MEDIA CENTER
HANDBOOK

CHARLES R. DREW HIGH SCHOOL
MEDIA CENTER
2010-2011

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OBJECTIVE OF THE MEDIA PROGRAM
We exist to support the academic and extra-academic information needs of our students, faculty and staff. We do this by supporting classroom instruction, supplying instruction in information science, and making materials of interest available to our school members.

ACCESSIBILITY OF THE MEDIA CENTER
Media Center Hours and Scheduling Concept

The Charles R. Drew Media Center is available for students and staff to use according to instructional need rather than a predetermined schedule. The Media Center is open each instructional day from 7:30-3:40 Monday through Thursday, 7:30-3:30 Friday. Students may enter with a pass before school (7:30-8:10), or during the school day except for homeroom (8:30-3:05). No student should be in the Media Center during homeroom. During the school day (8:30-3:05) students sign in at the desk when entering. No pass is needed after school.

The Media Center uses flexible scheduling of classes. Teachers are able to schedule time and space according to the activity that is planned. This approach provides flexibility in planning the center use and better meets the needs of groups and individuals. Therefore, scheduling of classes should take place several days or weeks before the classroom visits the library.

Individual Student Visits
The media staff is available to assist students and faculty with the procurement and use of media materials and equipment. Teachers may send up to three students at a time to the Media Center with an official school pass during class time or during lunch. No students will be admitted during homeroom.

Honor passes may also be distributed by Media Staff and will be applicable before school only (7:30-8:10).

After school, students do not need a pass to come to the Media Center.
CIRCULATION OF MATERIALS
Media resources - print and non-print - are organized according to the Dewey Decimal System. All materials are circulated to teachers, while student circulation is generally restricted to books. Students are allowed to check out three (3) regular books for (2) weeks at a time. Renewals are allowed if the book is presented in person by the borrower and with no other outstanding obligations.

Fines are not charged for overdue materials; however, there are charges for lost or damaged materials. Charges must be paid in cash. Students with overdue, lost or damaged books are not allowed to check out additional books until their obligations have been cleared.

There is no limit to the number of books that teachers may check out, and they may keep them for one (1) month. Other materials (other than books) may have different circulation periods. Materials supporting specific curriculum needs may be pulled and reserved for library use or sent to the classroom at the teacher's request. Please allow a 24 hour advance notice for a class set of books to be pulled.

COOPERATIVE PLANNING
In order to provide maximum use of media resources in instruction, cooperative planning between the teacher and the media specialist is a necessity. This planning should be done well in advance of the need for resources and services. The teacher and the Media Specialist will plan and schedule the date(s), time(s), curriculum objective(s), media needs, services, and responsibility for delivery of instruction.

The duty of the teacher is to maintain responsibility for the whole class during visits to the media center by participating in the delivery of instruction to meet the purpose of the visit. This will require the teacher to be present during a whole class visit. If more than one teacher is assigned to the classroom (collaborative teaching), then all assigned teachers must be present during a whole class visit.

Homeroom Teachers- Overdue Notices
The Media Center periodically sends out overdue notices to students through their homerooms. Teachers give these notices to the student and direct them
to the media center as soon as they enter homeroom. Their overdue notice will serve as their pass. Please write the time they left homeroom, and we will write the time they left the media center. We want periodic contact with all students who have overdue books.
**PROFESSIONAL LIBRARY**

The Media Center maintains a professional library, which contains resources for teachers and staff on many different topics related to education. Materials are arranged by Dewey Decimal System and are available for checkout. Please notify one of the Media Specialists of any resources that are not included that you would like to have added to the collection. When submitting a request for consideration, please provide the author, title and ISBN number (if available) of the desired item. We are constantly trying to improve this resource area.

Also, teachers may use Wilson Web (an online educational periodical database) and the Professional Collection at the Professional Learning Center. GALILEO and ProQuest are available to all students and faculty/staff. See a Media Specialist for access information.

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**Information Literacy**

The media center and its personnel may be scheduled by a teacher for specific activities in the following areas:

A. media skills  
B. research  
C. skills enrichment

Guidelines and examples for each area are as follows:

A. **Media skills:** Information access skills will be taught as needed to accomplish the objectives of your curriculum. This may involve individual, small group, or whole class instruction in the media center depending on what is determined by our planning together. Teachers are encouraged to work with the media personnel in planning opportunities to extend print and computer skills into the curriculum. Each teacher will sign up on the media center calendar and plan cooperatively with a media specialist to maximize resources (see Cooperative Planning Sheet). Planning can be scheduled before or after school or during planning periods. In order to reserve space for a whole class visit, **24-hour notice is required.** However, teachers should sign up on the media center calendar as early as possible so cooperative planning can be done.
B. Research: When giving assignments that require media resources, please let us know ahead of time. All available materials relevant to the research can be pulled and reserved for the students and not be checked out for two weeks. (Please see "Information Form for Assigned Research Questions) Preplanning helps us find the best sources for your assignment and all students will be able to access these sources.

C. Skills enrichment: All areas of the curriculum benefit at one time or another from additional print and non-print materials. By planning with the media personnel, you can make maximum use of available materials in your instruction.

Research Model

According to Wikipedia (5/10/2010), “Research can be defined as the search for knowledge or any systematic investigation to establish facts.” It is the Media Specialist’s belief that we must always provide a framework for student research and ethical considerations such as documentation of resources should always be followed. Here is one method of teaching systematic investigation (rubric for assessment available from the Media Specialist).


1. Task Definition
   1.1 Define the information problem
   1.2 Identify information needed (to solve the information problem) o What is my current task?
   o What are some topics or questions I need to answer?
   o What information will I need? 2. Information Seeking Strategies
   2.1 Determine all possible sources (brainstorm) 2.2 Select the best sources o What are all the possible sources to check? o What are the best sources of information for this task?

3. Location and Access
   3.1 Locate sources (intellectually and physically) 3.2 Find information within sources o Where can I find these
sources? o Where can I find the information in the source?

4. Use of Information
   4.1 Engage (e.g., read, hear, view, touch) 4.2 Extract relevant information o What information do I expect to find in this source? o What information from the source is useful?

5. Synthesis
   5.1 Organize from multiple sources 5.2 Present the information o How will I organize my information? o How should I present my information?

6. Evaluation
   6.1 Judge the product (effectiveness) 6.2 Judge the process (efficiency) o Did I do what was required? o Did I complete each of the Big6 Stages efficiently?
COOPERATIVE PLANNING SHEET
(Day-to-day contract for media center use)

TEACHER_________________________SUBJECT__________________________________________

DATE(S)_________________________PERIODS__________________________________________

I. Class will research following topic:____________________________________________________

II. Class will check out book(s): A. ( ) Accelerated Reader  B. ( ) Any book of their choice

III. Class will come to media center
   A. ( ) the entire period            B. ( ) the first 25 minutes of class          C. ( ) the last 25 minutes of class

IV. Class will have special speaker/program______________________________________________

V. Other______________________________________________________________________________

MEDIA CENTER STAFF NEEDS TO KNOW:

1. Approximate number of students in class(es):_______

2. How many sources are required on bibliography?_______
   Have you taught students how to do a bibliography?_______ ( )APA style      ( )MLA style
   Have you given students a handout with examples of print and computer bibliographic citations?_______
   Please attach citation handout if possible.

3. Check the sources you would like students to use:
   ( ) General encyclopedias (Example: World Book)
   ( ) Specialized encyclopedias (Example: Gale Encyclopedia of Science)
   ( ) Books
   ( ) Magazines, Journals, Newspaper articles using electronic databases—Galileo and E-Library ( )
   Internet web sites
   ( ) Other__________________________________________________________

4. Do you want students to check out books or use books only in the media center?______________
   Date books can be checked out_______________________________

5. When is assignment due?________________________________________

6. What is your instructional objective for each media day?

   A. First Day: The student
      will____________________________________________________________
B. Second Day: The student
will________________________________________________________

C. Third Day: The student
will________________________________________________________

D. Fourth Day: The student
will________________________________________________________

7. Please attach any handouts for students explaining the assignment; and/or attach a list of specific topics you or your students have chosen to research (Example: Class research—Poets: please list individual poets—Emily Dickinson, etc.)

If you are going to be absent on the day of your visit to the Media Center, please have an alternate plan for your class to remain in the classroom with the substitute.

The media center must maintain order for reference and research to be completed by all students. It is the duty of the classroom teacher to maintain the supervision and discipline of his/her class. If students are not on task, the class will be asked to leave, and the day-to-day contract will be cancelled.

INFORMATION FORM FOR ASSIGNED RESEARCH QUESTIONS, ETC.

TEACHER_______________________________________ DATE______________

When making an assignment to students, please forward this form to the media center before assigning work that requires the use of information resources. The following information would help the staff retrieve information for the assignment:

1. Briefly describe the assignment (including a copy of all handouts the student has received.)

2. Number of students involved in this research.

3. Kinds of materials the student will need.
4. Dates of the assignment:

Starts__________________________________ Ends__________________________

5. Place books on reserve: ____________Yes ____________No

TEACHER CHECKOUT POLICIES AND PROCEDURES FOR ALL MATERIALS POLICIES:

Teachers may check out books and materials for one month, but are requested to please use and return materials promptly so that they will be available for others to use. The media center catalog can be accessed by going to destiny.clayton.k12.ga.us and selecting the appropriate school. Current magazines are checked out for one day and should be returned to the media center the next morning for media center use. Back issues are checked out at any time of the school day, and they should be returned within one week. Circulating equipment should be returned at the end of the day at least 20 min before Media Center closes.

PROCEDURES:

Books:
All books in the media center will be checked out on the computer. Teachers shall follow procedures for checking out books by signing the barcode book at the circulation desk.

Audiovisual materials:
All AV materials are cataloged the same as books by using the Dewey Decimal System. Each item is indexed in the computer by title, author, subject, and keyword. Audiovisual materials may be checked out by signing the barcode book at the circulation desk and having a media staff member enter the transaction into
the computer. Return all AV materials promptly rather than passing them on to other teachers.

Magazines, information file, and any other items without checkout cards:
Check out these materials by simply filling in the form provided for your convenience at the circulation desk.

Equipment:
Most equipment housed in the media center can be checked out by asking the media center staff, signing the equipment check-out sheet at circulation desk and having it scanned. Please plan ahead, and we will reserve the equipment for your required date. Please do not swap out equipment.

We do not deliver equipment, so plan to send a student to carry small requests.

Please notify the media staff if the equipment is not working.

Cameras (camcorders, flip cameras, digital cameras) and tripods are available at the media center for classroom use. The teacher is responsible for taping in the classroom and also for supplying any blank tapes that may be needed. The teacher is also responsible for securing the camera while it is in the classroom--locking the classroom door or securing the camera in a locked cabinet.

Returning materials:
Return all materials to the front desk in the media center to be checked in.
LAMINATING MACHINE USE

One of the immediate goals of the Media Center program is to provide services that enhance and support the school's philosophy, goals and the curriculum. The media center has a laminating machine for instructional use for students and teachers.

In order to get items laminated, please observe the following guidelines:

1. Complete the laminating form found in the Media Center and check the following:
   - Material is free of staples, glitter, and tears.
   - Material is no more than twenty-five (25) inches wide.
2. Lamination will be done two days a week, Tuesday and Thursday.
3. Materials to be laminated Tuesday or Thursday must be submitted by first period on the above days. Pick-up time is anytime after 3:00 p.m. on that same day.
4. Only media staff is authorized to operate this machinery.
5. Minimum price is $.20 a foot.
6. Payment is due at time of pickup.

PRINTING SERVICES

The Media Center staff provides copying services for students, faculty, and staff. The cost is ten cents ($.10) per copy. Printing from the Internet or a disk is ten cents ($.10) per page, ($.25) for color.

LETTER CUTTER AND POSTER MAKER

TBA

CLOSED CIRCUIT VIEWING

TBA

COPYRIGHT

Clayton County Board of Education policy regarding copyright states that duplication of copyrighted materials by Clayton County School System employees must be done with permission of the copyright holder or within the bounds of "fair use".

The new copyright law, effective January 1, 1978, made some fundamental changes which clearly prohibit educators from legally copying and disseminating, at will, any materials
they deem appropriate for instructional use. Infringement can result in the awarding of severe penalties for each offense. Punishment may include fine and/or imprisonment.

It is the responsibility of the school media specialist to be aware of the copyright law and of the interpretations of this law in the courts. The media specialist serves as the building level contact person regarding copyright questions.

**FAIR USE**

Under the doctrine of "fair use" certain copying can be done. At present, fair use is not clearly defined in all areas, especially the non print categories. The following parameters are accepted as standard operating procedures relative to copyright. Legal copying must fall under the criteria for "fair use". Fair use takes into consideration:

1. purpose and nature of the use including whether such use is of commercial nature or is for nonprofit educational purposes; 2. nature of the copyrighted work;
3. amount as related to the work as a whole;
4. effect on potential market for, or value of, the copyrighted work.

Caution must be exercised in the interpretation of "fair use". All four of the criteria listed above must be met. Additionally, it cannot be assumed that copying (print and non print) done for educational purposes automatically falls within the doctrine of "fair use". The four (4) general criteria for "fair use" are more clearly defined in the interpretation of BREVITY, SPONTANEITY, and CUMULATIVE EFFECT.

**HERE ARE SOME LINKS TO COPYRIGHT ANSWERS!**


**USING VIDEOS LABELED "HOME USE ONLY"**

According to Gary Becker, videos labeled "Home Use Only" may be used for educational purposes. Videos in our school video library with this label may be used for face-to-face instruction with students as per Section 110(1) of the Copyright Law. The key is that the tape is incorporated as part of the systematic teaching activities of the program in which it is used. Companies state this provision in their catalogs.

The rental of a videocassette bearing this label also falls under the same section of the copyright law and must be used for instruction only. In either case, purchased or rented, the video may not be used for entertainment, fund raisers, time fillers, motivation or rewards.

**ALL VIDEOS MUST BE PREVIEWED BY THE TEACHER BEFORE USE. CLAYTON COUNTY DOES NOT PERMIT THE SHOWING OF “R-RATED” VIDEOS.**
Any videos not owned by the school or from United Streaming need to be approved on the appropriate form by an administrator before using in the classroom.

UNITED STREAMING

United Streaming is a service provided by the Georgia State Department of Education. It provides over 4,000 videos, 40,000 film clips and thousands of images to enrich the curriculum. The website is www.unitedstreaming.com. These videos should be saved to laptop computers, floppy disk or CDs for redelivery to the students. The Drew HS code is A536-36FD. Teachers should set up their own usernames and passwords.
OTHER TOPICS COMPUTER LABS

All General Purpose computer labs are scheduled through the Media Center. No one should be in a Computer Lab without scheduling through the Media Center. This includes before and after school. Other Policies and Procedures of computers labs TBA.

CLASSROOM COMPUTER (NON-CVAE)/ PRINTER (NONCVAE)/ TEACHER LAPTOP/ DIGITAL CLASSROOM COMPONENTS

All issues should be reported to a Media Specialist immediately.

MEDIA CENTER CONFERENCE ROOM AND OTHER ROOMS

Any area under the supervision of the Media program needs to be scheduled with a Media Specialist before using it.