

# ***MEDIA CENTER HANDBOOK***



Richmond County Technical  
Career Magnet High School

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## **Mission and Philosophy**

The Mission of the Richmond County Public School System is building a world-class school system through education, collaboration, and innovation.

The Richmond County School System will create a world-class, globally competitive school system where all students will graduate and are college/career ready.

The mission of Richmond County Technical Career Magnet School is Careers Leading to a Profession. It's vision is A World Class School for World Class Learners.

The philosophy and mission of the RCSS and TCM extend to the TCM Media Center. The mission of the TCM Media Center is to provide guidance, service, and leadership in the development of information literacy skills and media in all forms and instructional technology resources to the school and community. The media center's purpose is to serve students, faculty, staff and administration based on the instructional needs and objectives as listed in the school improvement plan.

### **Goals of the TCM Media Center**

- To enhance the instructional program.
- To stimulate growth in factual knowledge, literary appreciation, ethical standards and aesthetic and moral values.
- To provide technology for students and teachers to use.
- To provide a wide range of information on topics and to help students make informed decisions.
- To educate teachers in the use of the equipment available to them.
- To help students develop skills necessary for critical reading, thinking, and listening.
- To provide materials representative of many religious, ethnic and cultural groups and their contributions to society.

### **Long Range Technology Goals for the TCM Media Center**

The TCM Media Center updates its Technology Plan yearly. It can be found in the appendix of this handbook.

## **TCM Media Center Operation**

The Media Center will be open from 7:20 a.m. until 3:10 p.m. every day that school is in session.

The Media Center operates on an open schedule. The Media Center will be accessible to students as individuals and as a class.

Teachers must schedule class visits at least one week in advance. Teachers must also fill out a form that correlates their learning objective to the lesson they are teaching in the Media Center.

Classes are welcome to use the Media Center class or computer areas after the teacher has signed-up and collaborated with the media specialist.

## **Circulation Policy**

When IDs become available, students must show their ID card to check out books. Students may check out up to 10 books at one time. Books are loaned for a two-week period. Periodicals, Encyclopedias, and Reference materials may be checked out overnight for one night only.

## **Professional Collection**

A Professional collection is available for all faculty members. All curriculum guides are available. Guidelines for school law and ethical activities are available. Methods and materials books are also available. Teachers may request items for the professional collection in writing. All requests will be considered on the October State order.

## **Student Media Festival**

Richmond County holds an annual media festival with exhibits that include creative technology uses by students. If projects are created on the school level, the Building Technology committee will judge them before sending them on to the County competition.

## **TCM Media and Technology Committee**

This committee shall meet as often as needed or as required to meet the school's needs. The committee assists the Media Specialists in the following areas:

- Long range program goals
- Budget priorities
- Reconsideration of materials
- Operational procedures
- Copyright policies
- Program evaluation
- Gift policies

The TCM Media and Technology Committee is chosen yearly and is made up of teachers, administrators, media specialists, a student, a parent, and a community member.

### **TCM Media and Technology Committee 2016-2017**

Melisa Clark-Interim Principal

Velveeta Tanksley-Media Specialist

Al Young-Career Technology and Agricultural Education Teacher

Nathalie Pace-Science Teacher

Marcia Crawford-High School English Language Arts

Ansley Tyler-Middle School English Language Arts

Paula Barriner-Parent

Jaiden Lloyd-Student

## Media Center Procedures

We urge all students, teachers, administrators, and staff members to utilize the Media Center. The media specialists and staff are ready to assist all patrons in book selection and the use of information skills and technology. Teachers are requested to visit the Media Center to become familiar with the materials that are offered. Teachers are asked to schedule class visits ahead of time to reserve the space and to allow the media specialists to pull books and assist the teacher in a facilitative manner. The Media Center's function is to meet the needs of the faculty and the students.

The following guidelines must be followed.

- Teachers must accompany their classes and are responsible for maintaining discipline and assisting classes.
- Individual students must have a pass to visit the Media Center.
- Individual students and small groups must have a pass from a teacher, sign-in, state the purpose of their visit, and sign out when leaving.
- Books may be checked out for a two week period.
- Periodicals, encyclopedias, and reference materials may be checked out overnight.
- Class visits must be in the teachers' lesson plan and the media center activity must support a GPS Common Core standard.
- Classes may use the computers for Internet research and to prepare and print documents.
- Students may use the computers to type papers on an individual basis provided that a computer is available and a class is not using them for research.
- A conference room will be available for teachers and staff members to use but visits must be scheduled to prevent conflicts.
- Students using the conference room must be monitored by a TCM faculty/staff member.
- Books or videos in the collection that are thought to be inappropriate must be brought to the attention of the Media Specialists and a Reconsideration of Materials form must be submitted to the administrator.
- Gifts brought to the Media Center will be deemed usable or unusable by the media Specialists and may or may not become part of the media center collection.

## **Budget Considerations**

Each year, money is allotted from the State for ordering books for the Media Center. The majority of this money must be spent on printed materials. However, some money may be spent on e-books, computer software, and audiovisual materials. Money has to be spent very wisely.

## **Requests**

When the State Order is made in October, teacher requests are considered. If a teacher needs an item that would support the curriculum, the Media Specialist will try to order that item. If the item is too costly, the Media Specialist may hold the request and attempt to find something similar at a lower cost.

## **Selection of Materials**

In addition to taking teacher requests for materials, the Media Specialists take a great deal of time to produce an order that fits the needs of the school's population. The following items are considered when ordering:

- Does the item support the school's curriculum?
- Is the item age appropriate?
- Does the item allow students to make intelligent judgments about the information?
- Is the item too controversial?
- Can the item handle the wear and tear of daily life in the Media Center?
- Is the item needed?
- Is the price reasonable?

For ordering books, some of the following resources are considered:

- Booklist
- Library Journal
- School Library Journal
- Senior High School Library Catalog

Books are cataloged using the MARC21 format, Library of Congress Subject Headings and the Destiny Automated System. All instructional materials and technology items are catalogued and barcode. In order to check items out, the barcode is scanned or typed manually into the Destiny system. This barcode pulls up information from the MARC record and the Call Number of an item.

## **Weeding**

Weeding a collection goes hand in hand with ordering. The collection needs to be weeded when there are a number of dated, worn-out, or unusable books. Weeded books may be given to teachers or students. Equipment may also be weeded when it no longer works or serves any purpose. A form must be filled out and the principal has to notify the purchasing department to arrange for the items to be picked up. Periodicals that are not indexed should be discarded at the end of each school year.

## **Lost and Damaged Items**

Students or teachers who have lost a book must pay replacement costs to reorder the book. This payment must be made to the school's bookkeeper. The receipt from the bookkeeper will clear the patron. Any student who has a lost or damaged book with an unpaid fine will not receive a report card. Overdue notices will be sent to students and/or teachers once a week. Student overdue notices will be sent via the student's teacher.

## **Fines**

The TCM Media Center does not charge fines for overdue books. Fines are charged for lost or damaged books. It is up to the Media Specialists to decide whether or not to charge fines. A fee of .5 cents per page is charged for printing documents.

## **Withdrawals**

Any student withdrawing from school must have his/her withdrawal form checked in the Media Center. If the student does not owe for any books, he/she will be deleted from Richmond County Technical Career Magnet School in the Destiny system. If the student owes for books, he/she will not be deleted from the computer until the designated amount is paid. Also, the student's withdrawal form is marked and the student will have to clear the fee before school records and transcripts can be obtained or forwarded to other schools.

## **Inventory**

All materials must be inventoried annually. The Media Specialists must account for all items – even those checked out by departments. An inventory form must be completed and sent in to the Media and Technology Department. In order for the inventory to be correct, all items must be cataloged when they are received.



## **Incoming Equipment**

All media materials and equipment ordered and received must be routed through the Media Center before any package is opened. The State requires that the Media Center maintains an inventory record and that all instructional equipment and media materials be cataloged. In order to ensure that an accurate record is kept, and to lessen the burden on all, it is imperative that this procedure be followed immediately upon delivery of all items.

## **Computer Repair**

After trying some simple trouble shooting, teachers should notify the media center staff when computers or peripherals are not functioning properly. The media center will also complete additional trouble shooting and advise the teacher if there is something that can be done right away. For all other cases the media specialist will forward a technical request form to the county Educational Media and Technology Department and a technology specialist will be dispatched to the school.

## **Checking Out Equipment**

Please make sure that you request all equipment at least a week in advance by signing up with media center staff. Equipment is loaned on a first come – first served basis. Plan and prepare for your equipment/resource needs ahead of time. When you check out equipment, please make sure that it is in working order. Please return it by the due date and in working order. Any materials damaged or not returned will be repaired/or replaced at cost to the borrower.

## **Internet Policy**

Richmond County Technical Career Magnet School has a Student Internet Acceptable Use policy (appendix) that must be adhered to when students are on-line. Students are not granted access to anything other than educational or instructional information. RCSS does have web filtering software installed on the local area network. Students must follow “netiquette” when on-line and social networking web sites are not acceptable. Internet usage is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. This includes vandalism, being in forbidden site areas, using proxy sites to bypass filters, and using computers and software for any purpose other than instructional purposes.

## **Reconsideration of Materials**

Occasionally, someone may have a problem with a book or video that we have available. If a problem arises, the following procedure should be followed:

- The complainant shall file the complaint, in writing on the approved form, with the school administrator.
- 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.
- The Building Media and Technology 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 Assistant Superintendent for Instruction and the Director of Educational Media and Technology.
- If the complainant does not accept the decision of the Committee at the school level, the complainant shall 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 Committee, 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.

The Form for Reconsideration of Materials is found in the appendix and is readily available at the TCM Media Center.

## **Gift Policy**

While gifts are generous, they must be judged in light of their benefit to TCM's instructional program. Gifts will only be accepted if they add strength to the media center's collection. The Media Specialist will determine if the gifts can be utilized.

## **Audio Visual Services (Media Cast and Videos)**

Teachers can access audio visual instructional materials including network television, web based videos, and uploaded videos via the MediaCast system. Media center staff will assist teachers as necessary in obtaining programs that support the curriculum. Requests must be at least one week in advance. Videos and movies must be for instruction only. Showing a program purely for entertainment is not instructional and is not allowed. Teacher should notify media staff of any problems with equipment.

## **Georgia Public Broadcasting**

Georgia Public Broadcasting Education provides many valuable instructional resources teachers can use in the classroom to enhance instruction. Access all of the resources via <http://www.gpb.org/education>. After accessing the GPB Education site register for regular updates and information, instructional media, and training on GPS Common Core.

## **Discovery Education Streaming (United Streaming)**

Discovery Education Streaming is provided free to each school, department and teacher by Georgia Public Broadcasting. Teachers are encouraged to use Discovery Education Streaming to locate supplemental video materials that support the curriculum.

The Discovery Education Streaming is the largest and most current digital video library available today. It provides award-winning content in all subject areas and the videos are correlated to the GPS. Faculty and staff can access the site via the GPB website or you can key <http://streaming.discoveryeducation.com> in your web browser address bar. First time users will need to get enrollment information from the media specialist.

## **Comcast**

Comcast provides digital cable television service to the school system. The media specialist with the maintenance, IT, and MIT departments will ensure that a signal is received in the school and in each classroom.

## **Video/DVD Usage**

For programs recorded from the television, the following guidelines will apply.

- If unlimited follows the program description, the program may be taped and kept indefinitely.
- If a specific date follows the program description, the video copy must be erased by the date specified.
- If no date follows the program, the program is deemed educational and taping was pre-approved, the program may be used in the classroom but only by the teacher who requested the tape. He/she may use the tape once for instruction and once for re-teaching before the tape must be erased. Exception can be made with prior written permission from the program's producer.
- 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 with an instructional reason for the program stated in the lesson plan.

- Videos brought from home by a student or faculty member must be previewed by at least two members of the Media and Technology Committee and approved prior to viewing. The Request to Show Non-School Video form should be completed and it is recommended that a two week period be allowed for the preview.
- **Under no circumstances shall a video rented from a rental facility be shown in a school. This is a violation of Board Policy and copyright laws.**

## **Classroom Taping**

The media specialists will come to a teacher's classroom to tape a special event or will set up the equipment for the teacher to tape the special event. Please request this service at least one week in advance. Teachers may also check out the digital video camera.

## **Computer Software and Equipment**

A file of all information regarding each computer in the school should be kept in the media center. All computer hardware and software is for instructional use only and should only be used to promote the mission and goals of RCSS and TCM. All copies of software used on any computer within the school must have a license on file, preferably in the media center.

## **Loan of Computers and Other Electronic Equipment**

Computers and other electronic equipment may be loaned to teachers during the year and over the summer. Borrowers must complete a Loan of Equipment Form (Appendix). Any materials damaged or not returned will be repaired and/or replaced at cost to the borrower. The borrower must insure the equipment is in working order when it is checked out, return the material by the due date, return the material in working order, and provide a police report should the equipment be stolen or destroyed. The media specialist must make sure the materials are returned on time, in working order, and reattached to the network with appropriate network settings.

## **Copyright**

- All teachers, students, administrators, and staff must adhere to copyright laws.
- The media specialist is the "copyright advisor" for reproduction and use of copyrighted print, non-print and electronic information.

- A copy of *Copyright: A Guide to Information and Resources* by Gary H. Becker is available in the media center and should be consulted when questions arise concerning copyright issues.
- The following on-line resources are available for consultation regarding copyright and specifically fair use for teachers.
  1. A copy of the Copyright Law of the United States is available at <http://www.copyright.gov/title17/>
  2. An easy to understand audiovisual (can even be used with students) is available at <http://www.loc.gov/teachers/copyrightmystery/#>
  3. *Copyright and Fair Use Guidelines for Teachers*, a concise and easy to read two page chart is available at <http://www.halldavidson.net/copyrightTEACH.pdf>

# APPENDIX

## Fair Use Chart for Teachers

Work or Materials to be used for Educational Purposes	Fair Use Restrictions for Face-to-Face Teaching	Illegal Use without Explicit Permission from Creator/Author
Chapter in a book	<p>Single copy for teacher for research, teaching, or class preparation.</p> <p>Multiple copies (one per student per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test.</p> <p>Copyright notice and attribution required.</p>	<p>Multiple copies used again and again without permission.</p> <p>Multiple copies to create anthology.</p> <p>Multiple copies to avoid purchase of textbook or consumable materials.</p>
Newspaper/magazine article	Same as above.	Same as above
Prose, short story, short essay, Web article	<p>Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.</p> <p>For works of 2,500-4,999 words, 500 words may be copied.</p>	Same as above
Poem	<p>Same as for first item.</p> <p>Multiple copies allowed of complete poem up to 250 words -- no more than two printed pages.</p> <p>Multiple copies of up to 250 words from longer poems.</p>	Same as above
<p>Artwork or graphic image -</p> <p>chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image</p>	<p>Same as for first item.</p> <p>No more than 5 images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.</p>	<p>Same as first item</p> <p>Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.</p>
<p>Motion media -</p> <p>film and videotape productions</p>	<p>Single copy of up to 3 minutes or 10% of the whole, whichever is less.</p> <p>Spontaneity required.</p>	Multiple copies prohibited. Incorporation or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.
<p>Music</p> <p>-sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings</p>	Single copy of up to 10% of a musical composition in print, sound, or multimedia form.	Same as immediately above
Broadcast programs	<p>Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date.</p> <p>Use by only individual teachers.</p> <p>Copyright notice required.</p>	<p>Same as immediately above.</p> <p>May not be done at direction of superior.</p> <p>May not be altered.</p>

This chart was adapted from Washington State University [Guidelines](#).