

Mission

The mission of the media center is to assist the learning community in becoming lifelong learners that are able to make positive decisions; by stimulating an interest, promoting the love of reading, and providing access to informational, educational, and cultural materials in a variety of formats and technologies leading them into a successful career path.

Philosophy

The philosophy of the Jenkins-White 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 develop users who are skilled in information access. Instruction will be designed to teach literacy and information 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.

Goals

To provide services to students, faculty, and staff that will enhance the instructional program at Jenkins-White 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.

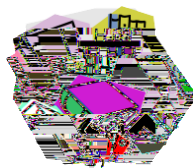
To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking and listening.

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

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

Media Center Operation/Scheduling

Jenkins-White Elementary Media Center operates on an open and flexible schedule. 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.

No fixed schedules will be honored. Small groups of students (2-3) or individuals may come to the Media Center anytime during the school day. The media center is open each school day from 7:00 AM until 3:00 PM for staff and 8:00 AM until 3:00 PM for students. Each student should have a library pass. Students must sign in upon entering the media center. Students sent to the Media Center to read, do research, take Accelerated Reader quizzes, or to use a computer should have a note from the classroom teacher indicating the purpose of their visit and the length of time they are allowed to stay in the Media Center. The Media Center Staff reserves the right to send students back to the classroom if the Media Center is too crowded or if students behave inappropriately. **Students should not be sent to the Media Center for disciplinary reasons.**

Class visits are welcomed but must be scheduled at least two days in advance for orientation, checkout of library books, and story time. Please keep in mind that story time is for pre-kindergarten and kindergarten classes only. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged a week in advance. Richmond County Board policy mandates that teachers remain with their class in the Media Center during whole class visits. If a teacher knows he/she will be absent on the day of their scheduled visit, he/she must reschedule. Teachers are not to send their class to the Media Center with a substitute teacher.

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

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

Videos brought from home or by a student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. At least a two-week period should be allowed for the preview process. Fill out the appropriate form and submit it

Projectors

Classroom projectors should be turned off when not in use and at the end of the school day to preserve the life of the lamp. Projector lamps are very expensive and it may take months to get a replacement. If a faculty or staff member see a projector on and not being used, they are asked to turn it off.

Technical Requests

If a faculty or staff member is in the need of technical assistance, they are to complete and submit a TECHNICAL REQUEST form. The entire form must be completed and is located on

troubleshoot minor problems when the need arises. If the repair needs the attention of a technician then the media specialist will complete and submit a TECHNICAL REQUEST to the Technology Department.

Internet Usage Policy

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>.

APPENDIX A

Duties and Responsibilities of the Media Specialist 12

TECHNOLOGY CONTRACT

The Richmond County School System believes in using technology in conjunction with teacher-directed activities. The use of technology is a privilege not a right. The failure of any user to follow these procedures will result in the loss of privileges or other appropriate disciplinary actions.

Students will be responsible and will follow all rules set forth in the Richmond County Acceptable Use Policy.

Students will not damage hardware or download unauthorized software.

Students will not disable or attempt to bypass filtering or monitoring software.

Students will use technology for instructional purposes only.

Students will be responsible for saving and maintaining the privacy of their own account or work.

Students who intentionally damage or take technology equipment must pay full repair or replacement cost.

School Name _____ Teacher Name _____

I agree to follow the Acceptable Use Policy and the rules of this contract. I agree to use technology in a responsible way to further my education.

Student Signature _____ Printed Student Name _____ Date _____

I have read and understand the Student Acceptable Use Policy and this contract. I give my consent for my child to use technology in the Richmond County School System.

Parent Signature _____ Printed Parent Name _____ Date _____

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 _____

Name _____

Address _____

Street

City

State

Zip

Telephone (Home) _____ (Work) _____

Complainant represents

____ Him/her self

____ Organization (Name) _____

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.

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

Model	Make	Serial#	Current Replacement Cost
Computer _____			\$ _____
Monitor _____			\$ _____
Other equipment _____			\$ _____

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 _____
(Principal/Assistant Principal or Media Specialist)

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 _____

RS78R()JETBT1 0 0 1 144.5 608.26 Tm8.

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 _____

TIME _____

I request the Building Media and Technology Committee preview the above listed video with the
ir91

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 study, scholarship or research purposes. One of these specific conditions is that study, scholarship or research purposes. One of these specific conditions is that study, scholarship or research purposes.

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

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The person using this equipment is liable for any infringement of the law.