

Diamond Lakes Elementary

Media Handbook

2022-2023



Media Specialist

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Mission: The mission of the Diamond Lakes Elementary Media Center is to foster in students a love of reading and a thirst for knowledge that will inspire students as they become effective, independent users of ideas and information.

Purpose of the Media Handbook

The purpose of the Diamond Lakes Elementary (DLE) Media Handbook is to provide the users of the library media center with a guide for the operation of the school library media program. The DLE media policies will adhere to the Richmond County School System (RCSS) Media Specialist's Handbook policies and will be updated as changes are made in the library media program.

State Guidelines

GaDOE Vision: Promote collaborative library media environments that empower library media specialists to be innovative and build relationships.

The Library Media Center (LMC) should always be open and accessible. The Georgia Department of Education policy **160-4-4-.01** clearly states that the LMC is flexibly scheduled throughout each instructional day.

An effective Library Media Specialist is an educator, information specialist, instructional partner, and program administrator. Library Media Specialists are part of a team within the school building that can make a difference in student's lives and help those students achieve and succeed.

(2022, July 27). Library Media Services. Gadoe. <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Library-Media-Services.aspx>

Goals and Objectives

- To provide services to students, faculty, and staff that will enhance the instructional program within the school.
- 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 strategies and supplement the classroom instructional goals.
- To provide materials that support the Georgia Standards of Excellence.

Hours of Operation and Scheduling

The media center is open each school day from 8:30 am – 2:45 pm and by appointment for before and after school activities for staff and students.

Individuals and small groups (4 students) may come to the media center anytime during operating hours.

Teachers may sign-up weekly to bring their whole class to the media center. The media center sign-up is at the circulation desk in a green binder. Please indicate whether you are coming for checkout, story time, or instructional purposes.

Teachers should not sign-up for multiple weeks at one time as this hinders flexibility for collaborative planning. Planning for whole class instructional collaboration should be arranged at least a week in advance. It is Richmond County and state policy that teachers remain with their class during whole class visits.

Library Checkout Policies

- Students should have a library card with their student barcode and reading level for ease of checkout.
- Students should not visit the media center for checkout more than once a day.
- K-1st grade students may checkout 1 book at a time. These students will not pull books from the shelf but will choose from books preselected by the media specialist.
- 2nd-5th grade students may checkout 2 books at a time.
- Library books are checked out for a period of two weeks. Students may renew their books for an additional two weeks if extra time is needed.
- Students are not charged overdue fines, however books must be returned before new books may be checked out.
- Students will be charged fines for damaged or lost books. This includes removal of barcodes and labels.
 - Removal of barcode \$2
 - Removal of spine label(s) \$1
 - Damage fines will be assessed based on the extent of the damage along with the original cost of the book. If damage requires the book to be removed from circulation, the student will be fined the replacement cost of the book.
 - Lost books will result in students being fined the replacement cost of the book.
- The media specialist will print overdue notices once a month.
- If students are sent to the media center for a purpose other than library checkout, they should have a note from the teacher explaining their purpose and the time allotted for the task.

- The media specialist reserves the right to send students back to class if the media center is overcrowded, or if the student is behaving inappropriately.

Textbook/Resource Checkout

For Students:

- Student textbooks will be checked out for the entire school year.
- If a student loses a textbook, they must pay the replacement cost of the book before receiving a replacement.
- When a student withdraws from DLE, textbooks should be returned, including consumable textbooks.

For Teachers:

- Teacher instructional materials and equipment will be checked out for the year.
- Any materials/equipment not being used should be returned so that other teachers may use it.
- Teachers are responsible for lost or damaged materials and fines will be assessed accordingly.
- All materials should be checked out in the teacher's name. Please do not remove materials from the media center or book room without checking them out properly with the media specialist.

Video Use Policy

Richmond County expects that video usage in the classroom should be for instructional purposes. RCSS does not recommend showing whole movies, but rather to incorporate clips or short videos that enhance the lesson. If you place the clip in Canvas Studio, it will remove advertisements and you can embed questions to maintain engagement. However, if you have a movie/video that you would like to show, you can submit it to the media committee for approval.

Please ensure:

- Videos are instructional and included in the lesson plan.
- There should be follow-up after viewing to reinforce the content of the video.
- Any video being submitted for approval to the media committee should be done at least 2 weeks prior to the date you wish to show it. It will be reviewed by at least 2 members of the committee, and you will be notified of the committee's decision prior to your viewing date.

Instructional Programming

Georgia Public Broadcasting:

- Georgia Public Broadcasting's (GPB) goal is to serve the educational needs of Georgia schools, and their portfolio features many video-based instructional resources that are used in classrooms. They also produce and distribute professional development training for Georgia educators.
<http://www.gpb.org/public/education>

Discovery Education:

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

Media Collaboration

Collaboration is a key element to helping students succeed and achieve. The media specialist is available to collaborate with the teacher in a variety of ways, from locating resources to assist with teaching a particular topic, to co-teaching a lesson.

To schedule collaboration:

- Please email your request to the media specialist explaining your need.
- If you are interested in co-teaching a lesson, please make your request at least 2 weeks in advance to provide adequate time to plan and collaborate.

Poster Maker

DLE has two poster makers. Posters should be made for **instructional purposes** and should be something that you plan to use for an extended period of time.

Basic Poster Maker

- Located in the media center workroom
- Available for teachers to use on their own
- Only prints in one color using a scan function

Digital Poster Maker

- Prints in full color
- Offers a scan function as well as the ability to print digital files (PDF)
- Must see media specialist for printing approval

Laminating

- Laminated items should be for instructional purposes.
- Items to be laminated must be turned in to the media center- using the box in the workroom labeled lamination.

- Items should be labeled with the teacher's name.
- The media specialist will laminate the items and place them on the workroom counter for pickup.
- Lamination will take place on Tuesdays and Thursdays.
- Staff should NOT laminate their own materials to prevent incorrect usage or damage to the machine.

RISO Machine

The purpose of the RISO is to make high volume quantities quickly and cost effectively. This should be used for team/grade level copies, school wide copies, etc.

- Located in the media center workroom
- Must make a quantity of 25 copies or more to use
- Always make sure to select **Master** before pushing Start to scan your original.
- Please notify the media specialist if you receive an error, or if the ink or master roll needs to be changed.

Pollock Copy Machines

These copy machines are intended to make small quantities, such as printing lesson plans, a note to parents, or anything requiring less than 25 copies.

- Located in the 2nd grade workroom and media center workroom.
- Used for making copies of small quantities
- Offers scanning features to email or your OneDrive
- Ability to send print jobs from your computer
 - Print jobs not retrieved will automatically delete each day
- Not efficient or cost effective for large quantities
- Please notify media specialist if you have a paper jam, error message, or toner needs to be replaced. Leaving the machine in a non-working state is not kind to your colleagues.

Please use your copies wisely. Abuse of printing could result in loss of privileges.

**Diamond Lakes Elementary
Request for Video Approval**

Teacher _____ Today's Date _____

Title of Video _____

Source of Video _____

Relationship to the Curriculum _____

Standard(s) addressed _____

Date you wish to show the video _____

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

Signature _____

.....

For Completion by Committee

Video Review Date _____

_____ Approve

_____ Disapprove

Media Specialist _____

Principal _____

