

Media Center Handbook



Garrett Elementary School's Media Center Handbook

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Mission and Philosophy

The mission of Garrett Elementary school is to support and enrich the educational environment and goals of our school. Our media center will maximize student achievement by creating life-long learners who effectively use information for both knowledge and pleasure.

Goals:

- *To provide services to students, faculty and staff that will enhance the academic and performing arts 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 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.*





Media Center Hours

Scheduling: Open 7:45am – 1:30pm (for students) 7:15am-2:00pm (for teachers)

The Garrett Elementary Media Center operates on an open and flexible scheduling. A flexibly scheduled library program is defined as a daily library schedule developed and controlled by the teacher-librarian and classroom teachers to guarantee use of library resources, staff, and facility at point of student need.

Teachers may sign up using the calendar on Signup Genius or via the Media Center page. Small groups of students (no more than four per class) may be sent to the Media Center by the classroom teacher or substitute teacher. The group should be provided with a hall pass from the teacher.

However, given that the Media Center has only one Media Specialist and no clerk, teachers are asked to be considerate of the class that has signed up, by checking the online schedule on Signup Genius for open periods. Teachers or teacher substitutes should stay with the class during the Media Center visit. Please do not bring a class and leave lingering students behind in the Media Center.

Checkout policy:

- *Kindergarten through second grade students may check out one book at a time for one week.*
- *Third through fifth grade students may check out two books at a time. If these students have class or research projects, they may check out up to three books at a time.*
- *Faculty and staff are allowed to check out as many materials as desired. However, every effort should be made to return materials when they are no longer being used. Selected equipment maybe loaned out to faculty and staff on a short-term or long-term basis. Check with the teacher-librarian*
- *Student materials have a one-week checkout period. Materials can be renewed if there is no waiting list. Books and other library materials should be returned using the book drop at the circulation desk so that they can be scanned and accounted for.*



Miscellaneous rules for students:

There will be no eating or drinking in the Media Center. Exceptions will be given to faculty functions or PTA/staff events.

Speak with an inside voice in the Media Center.

There will be no running and playing with shelf markers in the Media Center.

Put back library chairs after use and clear all scrap papers and the like off the library table before leaving.

Do not remove books from the shelf and leave them on the tables or floor. Place them on the cart if you do not know where they belong.

Wires/cords should not be removed from the computers

Books should not be pushed back on the shelves

Lost, damaged, and overdue books:

Students will not be charged any fees for overdue books. Students will be charged for lost or damaged books. The price charged for a lost book or other damaged material shall be determined by the replacement value of the material.

Students who failed to pay for lost or damaged books will no longer have the privilege of checking out books until the fine has been paid, registration for the next school year may be affected as well.

Students who failed to pay for their fines may continue to use the learning resources within the confines of the media center. A student shall be refunded the full amount paid for a lost book or material upon returning the book or material in acceptable condition, together with the receipt of payment, provided the request for a refund is submitted prior to the closing of the local school's financial records.

Library Media (Technology) Committee:

Every year the Media Specialist assigns selected teachers, parents, students, community members and paraprofessionals to serve on the Library Media Technology Committee. The teacher-librarian serves as the chairperson. The Library Media Technology Committee acts as the advisory group for the GES Media Center, helping make recommendations and decisions relating to planning, operation, evaluation, and improvement of the media program. Members meet at least four times per academic year. The meetings may cover policy issues, selection of materials and equipment, requests for materials and equipment, recommendations for purchase, existing problems, suggestions for improvement, review and evaluation of challenged materials, standards, and the like.

**Use of the Media Center computers:**

All teachers, administrators, staff, and students are required annually to sign the RCBOE AUP (Acceptable Use Policy). Annually all students must read the acceptable use agreement in the Student Rights and Responsibilities Manual and must indicate acceptance of the agreement by their signature for the Student Rights and Responsibilities Manual.

Computer Use Reminders:

Do not change settings on the computers without appropriate permission.

Do not go to inappropriate sites.

Equipment:

Technology Equipment is to be reserved ahead of time by emailing the teacher-librarian or visiting the Media Center in person. Teachers are responsible for making sure all equipment and components are back in place and returned. Please report technical problems or missing components to the teacher-librarian as soon as possible. Avoid leaving equipment unattended and be sure to lock your classroom door when not in the room. Teachers are responsible for all library media center equipment checked out by them during the school year. Lost or damaged equipment is assessed at full replacement cost. Equipment stolen while in the teacher's possession must be reported immediately to the teacher-librarian and to the principal who will determine liability. Should a teacher need to take equipment off campus, a copy of the homeowner's or rental insurance policy must be on file in the school office.

Instruction/Collaboration:

Teachers are encouraged to collaborate with the teacher-librarian to develop instruction that supports the standards being taught in the classroom. Instruction on using Destiny, research strategies, reference skills, information literacy skills, respecting copyright and content standards can be planned by the teacher-librarian in collaboration with grade levels or individual teachers. Library lessons can introduce, reinforce and/or extend the standards being taught in the classroom. Teacher input into acquisitions and collection development is also encouraged so that library materials are correlated with and support instruction.

Teachers are required to stay with their classes during library time; any misbehavior is handled by the teacher. Please remind students to push in chairs, pick up any dropped items, and to take all belonging with them.

Technical Requests:

Please use the online technical requests form on the Media Center webpage to submit requests. Please be sure to be specific when requesting services. All teachers are able to input their own tech requests. Please see Ms. Harris if you need assistance.



Media Center Budget

The budget is determined by the district board of education. Ordering must take place through the board's ordering system software. These orders must be approved through several channels before shipping takes place. The delegated amount must be spent in a timely manner, or it will be returned to the district budget.

See Mrs. Brenda Holden or Mrs. Tracie Livingston for more details.

Selection of Materials for the Media Center

The volume of materials available; print, non-print, audio-visual and software; makes a wise selection of appropriate materials increasingly important. Changes in curriculum and teaching strategies make it especially important that good selection policies be followed by the Media Specialist to ensure a balanced collection.

Selection policies shall include:

- *Providing materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students.*
- *Providing materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.*
- *Providing material, which will enable students to make intelligent judgments in their daily lives.*
- *Providing materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking.*
- *Providing materials on many religious, ethnic and cultural groups and their contribution to our heritage.*
- *Placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the media center.*

To ensure the Media Center Collection is appropriately curated, the Media Specialist shall:

Perform an annual collection analysis.

Propose an annual budget plan.

Maintain a three year collection development plan.



Author Requests

From time to time, authors will contact the school or district office requesting their works to be placed in our Media Center Collections. The Media Specialists shall apply the same selection process to these materials as with any other materials considered for adoption into the Media Center Collection.

If an author petitions district-level personnel with a request to include their works in our Media Center Collections, the Media Program Specialist shall:

Review the work.

Solicit input from Media Specialists.

Approve/Disapprove work for inclusion into the Media Center Collections (Approval DOES NOT compel a school to purchase the work. Selection of materials is a local decision by the Media Specialist).

Duties and Responsibilities of a Media Specialist

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*
- *Processing materials in a timely and recognized manner*
- *Understands and is responsible for the automated media system used by the county*
- *Maintaining accurate records of media center as requested*

- *Completing and turning in reports as required*
- *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 information literacy skills*
- *Acting as the “copyright adviser” for the school and obtains copyright clearances when appropriate*
- *Acting as “reconsideration of materials” contact person for the school coordinating the Building Media 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 awareness of new developments in instructional technology and providing this information to the administrators, faculty and students*
- *Seeking opportunities to increase professional skills through reading, study and staff development*

Accessible Media Centers

State Standards requires school media centers to operate on an open and flexible schedule. Open concept includes:

- *The media center is open to individual students, small groups of students and faculty at all times.*
- *Cooperative/collaborative planning between the Media Specialist and teachers shall help optimize utilization of the available resources.*
- *Large group activities shall be planned and scheduled by the teacher for varying times, and lengths of time, to fit a particular curricular need. Teachers are not to schedule the same block of time week in and week out.*
- *It is Richmond County policy that the teacher remains with his/her class.*
- *Richmond County schools shall operate using the open concept, with the media center existing to serve the learning needs of the students and the staff of the school.*
- *Hours of operation before and after school are necessary to fulfill an open concept mandate.*
- *Yearly closing of the media center for periods of time at the beginning and end of the school year is not*

permitted. While checkouts may be limited for the purpose of inventory, the center must stay open for student and faculty use.

- *Conducting meetings in the media center at any time during the school day is permissible only so long as the center is not closed to student use.*
- *Rigid scheduling of classes is not considered consistent with this policy and is not to be used in Richmond County schools.*
- *Organization and Processing of Materials*
- *Cataloging and processing of print, non-print media and instructional equipment shall follow the USMARC format and the Dewey Decimal System.*
- *The media specialist shall permanently mark all items with the school identification and a barcode.*
- *All materials must be ordered, barcoded and with full MARC records whenever possible. Any materials not purchased this way must be barcoded and manually entered into the automated system. It is the media specialist's responsibility to order and keep on hand barcodes for this purpose.*

Any additional questions or concerns in reference to the Media Center should be directed towards Ms. Marlana Harris, Media Specialist.