

*Blythe Elementary
School*

Media Center Handbook

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Mission

The mission of the library media center is to assist the learning community in becoming lifelong learners by instilling a love of reading through education, collaboration and innovation. We are a resource for information and provide access to informational, educational, and cultural materials in a variety of formats and technologies.

Philosophy

The philosophy of the Blythe Elementary School Media Center is to provide instruction that supports the curricula and educational goals of our school. The main focus of the program will be to help increase student Lexile levels while developing users who are skilled in information access. Instruction will be designed to teach literacy and information skills that meet the needs of students in today's society. A collection that is accessible, up to date, and reflects the needs of all students and staff to meet educational goals will be developed. Integration of the program with the curricula fosters a partnership with the teachers and ensures that the media program plays a vital role in the education of our students.

The Blythe Elementary School library media center will strive to become an interactive resource center for students and staff to support learning and literacy achievement on local, state, and national levels. Through collaborative efforts of faculty, staff, parents, and community we will help students become lifelong learners.

Goals

- To provide services to students, faculty, and staff that will enhance the instructional program at Blythe Elementary.
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards as well as 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 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 Library Media Specialist in order to incorporate information literacy skills into the curriculum.

Building Media and Technology Committee

Each school shall have a Building Media and Technology Committee that shall be composed of administrative, instructional and media personnel, parents, students, and community representatives.

The Building Media and Technology 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 program goals for all types of media used by the instructional program
- Budget priorities
- Reconsideration of materials
- Operational procedures
- Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
- Program evaluation, including expansion and deletion of services
- Policies for disposition of gifts
- Policies for the use of non-school owned materials in the classroom
- Mechanism for the use of information sources outside the school
- Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection

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 and Technology 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.

Media Center Operation/Scheduling

Blythe Elementary Media Center operates on a fixed schedule. The justification for this schedule has been filed through GADOE strategic waivers for the use of the media center.

However, the Richmond County Board of Education and Georgia State law mandates 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.

The media center is open each school day from 8:00 AM until 3:30 PM for staff and for students. Each student should have a library card.

Conduct/Rules

Individual students, groups of students, or whole classes are expected to conduct themselves appropriately in the Media Center. Those persons that 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 be accountable for their own actions.
- Students are expected to use computers for completing school related assignments unless given permission to visit other educational websites.
- Students are expected to leave computers in the same condition in which they began using them. (They are not allowed to change the background, the homepage, download programs, or delete icons.)
- 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 that fails to comply with the Media Center rules.

Lamination

The media center has 1 laminator. The laminator is located in the teacher workroom or lounge. Please see the media specialist if you need assistance.

Circulation Policy

Pre-K, Kindergarten and 1st grade students are allowed to check out one book at a time. Second-Fifth grade students are allowed to check out two books at a time. Library books are loaned out for a two-week period. Books are to be returned to the circulation desk. Reference materials 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 name. Teachers should not pass items checked out in their name to other teachers or allow students to take items home. 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, and audio items as well as hardware such as computers or peripherals. 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 materials are lost or damaged by another person while checked out under a student's name, the student who checked the materials out is still responsible for making restitution for the materials. Questions or concerns about payments for damaged or lost library books must be addressed to the Media Specialist.

Overdue Books

At this time, Blythe Elementary Media Staff do 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 Building 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 do they support the instructional goals of the school. Gifts should only be accepted if they are up-to-date and they enhance the Media Center's collection.

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 Blythe Elementary. 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 and Technology 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 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 school's administrator.
- If the complainant does not accept the response of the Building Media and Technology 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 the Appendix.

Videotape/DVD Policy

Videotapes/DVDs 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.
- 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 are not encouraged. Under no circumstances shall a video rented from a rental facility be shown in a school. This is in violation of Richmond County Board Policy and copyright laws.

Software

All copies of software within the school must have a license on file. Typically, the license entitles the holder to use the program and make one back up for a specific number of multiple copies of a program, usually at a reduced price. All operating systems must also have a license. No software should be installed unless it is from Richmond County Board of Education.

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 county technician.

Technical Requests

If a faculty or staff member is in the need of technical assistance, they are to submit a Technology Work Order through School Dude. Please keep in mind that the media specialist is not a technician but can troubleshoot minor problems when the need arises.

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: <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. (<http://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

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
- 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 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.

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TECHNOLOGY CONTRACT

See <https://www.rcboe.org/Domain/124>

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 the 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 _____

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?

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

Name _____ Title/Occupation _____

Address _____

13. What were their reactions and/or opinions? _____

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

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

Signature of Complainant _____ Date _____

Richmond County Board of Education

Loan of Equipment

See the Code of Conduct

<https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/4/2020-2021%20Code%20of%20Conduct--Final--KFB%205-14-20.pdf>

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.