

# RCTCM



## Media Center Handbook 2025 – 2026

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## **Mission**

The RCTCM Media Center is committed to supporting and strengthening the curriculum and preparing students for life beyond the classroom by developing enthusiastic readers, critical thinkers, skillful researchers, and ethical users of information.

## **Goals**

- To provide services to students, faculty and staff that will enhance the instructional program at RCTCM.
- 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 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 materials that support the Georgia Standards of Excellence, the RCSS curriculum, and classroom instruction.
- 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 Media Specialist in order to incorporate information literacy skills into the curriculum.



## Media Center Operations / Scheduling

The RCTCM Center operates on an open and flexible schedule. The Richmond County Board of Education and Georgia State law mandate 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. Individuals or small groups of 2-5 students may come to the media center during the school day. The media center is open from 8:15 A.M. until 3:15 P.M. each school day for students and staff. Each student should have a library pass. Students must sign in upon entering 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 free time or disciplinary reasons.**

Class visits are welcomed but must be scheduled at least two days in advance for orientation, checkout of library books, and lessons. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged two weeks 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 who 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 to be accountable for their own actions.
- Students are expected to bring their assigned laptop to the media center to complete school related assignments and must visit only educational websites.
- 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 who fails to comply with the Media Center rules.

## **Circulation Policy**



Students are allowed to have three (3) library books (more at media specialist's discretion), with a renewal option if more time is needed. 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. 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 names. Teachers with lost or overdue books and materials are subject to having their checkout privileges withheld. Please do not pass items checked out in your name to other teachers or allow students to take items home. Limited reference materials may be checked out for a single day, for use within the classroom. 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 material is lost or damaged by another person while checked out under a student's name, the student who checked the material out is still responsible for making restitution for the material. Address your concerns about payments for damage or lost library books to the Media Specialist.

## **Guidelines for Student Responsibility and Accountability for Board of Education Owned Materials and Equipment**

## **Overdue Books**

At this time, RCTCM Media Staff does 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 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 whether or not they support the instructional goals of the school. Gifts should only be accepted if they are up-to-date and enhance the media center's collection. No technology should be connected to the school server without permission from the Media Specialist.

## **Building Media and Technology Committee**

Each school shall have a Building Media Committee that shall be composed of administrative, instructional and media personnel, parents, students, and community representatives. The Building Media 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 goals
- Budget priorities
- Reconsideration of materials
- Copyright adherence process
- Program evaluation, including expansion and deletion of services
- Policies for disposition of gifts and the use of non-school owned materials in the classroom

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 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.

## **Lamination**

Lamination will be done on Tuesdays and Thursdays by the Media Staff. Teacher names should be written on the back of all items requiring lamination or a slip attached so that we may identify the owner of each piece of material. All items must be submitted ready to be laminated. The Media Staff does not cut or punch out materials.

Items to be laminated should meet the following criteria:

- Bulletin board or teaching materials that will receive extensive use
- Flat, one-dimensional items no more than 24 inches in width

Items that cannot be laminated:

- One-time use items
- Student produced items that will be sent home
- Three-dimensional items
- Items over 24 inches in width
- Items that are not securely attached to its backboard
- Very small items

## **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 Pine Hill Middle. 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 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 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 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 Appendix B.

## **Videos**

Videos 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. Please see the form labeled Request to Show School Videos in the Appendix. This form is also located on the school’s website.
- 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 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 in the Appendix and on the school’s website.

## Georgia Public Broadcasting

A variety of curriculum based instructional videos for classroom use are available via Internet at <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.

It is highly recommended that desired videos be *downloaded*, not streamed 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 copy of the program. All operating systems must also have a license.

## Computers

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/or technician.**

## ActivPanels

Classroom panels should be turned off when not in use and at the end of the school day to preserve the life of the panels. Panels are very expensive and may take months to get a replacement. Take care of your equipment so it will last long term. If you see a panel on and not being used, help preserve this valuable resource by turning it off.

## **Technical Assistance**

If a faculty or staff member is in the need of technical assistance, please submit a ticket **HERE**:

[Incident IQ Sign-In Page](#) (Or use the link provided in LaunchPad)

**Instructions and Training Videos** - Accessible by Richmond County staff only.

[Incident IQ Training Courses](#)

## **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 at <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. (<https://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 an accurate accounting of all Lottery items
- 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

<b>Form for Reconsideration of Media.....</b>	<b>14</b>
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## 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 \_\_\_\_\_

## **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.**