**Copeland Elementary School**

**Media Handbook**



**Principal Dr. Laurie Taylor**

**Media Specialist Mrs. Dixie Shoemaker**

**Rev. 2022**

*Clipart from http://clipart-library.com/clipart/Acbr78Mqi.htm*

**Overview**

This handbook has been designed as a guide to inform you of the Media Center's policies and procedures. It also includes Richmond County Board of Education policies in the Department of Educational Media and Technology.

As media specialist, I am available to support you with any instructional needs. I am happy to assist you in finding the right book, textbook, video, software, equipment, and/or information from our vast selection of print and non-print resources.

The media specialist also serves as an instructional partner with teachers to collaborate on a lesson(s) and serves as a teacher in instructing students on information literacy skills and orienting them to the policies and procedures of the media center.

**Mission Statement**

 The aligned mission of the Copeland Media Center is to create a safe, nurturing environment for all patrons to have free access to information. The library wishes to inspire a love of reading and a passion for knowledge, to support the instructional goals of the school, and provide students with the information literacy skills needed for success in the globally diverse 21st Century.

**Hours of Operation and Scheduling**

 The library shall provide open and flexible access of availability to all stakeholders per Georgia code 160-4-4-.01 Section 1, which states

School media program should 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.

 The media center is open from 8:00 a.m. to 1:45 p.m. every school day for students, and before and after school on an “as-needed” basis. The media center is closed for students from 12:00 p.m. – 12:30 p.m. for lunch. As a general rule for students, if the Media Center doors are closed, they may not come in at that time, as there is no appropriate supervision available. Our schedule is flexible in that students, faculty, and staff may come to the center at any time when it is open. Students may come individually or in small groups. Teachers wishing to bring an entire class to the media center should schedule a time with the media specialist using the organization system in place. It is a Richmond County Board of Education policy that teachers must accompany and monitor their class while in the Media Center. Only one entire class at a time may come to the center because students are coming to use our facilities throughout the day and the Media Center often becomes crowded.

**Circulation/ Student Accountability/Fines**

Student check out limits\*\*:

**Kindergarten**: 1 book

**1st Grade**: 1-2 books

**2nd grade:** 2 books

**3rd grade**: 3 books

**4th grade**: 4 books

**5th grade**: 5 books

\*\**Students who owe fines or books to any Richmond County School are limited to a 1 book checkout until they clear their accounts.*

Most books are checked out for two-week periods. Reference books may not be circulated. Students are organized by homeroom in the Destiny online system. When a student wishes to check out a book, he/she first finds the homeroom class number from the drop-down menu, selects his/her name from their class, and then scans the book under the scanner.

If a student loses a book or damages it beyond use, he/she will be charged the replacement cost of the book. Removal of any labels from the books will result in fines to replace said labels. Notices of fines and/or overdue books are sent out to parents periodically. Students must clear all fines and return all books before the end of the school year or before he/she withdraws from the school in order to receive his/her report card. Students who owe fines cannot register at their new school until all books and fines on that student's record are returned and/or paid. Students who return to the school and still have outstanding books and/or fines will also be limited to a 1 book checkout limit until this debt is completely paid.

**FINES:**

* Removed bar code/spine label/level label $1.00 ea.
* Liquid damage, excessive writing/coloring, Replacement cost of book

torn/missing pages, food/gum, missing cover, etc.

**Policies of the Media Center**

Coming to the media center is a privilege. To maintain this privilege, patrons (students, staff, visitors, etc) must follow the following procedures for use:

\*Students and staff must use hand sanitizer upon ENTERING the media center.

\*Computers headphones, and other common spaces (tables, etc) MUST be sanitized between use. Supplies to do this are available in the media center.

1. All patrons should sign in using the computer by the door. Students ***must come with a PETS pass*** from their teacher giving them permission to be in the media center. The media specialist has template PETS passes if you want to use them. You do not have to use the provided template, but ALL passes must still have all four elements of the PETS pass.

What’s on a PETS Pass?

**P – Purpose** – What is the student supposed to be doing? (checking out a book, completing an assignment, conducting research, free reading time, etc)

**E**- **Expectation** – Is this group work? Individual work? Do they get “free time” after the task if time left or should they report right back to class?

**T**– **Time**What time did you send them, what time to return/length of stay in minutes

**S – Signed** – Signed, timed, and dated by the teacher!

2. Students will be on task while they are in the media center, meaning that students are doing what they came to do (i.e., checking out a book, doing research, returning books, paying a fine, etc.). If they are observed acting inappropriately (depending on the behavior), the media specialist will give that student one warning. The second time the student is reprimanded, the student will be sent back to class.

3. *No food, candy, or drinks* are allowed in the media center. This rule applies to all patrons (students, staff, etc). If a student has any of these items while in the library, they will be sent back to class to return the items or be asked to dispose of them.

4. Patrons will show respect for each other in the Media Center. Failure to do so will result in the being asked to leave.

5. Any serious discipline problems will result in a referral to the teacher, principal or assistant principal.

6. Students should **not** bring book bags, pocket books, or heavy coats with them to the library.

7. Students caught running in the hall to the library will be sent back to class.

8. The Media Center is a learning commons and patrons are encouraged to use the space as needed as part of the library program. It is expected that any patron moving materials, furniture, etc, will return the items to their proper locations before leaving the media center.

The following **Essential Agreements** will be posted in the library to remind patrons of these procedures and all will be reviewed during Orientation.

1. We will respect the library space and its contents.
2. We will cooperate with adults and peers.
3. We will show integrity through our words and actions.

**Internet Access and Acceptable Use Policy**

Copeland Elementary follows Richmond County policy on Acceptable Use of the Internet. Parent permission for using the Internet must be signed and verified by the school staff. This policy applies to all computers in the building that have Internet access. The Internet is to be accessed only for instructional purposes. Students may use Office 365 e-mail per the acceptable use policy. For further information regarding internet or technology policy, please see the Richmond County Power Up guides.

**Teacher Use of Media Center Resources**

Teachers are welcome to use and check out the many print and non-print resources in the Media Center. Some equipment, such as document cameras, may be checked out for the entire year and all parts of the equipment must be kept together for inventory purposes. For example, all parts of a computer (CPU, monitor, keyboard, mouse, printer, etc.) must be kept together. When showing a video, teachers are required to specify the video that they will be showing in their lesson plans, and the video must be from an approved source (**NO** Netflix, Hulu, Disney, or other personal subscriber platforms).

A variety of videos, software, kits, manipulatives, teacher texts, puppets, class sets of books, etc. are available for teachers to preview and check out. The Media Center also has a professional library for teacher use, which contains professional journals and resources and also provides a quiet place for teachers to review print materials. The person who checks out the material is responsible for it. If an item(s) is lost or damaged, the teacher should contact the media specialist to find out the replacement cost of that material and pay for the lost/damaged item.

The learning commons also has a variety of STEM/makerspace kits that are available for classroom use within the library. A teacher can preview the kits we have, sign up for a time in the library to use them, and then bring his or her class at that time. The teacher is responsible for ensuring good care is taken in using the materials, and that all items are collected, clean, and in order when returned to the cart they belong on.

**Textbook/TE Addendum**: Teachers are issued teaching materials purchased by Richmond County School System, representing a significant investment of time and money. Teachers are responsible for the proper care and organization of county issued textbooks, TE’s, materials, etc. They should be returned in the complete set and condition (with normal wear and tear) with which they were issued. Teachers losing materials or returning incomplete sets may be asked to compensate the cost of the materials.

**Mobile Cart and Technology Guidelines**

**Attention Teachers:**

Please adhere to the following guidelines when using the Mobile Carts.

1. Teachers must inspect computer carts before each use and complete a work order for any issues right away. Any damage that occurs while being used, or technical issues encountered, must be reported immediately using the Incident IQ tech request protocol and the tech damage form (when required).

2. Students **are not** allowed to transport the mobile cart units. This is a manufacturer recommendation, a safety hazard, and asset protection procedure.

3. Laptops are only to be used by the student/teacher they are assigned to. The teacher who checked out the cart is responsible for ensuring all computers are on the cart correctly and cared for. The teacher is responsible for having adequate procedures in place to enforce laptop responsibility among his or her students.

4. Laptops must remain secure. Please keep the laptop cart secured at all times so that any unused laptops are not accessible to anyone. If the cart is in your classroom, and the room is vacant, the door should remain locked. Carts should be LOCKED at the end of every school day.

5. **Students should be closely monitored when using technology**. Please do not leave the classroom while technology is being used.

6. *All users* (students, staff, etc) must adhere to the Acceptable Use Policy of the Richmond County School System. Abuse may result in inability to use technology.

8. At the end of each use, teachers are to make sure that each laptop is placed in the correct slot in the cart and that each one is plugged into its charger. Use the roster on your cart to ensure the proper computer is in the correct slot on the cart. **Students may not remove and return computers to the carts**.

 On computer carts:

* One computer per slot
* Use the cord for the same slot
* Do NOT pull on the cords!

Otherwise, the laptops will not be ready for the next day. Heat generated by computers not properly shut down creates a fire hazard and reduces the life of the computers and cart.

*Other Mobile equipment*: Any other mobile equipment checked out from the media center, (doc cameras, cameras, etc) must be carefully monitored and supervised by the teachers and checked in and out in an appropriate and timely manner.

If a student intentionally damages equipment (due to poor use, not following instructions, anger, etc), the student may be responsible for the repair/replacement cost of the device per the technology agreement. The teacher who observed the damage **must** fill out a technology damage form (Appendix 1), contact the parent, and report the damage and parent contact to the principal. Then the form should be turned in to the Media Center with the damaged device so a fine can be created if needed.

**Cooperative Planning and Instructional Materials Request**

The media center is excited to offer assistance to teachers with lessons. Teachers requesting or needing assistance with books, videos, or other materials need to request materials from the media center in writing (an email is just fine!). This request must be submitted at least one week prior to the date needed, in order to give the media specialist time to organize and find the requested materials. Requests not submitted in a timely manner may not be honored in the time needed. We offer the following services:

 Preselect groups of books on a certain topic under study (please give as much information as possible so your materials are relevant)

 Place books on reserve for students to use in the media center

 Help teachers locate materials to enhance lessons

 Plan a lesson/unit with the teacher on literacy skills

 Lessons in the media center are part a cooperative process that takes place with the teacher(s) to support instruction, the development of digital and information literacy, and the POI (Program of Inquiry). Planning with the teacher(s) and media specialist needs to take place *prior* to the scheduling of lesson delivery.

**Lamination**

Teachers may submit instructionally related materials to be laminated to the library. Lamination will be completed on Thursday mornings. A large red box is located in the teacher workroom within the media center. Please make sure your name is written on the back of the materials or attach a note. Laminated materials will usually be available for pick-up after 11:00 a.m. on Thursdays.

 **Other Resources for Teachers**

An Ellison machine, paper cutters, computerized die cut machine, poster printer, button maker, and book binding machine are some of the resources available for faculty and staff to use in preparing for lessons. The above equipment is to remain in the workroom so all teachers and staff will have accessibility to the resources.

\*Notes regarding specific equipment:

>The older poster printer prints one color (black, blue, etc) on white. It costs about $4 to print one poster, so please be thoughtful of what you make posters of, and can be operated by anyone. Dr Taylor must approve posters before they are made.

> The new poster printer prints in full color and must be used by principal or Media Specialist. Dr Taylor must approve posters before they are made.

>The computerized die cut machine should not be used with “regular” classroom construction paper. The rough texture tears up the small blade. Acceptable papers to use with the machine are card stock, regular paper, laminated construction paper, poster board, and vinyl.

**Off-Campus Checkout of Equipment**

Teachers may check out equipment, for instructional purposes, for off-campus use provided that the media center has more than one piece of that particular equipment. The following procedures are also to be used:

Borrowers must have all equipment checked out in Destiny or Incident IQ. Any materials damaged or not returned will be repaired and/or replaced at cost to the borrower. See form at back of handbook.

1. 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.

2. It is the lender's responsibility to:

 Make sure the materials are returned on time.

 Insure the equipment is in working order within 1-2 working days of its return by inspecting it. This ensures the equipment has not been damaged, remains virus free, and is in proper working order.

 If materials were previously networked, reattach to the network and restore all network settings.

**Technical Requests**

If you are experiencing trouble with technology in your classroom, you need to submit a technology ticket through a program called Incident IQ. You can get to Incident IQ from the your Launchpad. If, for some reason, IQ does not work through LaunchPad, you can also get to it from the Copeland webpage under “staff resources.” Please note you must be logged in to the school webpage to view this link. There are videos and instructions on the RCSS website to help you if you need a refresher. There is also a Canvas course with help on Incident IQ. Feel free to ask the media specialist for help as well.

**Media and Technology Building Committee**

Each school shall have a Building Media and Technology Committee. This committee shall be composed of administrative, instructional and media personnel, parents, students and community representatives. The committee will meet with the media specialist regularly to discuss the annual media plan and policies, and to recommend and guide decisions for the media center.

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.

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.

**Copyright Policy and Fair Use**

All forms of expression that are recorded in some concrete form are protected by the Copyright Law which protects materials created on or after January 1, 1978. This law gives five rights to the creator of the work: reproduction, adaptation, distribution of copies or phone records by sale, gift, rental, lease, or lending; public performance, and public display. The creator of the work owns these rights; he or she may sell or license these rights on any terms with which he and the requestor may agree, The law, Title 17, United States Code, Public Law 94·553, 90 Stat. 2541, as amended, gives schools and certain user's special exceptions, which are called "Fair Use." Basically, school employees can use or reproduce certain copyrighted materials as long as the employee meets defined guidelines. All fair use guidelines must be met. Be sure to observe the copyright information of any material you copy.

Persons who violate copyright can be charged up to $250,000 in a court of law and sent to prison for up to five years. The media specialist can also be held responsible for violations that involve equipment checked out from the media center. For audiovisual materials, the following guidelines apply:

 The performance must occur in the course of face-to-face teaching activities (i.e., it must match your objectives and take place in a physical classroom, not posted online.)

 The performance must take place in a classroom or similar place of instruction in a nonprofit educational institution.

 The performance must be of a legally acquired (or legally copied) copy of the work.

Under no circumstances shall a video rented from a rental facility be allowed to be shown in a school. Neither can a full Disney movie be shown in the classroom; period. This is a violation of Board policy and copyright laws. Please see the media specialist for any questions about copyright.

Richmond County requires that **all** teachers adhere to state and federal copyright law.

To avoid breaking copyright law, remember that you CANNOT:

* Tape a show from cable and show it in class.
* Tape a show from CBS, NBC, ABC, or PBS and show it more than 10 days after it originally aired. You are supposed to erase it after the 10th day. Also, you cannot show the entire show. You can only show segments.
* Borrow movies from the video store and show them in school. (County policy)
* Show anything above a G rating without approval. (District Policy)
* Show a Disney movie. (We don't pay for the rights to show Disney movies nor movies that aren’t instructionally based.)
* Show any "homegrown" movies that you've taped from other sources.

What will happen and how will you get caught?

* School systems in violation are fined. Your "tellers" can be anyone from visiting salespersons to students who are paid to inform.
* Yes, schools have been sued. Generally, the whole system is sued and the teacher loses his/her job and the system pays the fine.
* Remember, when you sign your contract, you sign that you will abide by the laws of the state ... that includes copyright.

What can we legally show?

You can show things the school already owns or subscribes to. You can show videos from websites you/we have subscriptions to, like BrainPop and Discovery Education. You can show DVDs and videos that we own in house. You can show videos from YouTube for Schools, after you have screened them, and other education geared video sites like SchoolTube and TeacherTube.

**Software**

All copies of software within the school must have a license on file with the technology department. Typically, the license entitles the holder to use the program and make two backup copies. This allows the use of the program on ONE, and only one, computer. Licenses may be purchased for a specific number of multiple copies of a program, usually at a reduced price. Site licenses are purchased for programs that the entire school uses.

Operating systems are governed by licenses on file with the technology department. Each computer must have a license for the operating system installed on it. It is not permissible to upgrade an older model with a newer operating system without first purchasing an upgrade, or another copy of the newer system.

Network software is governed by user license. These are usually 10 users, 25 user, 50 user, etc. It is not possible to connect more computers to a network than the number of users allowed by the license. Upgrades to the license must be purchased as the building's capacity to add user's increases. When user licenses are upgraded, backup software must also be upgraded to a compatible user number.

Educational institutions do not have the right to install a single program on multiple machines without holding valid licenses. This is a violation of copyright.

CD ROM programs that require installation must stay with the computer on which they are installed. Only CD ROMS which operate without installation may be circulated.

The Department of Media and Technology expects media specialists to conduct periodic license audits. Illegal copies are to be deleted from the computer and the principal notified of any violations.

**Weeding/Inventory**

The media specialist periodically weeds or removes books, materials, and equipment that are damaged, worn out, and/or out of date. Weeded materials, once they are removed from the circulation system, if still in usable condition, are offered to faculty and staff to use in their classrooms. At different times during the year, the media specialist may choose to offer these discarded materials to students.

**Acquisitions/Ordering**

The media specialist receives a state allotment each year to order books, videos, and software. According to the Southern Association of Colleges and Schools, which is our accrediting agency, a school must provide a minimum of ten books per student. Each year, the media specialist orders new materials, with input from teachers and students, that would help provide the most current and requested resources. The Board of Education, in conjunction with the Department of Media and Technology, decides how much each school receives.

**Volunteers**

Volunteers are always welcome in the media center! There are several things that must be done, however, before someone may begin to volunteer. First, the person must fill out a volunteer application. Then he/she must talk with school personnel about the types of jobs that he/she will be doing in the school. Applications are kept in the main office. Secondly, he/she must participate in a volunteer orientation, which is scheduled monthly through the central office of the Richmond County Board of Education. Finally, the volunteer needs to meet with media specialist to set up an agreeable work schedule.

**Gifts**

Gifts are appreciated but will only be entered into the circulation if it offers instructional benefit to the school's curriculum and adds to the strength of the media center's collection.

**Privacy of Library Records**

Library records are confidential and will not be shared with other students or adults who do not have proper permissions. Teachers and administrators who have a valid reason for finding out information regarding a student's record must contact the media specialist.

**Media Team**

The media specialist serves as an advisor to the Copeland Media Team. The Media Team will be responsible for the morning announcements and serve as library helpers. Students must also maintain passing grades and good conduct to remain a member. Students must be recommended by their teacher and try out for a place on the media team.

The morning show is broadcast live each morning through VRSpot on our school’s webpage, specifically the media center page. You must be signed into the webpage to be able to view the morning show. *All classrooms and staff* should tune in to the broadcast each day to hear important announcements and participate in the elements presented by our media team such as the word of the day! Please see the media specialist for assistance with tuning in to the morning broadcast.

**Technology Damage Report**

Appendix 1

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment damaged (*describe damage*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the Incident

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Has the parent been notified there will be a charge for repair? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Detail of parent contact (*Name of parent, phone number, and date informed*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_