

Romona Nora
Media Specialist

OVERVIEW OF MEDIA PROGRAM

The library media center is a part of the Richmond County Curriculum Department. The primary focus is to facilitate the learning process through the integration of technology and information access. The media specialist will collaborate with teachers so they can

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Gift and Non-

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Media Center Operations/Scheduling

The media center is open during the instructional hours of 9:15 am to 4:15 each and every day under the supervision of the media specialist or identified volunteers. Large group activities should be scheduled in advance by the teacher for varying days and or lengths of time to fit the needs of the planned instruction.

Statement of Flexible Scheduling

Hornsby Middle promotes an open and flexible schedule. The open schedule is encouraged as stated in Georgia State law.

The media center is open each school day from 8:35 A.M. until 4:30 for staff and 9:15 A.M. until 4:15 P.M. for students. Each student should have a library pass. Students wishing to do research or use the Internet should have a note from the classroom teacher indicating their to9o ry yi r5laLact

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Selection of Media Materials

The media specialist orders materials for the media center on an annual basis. Teachers,

Gifts and Non-school Owned Materials

Hornsby Middle 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 collection. No personal technology equipment should be connected to the school server.

The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. A list of committee members shall be turned in to the Director of Educational Media and Technology at the beginning of each academic year.

Circulation Policy

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. Children in grades three through five will be allowed to check out up to 5 books for a period of two weeks with a renewal option if more time is needed. If a student has a late or lost book, he/she can check out only two books until this responsibility has been taken care of. Magazines and reference materials must be used in the media center and will not be available for student check-out.

Lost and Damaged Books

The media center will assess all damages and charge the student for the cost of replacing the book. Lost books must be paid for before a student can check out more than two additional books.

Videotape Policy

Any videotape housed in the Media Center may be shown if it is instructionally related. Personal videos brought in by teachers, students and parents must be submitted for preview and approved by the building administrator. A form requesting preview and approval may be picked up from the media center or downloaded from this handbook. No commercial videos (i.e. Redbox) may be shown in the school. Please follow all copyright guidelines as it relates to copying and usage.

Videos deemed educational and purchased by the school are made part of the media center collection and may be used at the discretion of the media specialist. The following guidelines will be adhered to:

An instructional reason for the program should be stated in the lesson plans

The program should be scheduled at least one week in advance

There should be a follow-up lesson after the viewing to reinforce the content of the video

Only G rated movies should be shown.

Georgia Public Broadcasting/United Streaming

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

Appendix A

Internet Permission Form

Form for Reconsideration of Media

Form for Loan of Equipment

Request to show school videos

Request to show non-school videos

Form for stolen or missing equipment

Copyright notice/restrictions

Notice of Nondiscrimination for students

Software Subscription Pre-Approval

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 _____

Address _____
Street City State Zip

Telephone (Home) _____ (Work) _____

Complainant represents

_____ Him/herself

_____ 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: _____

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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 being done with the item in question?

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

Signature of Complainant _____ Date _____

Richmond County Board of Education

Loan of Equipment

Date _____

Return date _____

- 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
- Provide Police Report should the equipment be stolen or destroyed by fire.

****Note**** include current replacement cost (CRC) and list each piece of equipment separately.

Model	Make	Serial #	CRC
Computer _____			\$ _____
Monitor _____			\$ _____
Other equipment _____			\$ _____

The network connection is an Ethernet card. DO NOT attempt to plug a telephone cord into the network card jack. Doing so will damage the network card and possibly the computer. Do not try to reconfigure the computer for a modem. You will be liable for damages to the card/computer.

Software - list titles separately; use the back of this form if necessary.

Title	CRC
_____	\$ _____

Insurance Company: _____ **Policy Number** _____

The equipment being loaned belongs to the County Board of Education and is public property. The borrower agrees to be responsible for the borrowed equipment and will be responsible for any and all damage or loss to the equipment or any piece of it, whether through misuse or theft, natural wear and tare alone excepted. The equipment will be returned to the school or department location at the end of the loan period. It shall be the responsibility of the borrower to inform school officials of any damage or malfunction. The borrower further agrees that the equipment is for official or educational use only and will not be used as a personal or family computer. It will not be used for playing games or Internet use, except for approved purposes and it shall not be used by other members of the dwelling. By directive of the Richmond County Board of Education.

Name and signature of Borrower _____
(please print) (signature)

School authorized signature _____

Request to Show School Videos

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

TITLE OF VIDEO _____

SOURCE OF VIDEO _____

RELATIONSHIP TO CURRICULUM _____

DATE I WISH TO SHOW THE VIDEO _____

I request the above listed video for use in my classroom for the above stated educational reason.

TEACHER _____ DATE _____

Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

TITLE OF VIDEO _____

SOURCE OF VIDEO _____

RELATIONSHIP TO CURRICULUM _____

DATE I WISH TO SHOW THE VIDEO _____

I request the Building Media and Technology Committee preview the above listed video with the intent that it be used in my classroom for the above stated educational purposes.

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

any purpose other than private study, makes a request for, or later uses, a photocopy or reproduction in excess of

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

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