

Monte Sano Elementary Media Handbook



Mission Statement

The mission of the Monte Sano Library is to promote the effective use of ideas and information for students and staff. We will support the curriculum by collaborating with teachers and provide access to resources that are aligned with the curriculum. We will implement literacy instruction for students and create a lifelong love of reading.

Goals of the Media Center

- 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 are aligned with the curriculum

Monte Sano Elementary **Open Schedule Statement**

Our media center adheres to state requirements regarding library media hours of operation.

The Monte Sano Elementary Media Center is open with supervision by media center staff, unconditionally each and every school day from 8:45-3:15 for instructional activities of any variety.

Our schedule is flexible which allows for maximum use of our facilities.

Public Relations Policy

The media center is open, with supervision by the media center staff each and every day from 8:45 - 3:15 for instructional activities of any variety.

The media specialist will notify staff members throughout the year regarding media center events, contests, materials, changes in procedures, and any other media related information through a newsletter, flyer and/or calendar. The media specialist may also inform the staff on media related information at weekly grade leader meetings and/or monthly faculty meetings.

The media center welcomes ideas on improving the collection or media center. Offering suggestions will help us better serve students and the staff.

Teachers are encouraged to sign up on the schedule sheet for media center activities. The schedule sheet is located near the entrance of the media center.

Media Center Activities include the following:

- Collaborative Planning (Media Specialist/Classroom Teacher)
- Check Out (whole class)
- Research (If you need me to assist, I need two weeks advance notice)
- Story Time
- Particular lesson or skill
- Technology Activity
- Other Activity (please specify on schedule)

Scheduling Policy

The school has adopted the philosophy of flexible scheduling. Flexible scheduling integrates the library media program into the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret and communicate information and ideas.

In order to plan meaningful educational experiences for our students, all teachers are encouraged to schedule collaborative planning sessions with the media specialist as the need arises throughout the school year. Planning for whole class instructional visits should be arranged a week in advance.

In addition, attending grade leader meetings periodically will enable the media specialist to stay informed with each grade. Meetings with teachers individually or by grade will also enable the media specialist to pull materials relating to a particular topic and plan future purchases of materials to support the curriculum.

In the media center there will be a schedule posted for teachers to sign up their classes. Schedules for the month will be posted.

- Teachers are responsible for signing up their classes for media center time. In whole class instruction, the teacher should remain with the class. (Richmond County Policy)
- Classes will not have an assigned time.

- Students may come to media center without their teacher but should have a pass.
- Small groups of 4 or 5 may also come to the media center without their teacher, but with a pass.
- Students' visits to the library should be limited to one visit per day. Students are required to receive an allotted instructional time for each subject area.
- Story Times are also offered Monday- Friday for classes.

Circulation Policies

All library materials must be checked out from the circulation desk.
All equipment is assigned and checked out to the teachers for the school year.

Teachers

Fiction and Nonfiction - 2 Weeks

Periodicals - Current Issues are due back within 2 days. Back issues are due back within 2 Weeks

Kits, Games, Resource Materials - 2 Weeks

Equipment - Annually (all equipment not being used should be returned to the media center for other teachers to use)

Digital Camera - **Returned Daily**

Videos – 2 days

***Teachers who lose or damage media materials will be charged a media center fine.**

Student Check out Procedure

- All student library books are due back 2 weeks from the day they are checked out.
- Students may not check out audio/visual equipment, software or videos.
- Students in PK- Kindergarten will not pull books from the shelf for check out.
- PK - 1st Grade may check out 1 book.

- After Christmas, students in First Grade may begin checking out 2 books.
- Students in 2nd grade may check out 2 books all year.
- Students in 3rd-5th grade may check out 3 books.
- Students must return all library books that are overdue before new books can be checked out.
- Every two weeks an overdue list will be printed and distributed to students.
- Overdue books result in a loss of check out privileges.
- Overdue fines are not charged to students.
- Lost or damaged library books will result in the loss of check out privileges and fines will be assigned.
- Barcodes pulled from a library book will also result in a media fine of \$2.00 to cover the cost to replace the barcode.
- Students are encouraged to renew library books for an additional two-week period if more time is needed.

Student Periodicals

Student periodicals will not be checked out to students. They are to be viewed in the media center during independent reading time.

Reference Material

Reference materials will be used in the media center. In some situations, materials may be checked out by the teacher or student for daily use.

Media Center Rules

- Use a whisper voice or inside voice in the media center.
- Return all library books on time.
- Use a ruler in between books to save your place when browsing the shelves.
- Do not pull barcodes from the library books.
- No running or playing in the media center.
- Students who visit the media center should sign in at the door.
- Students may visit the media center with the permission of the teacher for production, research, pleasure reading, browsing, check out, storytime and any other special media center event.

Building Media and Technology Committee

Each school unit 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 Building Media and Technology Committee shall 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:

1. Long range program goals for all types of media used by the instructional program.
2. Budget priorities.
3. Reconsideration of materials.
4. Operational procedures.
5. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary.
6. Program evaluation, including expansion and deletion of services.
7. Policies for disposition of gifts.
8. Policies for the use of non-school owned materials in the classroom.
9. Mechanism for the use of information sources outside the school.
10. 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. A list of committee members shall be turned in to the Media Program Specialist 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.

Monte Sano Elementary Building Media Committee Members 2017-2018

Cindy Scoggins, Administrator
Cindy Rodriguez, Media Specialist
Leslyn Rascoe, Teacher
Imogene Harris, Teacher
Meredith Rushton, Teacher
Latonya Owens, Parent
Carmen Wooten, Student
Johnny Rodriguez, Community Partner (SRNS)

Any concerns, challenges, requests or goals for the Monte Sano Elementary Media Center can be made to any member of the Committee and will be addressed at a meeting scheduled by the committee.

Media Duties include maintaining a Technology plan, making decisions on media purchases, and previewing videos for classroom use.

Monte Sano Elementary

Use of Videotapes in the Classroom

Below are some basic principles behind copyright policies. For more information about copyright please refer to the copyright notebook located in the media center.

Please review the County/State guidelines for video usage in the classroom. Please sign below and return this form to the Media Center. By signing this form you are stating that you understand these basic principles for video usage in the classroom.

A Teacher May Not:

- Use a rented videotape in the classroom for any reason.
- Use a purchased videotape for any activity that **is not instructional**.
- Use a videotape that is not part of the Media Center collection or Richmond County/State of Georgia collection without approval by two members of the Media committee and a completed approval form provided by the Media Center.
- Make a copy of any videotape that contains the statement “All Rights Reserved” without written permission from the owning company.
- Show any videos that are rated PG, PG-13 or R (Only G rated Videos are allowed in the classroom)

A Teacher May:

- Record any broadcast program that will be used in the classroom in the course of relevant teaching activities. (Discovery channel, PBS) The tape must be used in the school setting within the first 10 days after the program has been recorded. It must be erased within 45 days after the date of the recording and should be documented in your lesson plans. All video usage should be a part of your instructional plan.
- Request the media specialist to tape any broadcast program that will be used in the classroom in the course of relevant teaching activities.

Teacher Signature: _____

Date: _____

Weeding Policy

Materials that are worn and old can give the media center a drab and careless appearance. Keeping obsolete materials to increase the collection count could keep a school from getting additional funds to update the collection.

The media specialist knows the collection and does the weeding. Weeding should take place throughout the school year. American Library Association guidelines recommend that 5% of the collection be weeded annually.

What should be weeded?

Materials with old, out-of-date, incorrect information should be weeded. Update science, technology, medicine, and geography sections.

- Encyclopedias - No older than five years
- Dictionaries - No older than twelve or fifteen years
- Atlases - No older than 10 years
- Almanacs - Keep only current ones in the reference section and remove others from inventory count and use for instruction.

If an item has not been used in five years, it can be considered for discard. However, there are many useful media materials that are not circulated.

Some materials are unique to the collection and timeless. As these items become worn, rebind them and mend them to keep them in as good a condition as possible.

Do not discard

- Classics - Unless specific items are too worn to carry on the shelves.
- Local and State History - Unless there are new copies to replace the old.
- School Annuals and other Campus publications (Newsletters)
- Fiction, Biography, Fairy Tales, Sports, Poetry, Religion and Literature

Procedure for Weeding:

- Pull media materials to be discarded from the shelves.
- Go into the MARC record and delete the copy from the system.
- Pull the barcode from the book. Take a black marker and color over the Monte Sano Elementary name.
- Books may be sold in a book sale to staff and students for a nominal amount.
- Money collected can be used to purchase new media materials to replace old ones.

Maintenance of the Collection

Books

Highly circulated items are likely to become worn. If a page is torn use book tape not scotch tape and tape both sides of the torn page. Allow the tape to overlap and the sticky sides to stick to each other. Then trim the excess. Avoid glue.

Use a light eraser to remove smudges. If that doesn't work use a cleaning powder such as Absorene or a document cleaning pad purchased from a supplier.

The media specialist will be responsible for mending books.

In some situations the school can consider a book valuable enough to spend more money on rebinding, or it may be cheaper to purchase a new book to replace the old worn one.

Vertical File Items

If the item is to be kept and used over a period of time, it will be laminated to prolong its life.

Equipment

- Most equipment should be cleaned and checked once a year. Equipment will last longer and perform better if properly maintained.
- Teachers are responsible for maintaining equipment in their classroom. Particularly computers, televisions, and projectors. Cleaning products are made available to the staff for proper maintenance.
- Bulbs will be kept in the media center.
- Printer cartridges are handled by the bookkeeper. You will receive one cartridge per year.
- When possible, minor repairs will be made by the media specialist.
- Major repairs will be made outside the school.
- All equipment should be properly covered over the Christmas holidays and summer break.

Safety Tips When Handling Equipment

- When changing the laminator make sure it is unplugged and has cooled down.
- Do not operate equipment with damaged cords.
 - Keep all beverages away from computers and other equipment.
- Secure all heavy equipment to prevent tipping over.
- Do not allow students to transport heavy equipment or computers.
- When unplugging equipment do not yank the cord from the electrical outlet.

Teachers should not swap equipment. Equipment should be properly checked out and checked in before any exchanging occurs.

Challenged Materials

When an objection is made to a media selection, the principles of the freedom to read and professional responsibility of the staff would be defended.

If a complaint is made, the following procedures must be followed:

1. Ask the offended party to file objections in writing on a Request for Re-evaluation Form.
2. Hold a meeting with the school principal and media committee to review the challenged material and a review of the complaint.
3. After the principal and committee have reviewed the material hold a conference with the offended party.
4. The school's selection procedure and educational usefulness should be explained to the offended party.
5. The committee will determine whether the material is questionable enough to warrant its immediate withdrawal.
6. Should the situation not be resolved at the school level, it should be referred to the Richmond County Board of Education.

School Internet Policy

In accordance with the Richmond County Internet Policy, Monte Sano Elementary has adopted an additional school Internet policy for teachers, staff and students.

By using a school computer, students and staff can connect to the Internet to gain immediate access to information from around the world. The Internet offers vast, diverse, and unique resources for our school. The ability to communicate electronically with others is a benefit for staff and students. There are, however, information areas within the structure of the Internet that may be inappropriate for access and use by some or all of our students. Staff members will make every effort to ensure students' use of the Internet is appropriate and educational.

Use of the Internet

Teachers and/or media specialist will actively supervise students' use of the Internet. Students will access Internet resources that the teacher or media specialist has previously explored and selected. Teachers will make every effort to ensure that students are directed to web sites with only age and topic appropriate material and resources.

Electronic Mail

Through Internet's electronic mail feature, students and staff can communicate with individuals and groups from around the world. Each staff member will be able to apply for and receive a personal e-mail account. However, students will not be issued personal e-mail accounts. Students will only be able to send or receive e-mail through a teacher or classroom account. Teachers should send only school related emails to the staff and community.

Responsible Use of the Internet

The Internet is a valuable educational resource for students and staff. Internet access is a privilege. Anyone who uses school Internet access in an inappropriate manner may lose this privilege. Students and staff who have the privilege to use school resources for Internet access are expected to abide by the following methods of interaction in addition to the Richmond County Internet guidelines established for acceptable use.

- School computers will only be used to support school-related educational activities.
- Students will not post personal contact information about themselves to other people. This includes phone number, address, age, and school.
- Staff and students will not copy software that is not available as FREEWARE.
- The media specialist reserves the right to determine the order of use by teachers and students and the amounts of time to be spent accessing the Internet while in the Media center.
- Do not engage in acts of vandalism.
- Follow proper network etiquette. Do not use profanity, obscenities, vulgarities and any expressions of hate.
- Teachers will hold the sole responsibility of monitoring student use of the Internet while in the classroom.
- Adhere to copyright laws and restrictions when using the Internet. Permission must be granted to use photos, text, commercial software, and/ or graphics. When in doubt consult the media specialist.

Failure to abide by these guidelines may result in losing all computer privileges.

By signing this, you agree to follow the rules and guidelines for computer use.

Student Signature _____

Grade and teacher _____

Parent Signature _____

School Web Pages

Many schools and teachers have created their own website in order to communicate better with parents and the community. Here are a few guidelines to consider when creating web pages.

- Do not use student names, videos or personal photos of students without permission from parents first.
- Written permission is recommended and can be kept on file.
- Do not use photos of staff members without written permission.
- Do not give out personal information about students, teachers or staff members on the Internet.
- Do not subscribe to chat rooms or listservs unless they are school related.
- Do not cut and paste text, or graphics without permission from the web master of the selected site. Consider all copyright laws and regulations when using the Internet.

Copyright Policies

All copy machines are labeled with notices for staff members regarding copyright awareness. It is the responsibility of each staff member to adhere to copyright policies, and keep an updated folder of materials provided by the media specialist.

All videos shown must be for instructional purposes only and must be documented in your lesson plans.

Use approval form for classroom use of videotapes and or other media when seeking permission to use a category of media.

The school has to have closed circuit rights to show all videos it owns on the distribution system. If the catalog they were ordered from does not specify closed circuit rights, then they can only be shown in the classroom and not through the distribution system.

Appendix

Duties and Responsibilities of the Media Specialist

The Media Specialist is expected to meet professional standards and certification. Within the school setting 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

Media Center Student Aides

Teachers will recommend responsible students to participate in the program. Media Center Aides will be pulled from 4th and 5th grade classes.

Student Aides will do the following:

- Check in and Check Out books for students and faculty.
- Deliver media materials to teachers and faculty.
- Re-Shelving books
- Straighten shelves and adopt a particular shelf in the media center for improvement.
- Assist in pulling seasonal materials
- Assist in processing new media materials.
- Deliver important media messages to fellow classmates.
- Assist at the school book fairs.
- Assisting younger students with book searches.
- Locate missing or overdue books.

**Approval Form for Classroom Use of Videotapes
Not in the MSES Collection**

***Turn in this form to the Media Center at least 3-5
days prior to viewing date***

Name of Video:

Subject Area:

Date of Use:

Standard:

Length of Program:

Appropriate Grade Level:

Teacher:

Approved by:

Date:

**Request for Permission to Use a Videotape not
Designated for My Grade Level**

Teacher -

Name of Video-

Subject Area-

Instructional Purpose-

Request Approved _____

Date:

Request Denied _____

Date:

