

# Lamar - Milledge Elementary School



Media Center Handbook  
2019 - 2020

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## **Mission**

The mission of the media center is to assist the learning community in becoming lifelong learners that are able to make positive decisions; by stimulating an interest, promoting the love of reading, and providing access to informational, educational, and cultural materials in a variety of formats and technologies leading them into a successful career path.

## **Philosophy**

The philosophy of the Jenkins-White Elementary School Media Center is to provide instruction that supports the curricula and educational goals of our school. The main focus of the program will be to develop users who are skilled in information access. Instruction will be designed to teach literacy and information skills that meet the needs of students in today's society. A collection that is accessible, up to date, and reflects the needs of all students and staff to meet educational goals will be developed. Integration of the program with the curricula fosters a partnership with the teachers and ensures that the media program plays a vital role in the education of our students.

## **Goals**

- To provide services to students, faculty, and staff that will enhance the instructional program at Jenkins-White Elementary.
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards as well as 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 religions, 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 an organized and peaceful environment with which to facilitate learning and the exploration of personal interests.
- To provide teachers with opportunities to collaborate with the Library Media Specialist in order to incorporate information literacy skills into the curriculum.



## **Building Media and Technology Committee**

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 Building Media and Technology Committee will meet as often as needed or as required to meet the school's needs.

The committee is charged with making recommendations for 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
- Assist 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.

## Media Center Operation/Scheduling

Jenkins-White Elementary Media Center operates on an open and flexible schedule. The Richmond County Board of Education and Georgia State law mandates the open schedule policy. Flexible scheduling is addressed in DOE rule IFBD 160-4-4-.01. The media program is not to be used as a means to provide planning time for teachers. A flexible schedule allows Media Center access to all persons throughout the instructional day and works in partnership with teachers through collaboration.

No fixed schedules will be honored. Small groups of students (2-3) or individuals may come to the Media Center anytime during the school day. The media center is open each school day from 7:00 AM until 3:00 PM for staff and 8:00 AM until 3:00 PM for students. Each student should have a library pass. Students must sign in upon entering the media center. Students sent to the Media Center to read, do research, take Accelerated Reader quizzes, or to use a computer should have a note from the classroom teacher indicating the purpose of their visit and the length of time they are allowed to stay in the Media Center. The Media Center Staff reserves the right to send students back to the classroom if the Media Center is too crowded or if students behave inappropriately. **Students should not be sent to the Media Center for disciplinary reasons.**

Class visits are welcomed but must be scheduled at least two days in advance for orientation, checkout of library books, and story time. Please keep in mind that story time is for pre-kindergarten and kindergarten classes only. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged a week in advance. Richmond County Board policy mandates that teachers remain with their class in the Media Center during whole class visits. If a teacher knows he/she will be absent on the day of their scheduled visit, he/she must reschedule. Teachers are not to send their class to the Media Center with a substitute teacher.

## Conduct/Rules

Individual students, groups of students, or whole classes are expected to conduct themselves appropriately in the Media Center. Those persons that cannot follow Media Center rules will be asked to leave. Because of the range of resources available and the variety of activities conducted in the Media Center, the following rules must be adhered to and enforced:

- Students are expected to talk quietly so other students are not disturbed.
- Students are expected to return books on time and in the same condition in which they were borrowed.
- Students are expected to treat all items in the Media Center with respect and care; and be accountable for their own actions.
- Students are expected to use computers for completing school related assignments unless given permission to visit other educational websites.
- Students are expected to leave computers in the same condition in which they began using them. (They are not allowed to change the background, the homepage, download programs, or delete icons.)

- Students should not take materials from the Media Center without first checking them out at the circulation desk.
- Students should not eat, drink, or chew gum in the Media Center.
- Students are not to run, jump, push, or play in the Media Center.

The Media Staff has the authority to suspend the privileges of anyone that fails to comply with the Media Center rules.

## **Lamination**

Lamination will be done on each Tuesday by the Media Staff. The teacher's name should be written on the back of all items requiring lamination or attach a slip so that the Media Staff can identify the owner of each piece of material. All items submitted must be ready to laminate. The Media Staff does not cut or punch out materials. Also, very small items will not be laminated.

## **Circulation Policy**



Pre-K – First Grade students are allowed to check out one book at a time. Second –Third Grade students are allowed to check out two books at a time. Fourth-Fifth grade students are allowed to check out 3 books at a time. Library books are loaned out for a two-week period. If a student wants a book that is checked out, the book can be put on hold for that student. Books are to be returned to the book drop at the circulation desk. Reference materials and magazines do not circulate, but are for use within the Media Center only.

Faculty and Staff members have access to all Media Center materials. Teachers may check out materials for a period of one month with the exception of curriculum materials, which can be checked out for the school year. Teachers are responsible for the items checked out in their name. Teachers should not pass items checked out in their name to other teachers or allow students to take items home. Faculty and staff are asked to be considerate of the needs and wishes of everyone utilizing the Media Center and return borrowed materials as soon as they are finished using them.

## **Damaged and Lost Materials**

Students as well as faculty and staff who damage or lose Media Center materials are required to pay for the repair or cost of the materials. Materials include print, video, software, and audio items as well as hardware such as computers, printers, monitors, and cameras. The cost of lost items will be assessed at the actual cost of the lost materials; damages will be assessed at the cost of making repairs. This is in accordance with district policy. If students as well as faculty and staff remove labels (barcode and spine) from a book, he/she will be charged \$1.00 for label replacement.

## **Accountability for Lost and Damaged Items**

Please note that students are held accountable for all items checked out in their name. Responsibility is not mitigated even if library materials are entrusted to a friend, sibling, teacher, or left in a classroom. If materials are lost or damaged by another person while checked out under a student's name, the student who checked the materials out is still responsible for making restitution for the materials. Questions or concerns about payments for damaged or lost library books must be addressed to the Media Specialist.

## **Overdue Books**

At this time, Jenkins-White Elementary Media Staff do not assess fines for overdue books. Books that are severely overdue (a month or more) may be judged lost and the student charged accordingly unless he/she produces the missing material in good condition.

## **Selection of Media Materials**

The Media Center welcomes suggestions and input from teachers, students, and parents on the purchase of Media Center materials. Our goal is to provide fair and balanced representation of all curriculum areas and recreational interests, and to provide materials, which are modern, current, and of high appeal. We strive to make a variety of media available, including print sources, software, videos, and other formats of media. The Building Media and Technology Committee makes certain to take into consideration the needs, desires, and interests of all those who offer recommendations on the selection of materials.

## **Criteria for the Acquisition of Materials**

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of subject matter
- Quality of the materials
- Readability level
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and the significance of the author/artist, composer/producer
- Format
- Favorable recommendations based on reviews and professional evaluations
- High degree of potential user appeal
- Value commensurate with cost/need
- Requests from staff, students, parents, and community

## **Gifts**

The Media Center will follow all the Richmond County guidelines and policies as it pertains to the receiving of gifts and other materials donated. Gifts must be judged on how useful the materials are and do they support the instructional goals of the school. Gifts should only be accepted if they are up-to-date and they enhance the Media Center's collection.

## **Reconsideration of Media Materials**

Materials will only be removed from the collection as they become outdated and meet the criteria of the annual weeding process. However, on occasion a complaint is received that a specific book or material is inappropriate for the learners at Jenkins-White Elementary. The Media and Technology Committee will carefully weigh and consider the input of those registering concerns before making a final decision on what is to be done with materials called into reconsideration. The following procedures will be implemented for a complaint:

- The complainant will be asked to file their complaint in writing on the "Form for Reconsideration of Media" to the administrator.
- The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee will 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 will 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 will be sent to the school's administrator.
- If the complainant does not accept the response of the Building Media and Technology committee then the complaint will be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.
- If the complainant does not accept the decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education.
- The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix.

## **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. (The Request to Show Non-School Videos is located on the school's website.)

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.

### **Instructional Television**

Comcast provides cable service to all classrooms. Cable use must be instructional and not used for entertainment.

### **Georgia Public Broadcasting/United Streaming**

A variety of curriculum based instructional videos for classroom use are available via Internet at <http://streaming.discoveryeducation.com/?location=gpb>

- United Streaming is provided free to each school, department, and teacher by GPS.
- United Streaming is the largest and most current digital video library available today.
- United Streaming provides award-winning content in all subject areas.

It is highly recommended that desired videos be *downloaded*, not streamed in order to prevent slowing bandwidth traffic.

### **Software**

All copies of software within the school must have a license on file, preferable in the Media Center. Typically, the license entitles the holder to use the program and make one back up for a specific number of multiple copies of a program, usually at a reduced price. All operating systems must also have a license.

**No software should be installed without the permission of the media specialist and /or administrator.**

### **Computers**

Serial numbers and passwords are on file in the Media Center. It is the responsibility of each classroom teacher to protect their passwords and to keep their equipment clean and operational. In addition, teachers are responsible for logging out and shutting down the computers in his/her classroom before leaving for the day.

**Computers are not to be removed from the classroom they are in by anyone other than the media specialist and county technician.**

## **Projectors**

Classroom projectors should be turned off when not in use and at the end of the school day to preserve the life of the lamp. Projector lamps are very expensive and it may take months to get a replacement. If a faculty or staff member see a projector on and not being used, they are asked to turn it off.

## **Technical Requests**

If a faculty or staff member is in the need of technical assistance, they are to complete and submit a TECHNICAL REQUEST form. The entire form must be completed and is located on the school's website. Please keep in mind that the media specialist is not a technician but can troubleshoot minor problems when the need arises. If the repair needs the attention of a technician then the media specialist will complete and submit a TECHNICAL REQUEST to the Technology Department.

## **Internet Usage Policy**

The school's policy for use of the Internet is an extension of the RCBOE Internet Policy. Internet access is a privilege and is to be used for INSTRUCTIONAL purposes only. Please view the acceptable use policy: <http://www.rcboe.org/Domain/124>.



## **Copyright Policies, Procedures, and Guidelines**

The media specialist is a "copyright advisor" for the reproduction and use of copyrighted print, non-print, and electronic information. It is the responsibility of the classroom teacher to follow all copyright laws and guidelines. (<http://www.copyright.gov/>)

The copyright law allows Library photocopying under Section 107 Fair Use when the following criteria is met:

- Purpose and character of use
- Nature of the work
- Amount and substantiality of the portion used
- Effect upon the potential market for the work

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

# APPENDIX A

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## **Duties and Responsibilities of the Media Specialist**

- Implement media policies and standards in line with state and local policies and procedures
- Create and foster a climate that motivates effective utilization of Media Center facilities, resources, and services
- Maintain a neat and orderly Media Center and materials collection
- Responsible for the automated media system
- Order materials for the collection in a timely and approved manner
- Process materials in a timely and recognized manner
- Train and supervise the media assistant
- Maintain accurate records of Media Center operations
- Complete reports for the Director as requested
- Set policies and procedures for the operation of the Media Center
- Prepare and present a Media Center Handbook detailing the policies and procedures to be followed by students and faculty
- Catalog all materials and equipment by assigning Dewey call numbers and supervising their data entry into the automated system
- Teach library and reference skills and computer skills
- Act as the copyright advisor for the school and obtaining copyright clearance as necessary
- Act as “reconsideration of materials” contact person for the school
- Coordinate the Building Media & Technology Committee
- Meet with the faculty, individuals, and groups, to discuss instructional needs to aid in identifying materials to support the curriculum
- Supervise Internet use and access in the school
- Maintain electronic distribution system and satellite equipment
- Maintain an accurate audit of software licenses for the school
- Maintain documentation, manuals, and warranty information on all computers, instructional equipment, and software
- Maintain an accurate listing of all software passwords used in the school
- Maintain awareness of new developments in technology and provide this information to administrators, faculty, and students
- Seek opportunities to increase professional skills through reading, study, and staff development.

## APPENDIX B

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## TECHNOLOGY CONTRACT

The Richmond County School System believes in using technology in conjunction with teacher-directed activities. The use of technology is a privilege – not a right. The failure of any user to follow these procedures will result in the loss of privileges or other appropriate disciplinary actions.

- Students will be responsible and will follow all rules set forth in the Richmond County Acceptable Use Policy.
- Students will not damage hardware or download unauthorized software.
- Students will not disable or attempt to bypass filtering or monitoring software.
- Students will use technology for instructional purposes only.
- Students will be responsible for saving and maintaining the privacy of their own account or work.
- Students who intentionally damage or take technology equipment must pay full repair or replacement cost.

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School Name\_\_\_\_\_Teacher Name\_\_\_\_\_

I agree to follow the Acceptable Use Policy and the rules of this contract. I agree to use technology in a responsible way to further my education.

Student Signature\_\_\_\_\_ Printed Student Name\_\_\_\_\_ Date\_\_\_\_\_

I have read and understand the Student Acceptable Use Policy and this contract. I give my consent for my child to use technology in the Richmond County School System.

Parent Signature\_\_\_\_\_ Printed Parent Name\_\_\_\_\_ 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 \_\_\_\_\_

Street

City

State

Zip

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

### Complainant represents

\_\_\_\_\_ Him/her self

\_\_\_\_\_ Organization (Name) \_\_\_\_\_

\_\_\_\_\_ Other Group (Identify) \_\_\_\_\_

1. Did you read, view or listen to the complete item: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

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

If yes, please list them: \_\_\_\_\_

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## Form for Reconsideration of Media – Page 2

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

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7. What do you believe is the theme of the material?

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8. Did you locate reviews of this item Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please cite them: \_\_\_\_\_

If no why not? \_\_\_\_\_

9. Did the review(s) substantiate your feelings? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Is there any educational merit to the item? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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12. List the person(s) with whom you have discussed this item.

Name \_\_\_\_\_ Title/Occupation \_\_\_\_\_

Address \_\_\_\_\_

13. What were their reactions and/or opinions? \_\_\_\_\_

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14. What do you suggest be done with the item in question? \_\_\_\_\_

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

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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	_____	_____	\$ _____

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)

## **Request to Show School Videos**

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

**TITLE OF VIDEO** \_\_\_\_\_

**SOURCE OF VIDEO** \_\_\_\_\_

**RELATIONSHIP TO CURRICULUM** \_\_\_\_\_

\_\_\_\_\_  
**DATE I WISH TO SHOW THE VIDEO** \_\_\_\_\_

**TIME** \_\_\_\_\_

I request the above listed video for use in my classroom for the above stated educational reason.

**TEACHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

**TITLE OF VIDEO** \_\_\_\_\_

**SOURCE OF VIDEO** \_\_\_\_\_

**RELATIONSHIP TO CURRICULUM** \_\_\_\_\_

\_\_\_\_\_  
**DATE I WISH TO SHOW THE VIDEO** \_\_\_\_\_

**TIME** \_\_\_\_\_

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

\*\*\*\*\*

\_\_\_\_\_Approved

\_\_\_\_\_Disapproved

DATE \_\_\_\_\_Media Specialist \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

## **Copyright Notice Samples**

**For general posting and use:**

### **NOTICE**

#### **Warning Concerning Copyright Restrictions**

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

**Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “Fair Use”, that user may be liable for copyright infringement.**

**This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.**

**For Posting on all copies**

### **NOTICE**

**The Richmond County Board of Education adheres to the “Fair Use” doctrine with regards to the Copyright Laws of the United States**

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

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