

*Blythe Elementary
School*

Media Center Handbook

Laura David - Media Specialist

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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

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

- 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 resolution of the issue.
- A written report of all actions taken by the Building Media and Technology 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. Teacher- _____ \$1'sdm

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>.

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

APPENDIX B

Technology Contract 11

Form for Reconsideration of Media 11

Loan of Equipment Form 12

Copyright Notice Samples 12

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>

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
a request for, or late
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

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.