



W. S. HORNSBY  
MEDIA CENTER HANDBOOK

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## Beliefs

### *We Believe That...*

1. Every child can learn, given the proper instruction.
2. Student learning and student needs should be the primary focus of the school.
3. Teachers should use the best teaching strategies in order to introduce a variety of learning experiences for all students.
4. Every student is entitled to a safe, orderly, and supportive learning environment.
5. Every student should develop a progressive knowledge of all technological advancements.
6. Every student is a valued individual with unique physical, social, emotional and intellectual needs.
7. Teachers should have high expectations of student achievement and be willing to promote the school's vision and mission.
8. Parental involvement is one of the most important factors in the success of all students.
9. Parents, teachers, and the community should work together to educate the students socially, intellectually, emotionally, and physically.
10. Cultural diversity expands a student's awareness and creates respect of different peoples and cultures.

## Media Center Mission

The mission of the W. S. Hornsby Media Center is to acquire, organize, and ensure access to a wide variety of information and materials to meet the information needs—intellectual, educational, cultural, recreational—of the students and teachers and to support the curriculum and the goals and objectives of the school. The media center will be managed by a qualified staff committed to inspiring an enthusiasm for reading and a reverence for life-long learning among both children and adults.

### General Objectives of the Program

Objective #1: To promote and support the instructional curriculum by providing a wide assortment of materials on all branches of knowledge and in as many formats as possible.

Objective #2: To promote independent and self-sufficient use of the Library Media Center and its materials.

Objective #3: To integrate library skills into the classroom curriculum by using a system of cooperative planning between teachers and media specialist.

Objective #4: To provide guidance in usage of the library through in-service classes to faculty and staff and through orientation classes for new students.

Objective #5: To promote enjoyment of reading and research activities by instituting a number of reading and information access skills activities.

Objective #6: To provide the necessary equipment and materials to support the curriculum.

Objective #7: To furnish and arrange the facilities in such a manner as to provide materials and assistance in the production of instructional materials and displays.

## Statement of Open Scheduling

The Media Center at W. S. Hornsby Elementary has flexible scheduling for student and teacher use. Teachers may bring a class or send individual students or small groups at the time service is needed.

For media skills instruction, teachers plan with the media specialist so it can be related to curriculum content.

The media center is open to staff and students continuously from 8:15 a.m. until 4:15 p.m. to provide media related services.

## Building Media and Technology Committee

The Building Media and Technology Committee addresses the media and technology concerns at the school level and provides input to the system media and technology committee. This committee shall be composed of administrative, instructional and media personnel, parents, students, and community representatives.

The committee shall meet as often as needed or as required to meet the school's needs.

The committee is responsible for making recommendations for the media program in the school concerning:

1. Long range program goals
2. Budget priorities
3. Reconsideration of materials
4. Operational procedures
5. Copyright adherence policies
6. Program evaluation
7. Policies for receiving gifts
8. Policies for the use of non-school owned materials in the classroom
9. Provide information about community resources
10. Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions to the media collection.

### Short Term Goals

1. Provide library orientation for all students.
2. Promote the use of the online literacy program MyOn.
3. Exhibit student work in the Media Center.
4. Involve community supporters in a reading program.

### Long Term Goals

1. Utilize community organizations as guest readers/presenters.
2. Maintain school web page.

### Selection of Materials for the Media Center

Selection of resource materials is cooperative, ongoing process in which the administrators, teachers, media specialist and students will participate.

The media specialist will make the final decision based on the following criteria for selection:

1. Relevance to curriculum.
2. Interest level, accurate treatment of subject area and objectivity.
3. Local board of education policies.
4. Authority, scope, arrangement of book, and physical make-up.
5. Format, special features and cost.
6. Recommendations of the building media and technology committee, teachers, and students.

## Gifts

All gifts will be considered in light of their benefit to the school's curriculum and its objectives. Donated items cannot be returned to the donor once they have been added to the media collection.

## Reconsideration of Materials

Occasionally in a democracy, a complaint will be made about certain media. If this is the case, the following steps will be followed:

1. The complainant shall file the complaint, in writing and on the approved form with the school administrator. (See Appendix)
2. 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 shall 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.
3. The Building Media and Technology Committee shall meet with the complainant to discuss the item and try to reach an amicable and acceptable decision if the issue.
4. A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent of Instruction and the Director of Educational Media and Technology.
5. If the complainant does not accept the decision of the Committee at the school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and recommendations.
6. If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.

7. The appropriate form shall be the Form for Reconsideration of Media found in the Appendix. Copies of this form shall be kept on hand to give to anyone approaching the principal, teacher or media specialist with a complaint.

#### Media Center Hours

The media center employs flexible scheduling. That means that the center is open continuously Monday-Friday for all students and staff from 9:00 a.m. - 4:00 p.m.

Students may visit the media center as individuals, in small groups (with a hall pass) or as an entire class. If the teacher elects to bring an entire she (he) should schedule a time with the media specialist. This will help avoid conflicts. The teacher should limit small groups to no more than five at one time. If the media specialist is needed to teach a media skill or assist the teacher with resources for a unit of study, a minimum of one week's notice is necessary to allow for preparation.

#### Integrated Skills and Curriculum

It is Hornsby's policy to integrate library skills into the classroom curriculum by collaboration between the media specialist and the teacher during the school year. The media specialist provides support for the teacher but can also teach library-related skills.

## Damaged and Lost Materials

A book which is lost or damaged beyond repair will result in the student being assessed the replacement value of the book, as listed on the shelf list plus \$2.00 for the barcode cost. If the book is more than ten years old and no price is listed then the cost of the book will be established at \$5.00. Damaged barcodes will cost \$2.00 for replacement. Report cards will not be sent home at the end of the semester unless all charges are paid.

## Lending Policy

1. Books and magazines are checked out for a one week period (7 days). If no one has asked for the book, it may be rechecked at the end of the period. Magazines cannot be rechecked due to the limited collection.
2. A child with an overdue book is discouraged from checking out additional materials until the book is returned.
3. Students may check out 5 items at one time.
4. All books and magazines are due two weeks prior to the end of school. Media Center activities will be limited after that in order to conduct inventory; however, access to the media center will not cease.
5. Teachers may check out any number of books and materials for their classroom use. Each teacher is responsible for the return of all materials.

## Overdue Books and Fines

No fines are charged for overdue books; however, a student cannot check out any library material until all items are returned or paid for. Overdue notices are sent to parents before the semester ends stating the cost of lost books. Damaged barcodes are \$2.00.

## Copyright Policy and Procedures

In accordance with Georgia Standards concerning Copyright Policy, the media specialist will be responsible for answering questions about the copyright policy and procedures. W. S. Hornsby adheres to the Federal Copyright Law and prohibits unauthorized copying of any materials which bear the copyright label; however, the Fair Use Section of the Copyright Law will be utilized by our teachers and educators. It is the responsibility of each teacher to adhere to the Copyright Law.

### Georgia Public Broadcasting

<http://www.gpb.org/public/education>

### Discovery Education

[www.discoveryeducation.com](http://www.discoveryeducation.com)

Discovery Education provides free current digital videos in many subject areas and they correspond with the state standards.

### Rental Videos

In accordance with the Copyright Policy, no rental video material will be shown in classrooms. Educational videos housed in the media center support the curriculum.

### Student Media Festival

Students are encouraged to participate in the Student Media Festival. The festival is usually held in March or April.

## Richmond County Internet Access Policy

It is the policy of the Richmond County Board of Education that teachers and students should be furnished educational opportunities and resources to have access to programs and services available for "online" computer services offered by various vendors. In this connection the Department of Instructional Technology is authorized to provide for procedures with various online support suppliers to ensure that these online services do not cost the student or the school district any funds; to ensure that there is access limited to instructional and curriculum related matters; and to provide procedures for other similar matters to ensure that the rights of the online provider and the school district are protected. Particular attention should be given to ensuring that the students are not granted access to anything other than educational and instructional resources.

At Hornsby Elementary Media Center students must have an assignment that requires Internet use before online access is granted and the media specialist monitors the activity to ensure that only educational sites are used. The classroom teacher is responsible for monitoring online access in the classroom.

# APPENDIX

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:

Form for Reconsideration of Media – Page 2

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

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

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 \_\_\_\_\_

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

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

Name	Title/Occupation	Address
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13. What were their reactions and/or opinions?

14. What do you suggest be done with the item in questions?

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

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Complainant