



Jenkins-White Media Center

Mrs. Franks-Media Specialist

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Richmond County Accessible Media Centers

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

- The media center is open to individual students, small groups of students and faculty at all times.
- Cooperative 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.
- 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.
- 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.

Jenkins-White Textbook and Equipment Procedures

- Textbooks
 - If you have new students, please email me and let me know. The media specialist is charged with distributing textbooks and workbooks.
 - Anything not related to textbooks, such as office supplies, would be provided by the office and should be requested there. The media budget is only allotted to be used in the media center. General supplies should be directed to the office, which also includes toner or ink for classroom printers.
- Copy machines/Rizo
 - Teachers are given a code by Ms. Parkmon at the beginning of the year. The copy machines will function with the use of your badge.

- You have a limit of copies per month, please see Ms. Parkmon for your monthly allotment.
- Do not send items to the media center to be copied. If you need copies for another teacher or yourself, please do this during your conference time, before or after school, or in an emergency have someone cover your class to copy.
- Students are not allowed to use the copy machines or Rizo equipment.
- You are responsible for logging out of the machines at the end of your session. If you do not log out properly, it is your responsibility and know that your monthly allotment may be used by the next person.
- You are required to bring your own paper to the media center to make copies. The media specialist does not supply paper. Please be aware of your allotment for the year.
- If the copier jams and you are unable to fix it, please notify the media specialist. Do not force anything on the copier and if you are unsure how to fix it, please do not. Notifying the media specialist of an issue will ensure that the copier gets fixed in an expedient manner.
- Please plan accordingly and make copies ahead of time. There were supply issues last year that resulted in no toner for a few days.
- If you are having paraprofessionals or volunteers such as grandparents or AU students make copies, it is your responsibility to teach them how to use the equipment. Please ensure they know how to use the equipment before they come to the media center.
- Lamination is available to all staff members. Laminator is only to be used by the media specialist. The yearly limit is 60 feet per staff member. Please drop off what you would like laminated to the media center with your name. Please note:
 - Anything wider than 23" cannot go through the lamination machine.
 - Items to be laminated should be tape and staple free and organized.
 - Items will laminate better if cut apart prior to lamination, media specialist is not responsible for taking apart pieces that are connected.
 - Items will be laminated in the manner they are given to the media specialist.
 - Media specialist may only laminate once or twice a week depending on schedule. Lamination will be completed in a reasonable amount of time.
 - Media specialist is not responsible for damage to materials that you request to be laminated.
- Other equipment in the media center. Please note all materials should only be removed from the media center with permission. Some equipment such as poster maker and die cutter can only be used by media specialist and will need to be submitted ahead of time for creation.
 - Poster maker- email media specialist a PDF and request of number of copies as well as size (small, medium, large), and if you would also like it laminated
 - Die Cutting machine- small letters are in copy room, larger letters/pictures can be done on the other machine by media specialist
 - Paper cutter

Jenkins-White Student Procedures

- Students are not allowed in the media center unless they have a pass from their teacher.
- Please be aware if you have a new student and need textbooks/Chromebooks, you need to email the media specialist and I will get you those items promptly. Chromebooks will be issued after the student has completed the first day to allow for their information to sync in all systems.
- Do not send students down to the media center without a note if you require me to help them on your behalf. You may email me or write a note. Sometimes students are not able to convey what you are requesting and then I must send them back to class.
- If you are bringing your class into the media center, please do not leave them unattended. If students are staying in the media center with me, please be on time to drop off and pick up your students as I may have another class coming in.
- Students should not change the background to their Chromebooks or change them to dark mode.
- Please restart Chromebooks before sending students to the media center for help. Most issues can be fixed just by restarting. If restarting does not fix the issue, submit a ticket and include the ticket number before sending the student down with the computer. Also, include what the issue is, in case a student is unable to convey the issue.

Jenkins-White Circulation Procedures

- Students are allowed 2 books per checkout, if they do not have any overdue books.
- If parents do not want their child to check out they need to notify the media specialist by note or email and a note will be added to their account.
- If a student has books due from another campus, they will need to clear their account before being allowed to checkout.
- Students will not be issued a Chromebook until the day AFTER they have registered. Please do not send them down their first day because I will not have access to their information to give them a Chromebook. Instead, please email me so that I can get it ready as soon as they are showing up in the system. This process usually takes overnight. They will only be allowed to take home a Chromebook if they have all the paperwork on file in the media center and have the proper equipment.
- Teachers may decide to get a class book box instead of individual student checkout (especially for Kindergarten/1st grade). If you would rather your students not check out as a class, please notify the media specialist and a book box will be prepared. Those books in the book box will be checked out to the teacher, so please devise a way to track those books.
- If you need books in your classroom to support a lesson or subject, please notify me with titles and/or subject, how many books you would like, if you would like fiction or nonfiction, and when you need them. I will do my best to get library materials to you in a timely manner, so the more information you can give me the quicker I can get it done.

Richmond County School System Equipment Procedures

- Individuals using equipment must have it checked out to them through the inventory system.
- Equipment must be returned to the location from where it was checked out for it to be checked back into the inventory.

- Any individual transferring to a new location or leaving the Richmond County School System should “check out” with the Media Specialist to return all equipment and materials in order to clear his/her record in Destiny. This includes any Chromebooks, laptops, or computer equipment that are checked out to staff members.
- Collections must be inventoried annually.
- Individuals not returning equipment or materials will be subject to paying replacement costs for the missing items. If there are missing items on your account from other previous schools that you were employed at, please contact that school to clear your account.
- In the event of theft of equipment, a police report must be filed

Lost and Damaged Library Books, Materials and Equipment

The following guidelines for charging student fees, fines and charges should be considered:

- Media Specialists will determine the amount charged for lost or damaged library books, materials and equipment using the Instructional Materials guidelines.
- A minimum of \$1.00 shall be charged for damages. Damaged barcodes should be charged as damage to the book.
- Lost books should be charged according to cost.
- If a student owes money for lost or damaged books, materials or equipment, the student’s parents are to be notified by overdue slip, lost book notice and or bill for damages.
- Students withdrawing owing money for lost or damaged books, materials or equipment should have the amount owed and the item written on the withdrawal slip. If the student transfers within Richmond County, the administrator is to accept the student and attempt to collect the amount owed.
- Richmond County Board of Education policy states that all money collected from a student shall be receipted. A receipt record shall be kept of all money collected for lost and damaged items. The money shall be turned into the school bookkeeper and an office receipt given. The office receipt should be kept with the receipt record. The office receipt and media center receipt books should balance.
- Students and staff will not incur fines for overdue materials, however, overdue materials can lead to suspended checkout privileges.

Exit Requirements

Prior to retirement, leaving the school system or moving from one school to another within the system, the media specialist shall:

- Make an appointment with the system Media contact for the express purpose of verifying that his/her records and to be cleared on the End of Year Checklist.
- Verify that the above-mentioned items are in place, clearly marked and readily accessible to the new person. The media specialist is not responsible for organizing materials that are checked out to staff members. Curricular materials are expected to be returned in a reasonable condition and complete.

- All staff will be required to complete an End of Year Check out with the media specialist. This will be by appointment only. Please do not send down any textbooks, workbooks, or other equipment to the media center without notifying and scheduling time with the media specialist.

Computer, Software, Equipment Documentation and Passwords

- A file of all information regarding each computer in the school should be kept in the media center. The media specialist should also keep an accurate record of all passwords needed to access any computer or piece of software in the school. Teachers also have access to their student's username and password through Infinite Campus and should consult that before sending students to the media center. If students are locked out of their account, or have no access, they should be directed to come to the media center with their computer. The media specialist does not have access to staff usernames and passwords.
- Technical assistance cannot be rendered if passwords to networks or pieces of software are not available to the technology specialist and technicians.
- If staff or students are having issues with laptops or Chromebooks, they are required to complete an IT Ticket through Incident IQ before sending students down to the media center. If the media specialist is unable to correct the issue, a replacement Chromebook will be issued to the student. No replacement will be provided unless a ticket is issued. Students may incur a fee for damage to Chromebooks.
- Tickets must also be issued to fix promethean boards, document cameras, or printers. Also, if you would like a website reviewed for potential blocking, or other general IT issues such as software requests, all require a ticket and will be assigned to the building technician.
- Staff may reach out to the media specialist for intermediate IT issues, but only after completing an IT ticket. Please be aware that media specialist may not be available at that moment to fix technical issues, but will try to get to them as soon as possible.
- Requests will be handled by the media and technology specialist and technical repair staff:
 - In the order of their importance to the functioning of the instructional program
 - In the order received.
 - Warranty computers
- We are a 1:1 school, meaning each student in our building will receive a Chromebook. Students in grades 4th and 5th grade who may potentially be taking home a computer (dependent on Principal's approval) will need to complete form required by Richmond County Schools. Students who have a computer checked out previously that has not been returned, or have computer related fines, are not allowed to take computers home. No student will be allowed to take home a computer unless they have the completed forms on file in the media center. The media specialist will create a spreadsheet to share with teachers to let them know which students are eligible to take a computer home. In the event a computer goes home, teachers are responsible for getting charging cables and bags for each student taking home a computer. It is the teacher's responsibility to create an accounting of all computers, chargers, and bags going out and returning to school.
- Each Chromebook is checked out to an individual student. Please create a system so that students are only using the Chromebook assigned to them. The media center labels the computers with student's name at the beginning of the year for your convenience.
- Students should not be allowed to change the desktop or change their computer to dark mode.

Internet Acceptable Use Policy

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 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

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
- Circulation of library materials to students and staff
- Circulation of textbook materials to students and staff
- 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 System
- Library Inventory to be completed in the spring semester of the year that includes an accounting of all library materials entered into Destiny

- Textbook Inventory to be completed in the spring semester of the year the includes an accounting of the textbook materials entered into Destiny
- 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 and Technology 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 an accurate accounting of all Grant items as a part of the automated media system
- 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
- Maintaining social media accounts, providing access to staff through the school webpage, as well as a media webpage
- Provide lamination and large font cutouts/letters to staff to be completed in a reasonable amount of time