
 3. Collaborative planning that includes joint determination by media specialist and teachers to ensure use of media center resources and services that support on-going classroom instruction and implementation of the state-adopted curriculum.

Authority O.C.G.A. &20-2-167; 20-2-168(B); 20-2-182(F); 20-2-184. **Adopted: May 14, 1998**
Effective: June 15, 1998

Roles and Responsibilities of the Media Specialist (as defined by the *Georgia School Library Media Specialist Handbook* available at http://www.glma-inc.org/handbook_roles_media.htm)

ROLE I

Provides instructional leadership in the use of information resources and literature.

Responsibilities:

- **Plans collaboratively with teachers to integrate literature, resources and information literacy skills into the curriculum.**

SAMPLE TASKS

1. Utilizes an appropriate record of planning.
 2. Promotes literature and reading.
 3. Assists with instruction and evaluation of collaboratively planned units.
 4. Assists teachers in the selection and utilization of appropriate resources, technologies, and general literature.
 5. Recommends strategies for the integration of all resources into instruction.
- **Develops and provides instructional opportunities with information technologies for staff and students.**

SAMPLE TASKS

1. Assists students and staff in the access and utilization of resources and technologies.
 2. Provides orientation for students and staff as needed.
 3. Promotes awareness of outside resources such as public and college libraries, online services and community resources.
- **Provides information about and complies with copyright laws.**

SAMPLE TASKS

1. Disseminates current copyright information to staff and students as appropriate.
 2. Seeks outside consultation for clarity on copyright matters when necessary.
- **Collaborates with teachers and students on material production.**

SAMPLE TASKS

1. Assists students and staff with production activities.
2. Provides instruction in production techniques using a variety of formats.

ROLE II

Develops, administers, and manages programs and facilities for the use of information resources and technologies.

RESPONSIBILITIES:

- **Develops, evaluates, and revises policies and procedures, and services of the program/center.**

SAMPLE TASKS

1. Sets short and long term goals for the media program/center.
 2. Seeks input from and informs students, staff, and community about the media center, its resources, services, and program.
 3. Maintains and uses statistical reports.
 4. Coordinates the procedures for challenged materials.
- **Provides leadership in collaborative planning for school technology, resources, and needs.**

SAMPLE TASKS

1. Serves as a permanent member of the school media/technology committee.
 2. Assists in identifying resources that support the curriculum.
 3. Coordinates installation and maintenance of hardware and software.
 4. Serves a contact person for technology support staff and service vendors.
- **Administers and maintains a center and a program that fosters a positive learning environment.**

SAMPLE TASKS

1. Maintains a flexible, accessible schedule.
 2. Supervises student behavior in the Media Center.
- **Ensures effective organization of center and resources.**

SAMPLE TASKS

1. Maintains the Media Center database in accordance with professional standards.
2. Catalogs and processes resources purchase for circulation.
3. Maintains the Media Center network, including effective circulation and retrieval systems.

4. Promotes the appropriate use of online resources, such as the Internet.
 5. Disseminates information about the Acceptable Use Policy and monitors that policy within the Media Center.
 6. Facilitates distance learning resources by managing satellite and cable reception and disseminating information regarding educational programming.
 7. Inspects, maintains, and weeds all Media Center resources.
- **Selects and orders resources consistent with system policies and with school curriculum needs.**

SAMPLE TASKS

1. Analyzes the Media Center collection based on curriculum and instructional needs.
 2. Seeks input for collection development and uses appropriate selection tools.
 3. Maintains a consideration file for future purchases.
 4. Prepares purchase orders consistent to administrative guidelines.
 5. Monitors the Media Center budget.
 6. Provides assistance with software and hardware evaluation and acquisition by serving on school and system-wide committees and consulting with appropriate vendors.
- **Provides supervision and leadership for staff including clerical, paraprofessional and technical.**

SAMPLE TASKS

1. Assists with interviews and evaluations.
2. Ensures proper training.
3. Provides daily supervision and guidance.

The Role of School Library Media Support Personnel (as defined by the *Georgia School Library Media Specialist Handbook* available at http://www.glma-inc.org/handbook_roles_support.htm)

In the school library media program, support personnel (i.e. clerks, aides, paraprofessionals or secretaries) assume responsibilities designated by the media specialists which assure smooth library media center operations and services while enabling the library media specialist to devote more time to professional service activities such as planning with teachers for maximum utilization of resources in instruction or incorporating information skill instruction into course content. In this role, the library media support person:

- assumes responsibility for operation of the library media center and supervision of activities in the approved absence of the library media specialist;
- operates and maintains media-related equipment;
- assists in training volunteers;
- assisting in producing materials
- assists students and staff in utilizing and operating equipment;
- supervises small groups of students in retrieving materials, finding information or other activities;
- repairs print and non-print materials.
- processes materials according to established procedures;
- explains location and arrangement of resources to students and staff;
- assists students and staff in use of the catalog to the center's resources;
- prepares reports as directed;
- assists students and staff in assembling resources for classroom use;
- assists in borrowing materials from other collections;
- prepares displays and bibliographies from preselected items;
- types and processes library media center correspondence, reports, orders, and records into the automation system;
- operates the circulation system and compiles circulation records;
- assists in inventorying materials and equipment;
- assists in all phases of materials processing;
- reshelves and maintains correct order of returned materials;
- prepares current periodicals for shelving and maintains collection of back-dated issues;
- assists in maintaining and orderly, neat, and attractive atmosphere in the media center.

LIBRARY MEDIA CENTER JOINT PLANNING FORM

Teacher: _____

Class Size/Group Size: _____

Grade Level: _____

GPS Standards/Information Literacy Skills: _____

Planning Date: _____

Lesson Date: _____

Classroom Teacher's Responsibility:	Media Specialist's Responsibility:
Resources needed: Technology Books Magazines CD-ROMs Encyclopedias Atlases Reference Other	Suggested Print Resources: Books Placed on reserve shelf for following dates: _____ May students use encyclopedias as a resource? Yes No

What activities should the students be engaged in? _____

Abilities, Interests, and Special needs of students: _____

Evaluation of Student Learning:
 How will the students be evaluated? Do you need my assistance? _____

Completed project/assignment description: _____

Due date? _____

Bibliography required? Do you need a bibliography lesson? _____

Please attach a copy of students' assignment.

REQUEST TO SHOW NON-SCHOOL VIDEOS

Must be submitted **TWO WEEKS** prior to date of use to allow for previewing.

Title of video _____

Source of video _____

Relationship to Curriculum _____

Date I wish to show 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.

Teacher _____ Date _____

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 _____

Telephone _____

Complainant represents:

___ Him/herself

___ Organization (Name) _____

___ Other Group (Name) _____

Did you read, view or listen to the complete item: Yes ___ No ___

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

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

Yes ___ No ___

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

Were there good sections included in the item? Yes ___ No ___

If yes, please list them:

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

What do you believe is the theme of this material?

Did you locate reviews of this item? Yes ____ No ____

If yes, please cite them: _____

If no, why not? _____

Did the review(s) substantiate your feelings? Yes ____ No ____

Is there any educational merit to the item? Yes ____ No ____

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

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

List the persons with whom you have discussed the item.

Name	Title/Occupation	Address
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What were their reactions and/or opinions?

What do you suggest be done with the item in question?

What do you suggest be 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.

Please include current replacement cost (CRC) and list each piece of equipment separately.

Model	Make	Serial#	Current Replacement Cost
Computer _____			\$ _____
Monitor _____			\$ _____
Other equipment _____			\$ _____

**** Deep Freeze should be installed on all instructional computers. Deep Freeze is set up to go into a maintenance mode from 11:00 pm to 5:00 am. Please understand that you will not be able to use your computer during this time.**

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 _____
(Principal/Assistant Principal or Media Specialist)

Personal Computer Usage Request for Employees

In order to connect your personal computer to the RCBOE Wide Area Network (WAN)/ school Local Area Network (LAN) the following is required:

1. Agreement Statement

The computer listed below is my personal computer. I understand in order to connect this computer to the Richmond County LAN, it is necessary to configure the computer's operating system to accept and upload the most recent version of the antivirus software that RCSS is currently using to the hard drive. This software is licensed and is the property of RCSS. I therefore agree, upon my departure, to remove this software from my computer. I further agree that I will adhere to all the guidelines set forth by the RCSS Internet Acceptable Use Policy (attached). RCSS will not assume any responsibility for damages, theft or vandalism caused by any users, nor will Media and Instructional or the school perform any repairs at any time on this computer.

2. Name: _____ Department: _____

3. Signature: _____ Date: _____

4. Computer Model# _____ Serial # _____

5. Principal Signature: _____

6. Copy must be given to the Media Specialist

