

Media Center Handbook

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**MISSION AND PHILOSOPHY**

Tutt Media Center serves to provide service and support to all students, faculty, and administrators by developing and maintaining a balanced collection of books, periodicals, and non-print materials which support and supplement the school curriculum.

**MEDIA CENTER ACCESSIBILITY AND SCHEDULING**

**Accessibility**

**Phone: 706-737-7288**

**Email:** [**http://www.rcboe.org/Domain/2184**](http://www.rcboe.org/Domain/2184)

**Hours: 8:30 a.m. - 4:15 p.m.**

**Open Scheduling:** The media center is open for small groups, individuals, and classes. Only one class may reserve a particular time slot and **teacher must remain with the class at all times.**

**Collaborative Planning:** The media collaboration link located on the media center’s web page can be used by teams or individuals to schedule an appointment to meet with the media specialist.

**MEDIA CENTR RULES FOR STUDENTS**

**When you arrive…..**

* Sign in at the Circulation Desk.
* Show your media center’s pass to the media specialist (you must have an assignment to complete).

**While you are here….**

* **Stay on task**---do what your teacher sent you to do. **There should be** **no socializing, loud talking, food or drinks, gum or candy, in the media center. If you are caught breaking any of these rules you will be giving ONE warning to stop the behavior. If the behavior continues you will be sent back to class.**
* Sign out and have your pass signed before leaving the media center.

**Group Projects…..**

No more than six people from one class at the same time. If you are not actively working you will be sent back to class.

**Use of Equipment….**

Students may use the computers to do research on the internet (with a signed internet form). If you need help, ask the media specialist.

**ON SCHOOL COMPUTERS YOU MAY NOT:**

* **Surf the internet**
* **Play Games**
* **Check your personal e-mail unless part of a school assignment**
* **Change settings**
* **Download programs/files**

**If you break the rules….**

* You will be given **ONE WARNING.** If you continue the behavior and ignore the warning, **you will be sent back to class and the behavior will be reported.**
* Extreme violations will result in loss of media privileges and may receive a discipline referral. **Disrespectful behavior will not be tolerated.**

**Printing….**

* **Always ask permission before printing.**
* **Cost: .**10 for black ink .20 for color
* Students will not be charged for printing when they are in the media center with a teacher as a class (the font must be 14pt or less).

**Internet Usage….**

* You must have a signed Internet Permission Form on file to use the internet.
* **Only educational sites may be accessed.**
* **Violation of this policy will result in loss of privileges.**

**Destiny**

Destiny is our library management system. It is available online from any computer at school or home. This is where you can find the “card catalog” or listing of all the books and videos available at our library.

**Circulation Policy**

* You may check out as many books as you like.
* Library materials are loaned out for a two week period.
* You may renew your books twice.
* Reference materials **may not** be checked out.
* To check out a library materials give the media specialist your first and last name to check out a book or scan your student ID.

**TEACHER USE OF MEDIA CENTER AND MATERIALS**

**Check of materials:**

Teachers are not restricted in the amount of materials and/or types of equipment that they may check out. You may keep materials and equipment as long as needed, but you are asked to consider the availability to others. **Do not give materials and/or equipment to another teacher. Items checked out in your name are your responsibility.**

**Class sets of novels and novel check out:**

Novels that accompany the literature textbooks are available for check out. Please **provide advance notice** when these novels are needed.

**Software and videos:**

These materials are organized according to the Dewey Decimal System in the media center storage room. **Teachers must follow copyright rules when using these materials.**

**Conference Room Usage:**

The media center’s conference room may be reserved for use by using the online sign up located on the media center’s web page.

**Professional Collection:** A professional collection of materials for teachers are located in the media center’s hallway bookshelves. These materials must be checked out in your name.

**Lamination:** is done on Mondays and Wednesdays from 9:00a.m. - 11:30a.m.

**Sending Students to the Media Center:** Up to six students, each with an assignment and media center pass.

**Entire Classes in the Media Center:** Only one class at a time is permitted in the media center. Teachers should use the online sign-up sheet located on the media center’s web page. The online sign-up sheet should be used to sign up for monthly informational literacy classes as well.

**SELECTION OF MATERIALS**

The following basic provisions are used when selecting materials for the media center:

* Materials which enrich and support the curriculum, while taking into consideration the varied interests, abilities, and maturity levels of the students.
* Materials to stimulate growth in factual knowledge, literary appreciation, aesthetics values, and ethical standards.
* Materials which will enable students to make intelligent judgements in their daily lives.
* Materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking.
* Materials which reflect many religious, ethnic, and cultural groups and their contribution to our heritage.

**SELECTION OF INSTRUCTIONAL EQUIPMENT**

The following criteria shall be considered when purchasing instructional equipment:

* Needs assessment
* Portability
* Cost
* Ease of operation
* Ease and availability of maintenance and repairs
* Manufacturer/Dealer support
* Warranty and Guarantee

**Weeding**

The media center staff periodically removes (weeds) badly worn or outdated books, materials, and equipment. Weeded books are removed from the circulation database and are offered to the faculty or students free of charge.

**Gifts**

Donated books or materials are added to the collection only if they are appropriate for the curriculum and meet the needs of the faculty and students.

**The Building Media and Technology Committee,** composed of administrative, instructional and media personnel, parents, students, and community representatives that choose to volunteer to serve on this committee. They will be charged with making recommendations for the media program in the school concerning:

* Long range goals for all types of media used by the instructional program
* Budget priorities
* Reconsideration of materials
* Operation procedures
* Copyright adherence policies
* Program evaluation, including expansion and deletion of services
* Policies for distribution of gifts
* Policies for the use of non-school owned materials in the classroom
* Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions of materials in the media collection

The committee shall meet as often as necessary or required to meet the school’s needs.

**Internet Policy for Students**

**Student Responsibilities:**

• Students should not use the Internet for purposes other than instructional assignments related to the curriculum.

• Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.

• Students must follow teacher directions for Internet related assignments.

• Students must heed prohibitions and Internet Safety rules.

• Students should participate in any and all training as instructed by school personnel.

• Students should take precautions when using the network, for Internet Safety,

**Students Are Reminded They Should:**

• Never provide last name, address, telephone number, or school name online to someone they do not know.

• Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.

• Never send a photo of themselves or anyone else without the permission of a parent.

• Never arrange a face-to-face meeting with someone they met online.

• Never open attachments or files from unknown senders.

**Internet Acceptable Use Policy for Teachers**

**Employee Responsibilities:**

• Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.

• When leaving a computer, always log off so to prevent unauthorized access to files or email.

• Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.

• Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building’s staff. Permission has to be 44 granted from the Superintendent or designee to send messages to “All Users” in the system.

• If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.

• Employees may not download any unauthorized software onto Richmond County School System computers.

• Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.

• Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.

• Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

**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

**Volunteers**

The media center staff welcomes volunteers for shelving books, checking books in and out, creating bulletin boards, helping with Book Fairs, and any other activities. All volunteers must first complete Richmond County’s Volunteer training. This training usually takes place once a month. For more details please contact the front office.