

THE SECRET GARDEN

Take a trip not in a plane
or boat or train or car.
Travel all around the world
to places near and far.
Ride an elephant and find
a castle with a knight.
Hear a mariachi play
for dancers. What a sight!
Take a ride up into space
and see the planets there.
Walk through pastures fresh and green,
and feed a colt or mare.
Hit a ball out of the park.
The crowds stand up and roar.
Take off in a bright red plane
and through the clouds you'll soar.
All this you'll find beyond the gate.
step up and take a look.
The secrets of this garden
are found within a book.

My friend 71

Library Media Handbook

Elementary School Level

PREPARED FOR

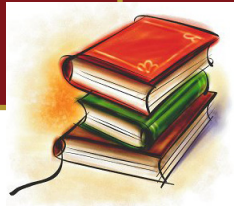
EDIT 6254

Operations of the
Library Media Center
Spring 2012



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PHILOSOPHY AND MISSION STATEMENT

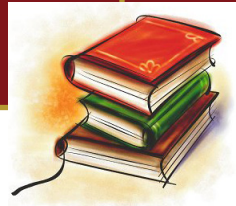
Philosophy

All students and faculty are encouraged to visit the media center as often as possible. Students shall have access to quality books as well as strong collaborative instruction interacting with both the classroom teacher and the media specialist.

Mission Statement

The mission of the media center and staff is to create and instill the love of learning and reading in our students. We will accomplish this by:

- » Providing students with age appropriate print and non-print materials to use in research and for pleasure;
- » Providing students with resources that facilitate and encourage creative learning and application of skills through the use of current technology;
- » Collaborating with faculty so as to increase the academic performance of students in Language Arts, including reading and writing, by using technology in ways that will be the most beneficial to student learning.
- » Supporting the faculty by providing for professional learning and coaching, mentoring, and peer observations in the area of technology integration.



MEDIA CENTER SERVICES

The school library media center program supplements classroom activities and is an integral piece of the curriculum. The media center offers a wide variety of materials and activities for both faculty and students. Materials are selected from multiple forms of media contingent upon interest, vocabulary, maturity and ability levels of all students at ABC School.

Services

- » Circulation of Media Center Collection to Students
- » Circulation of Media Center Collection to Faculty and Staff
- » Research
- » Broadcast Studio for Daily Announcements
- » Video Production
- » Collaborative Teaching
- » Special Events

MEDIA CENTER HOURS

Before School

The media center hours before school are from 8:20 a.m. to 8:45 a.m. Students may check out books during this time.

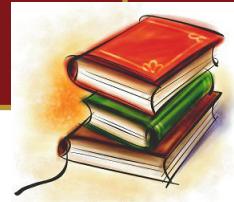
During School

The media center hours during school are from 9:15 a.m. to 2:30 p.m. Students may check out books during this time, with teacher permission. Students should be in their classroom during morning announcements from 8:50 a.m. to 9:15 a.m.

After School

The media center does not have after school hours for students. Faculty and staff may check out books until 4:00 p.m.





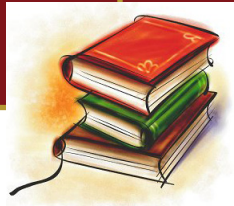
MEDIA CENTER SCHEDULING

The media center utilizes a flexible schedule for an open media center. Flexible scheduling is a plan of usage that makes the media center resources, services, and facilities accessible to all students and faculty at the time a need arises. Students are encouraged to visit frequently and ask questions. Media skills instruction correlates with classroom projects and makes utilization of skills meaningful.

A schedule of the school day is posed on the shared drive of the network. The classroom teacher signs up in advance for the amount of time needed for the planned activity. Once the teacher signs up for a scheduled block of time they need to complete a "Collaborative Planning Guide" in conjunction with the media specialist (see Appendix for a sample form). Collaborative planning between teacher and media specialist is the critical component behind a successful media lesson. The media specialist and teacher will team teach all whole class instruction. If the teacher simply wishes to bring their class in to use the computers, please indicate this on the schedule. Teachers may also sign up for a 20 minute block to bring their class in to check out books.

April 2013		April 2013							May 2013						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
		7	8	9	10	11	12	13	5	6	7	8	9	10	11
		14	15	16	17	18	19	20	12	13	14	15	16	17	18
		21	22	23	24	25	26	27	19	20	21	22	23	24	25
		28	29	30					26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
Apr 1 - 5	Apr 1 8:30am 9:00am Morning Annou 9:30am 10:00am Brenson - Clas	2 8:30am 9:00am Morning Annou 10:30am 11:00am Lindsay	3 8:30am 9:00am Morning Annou 9:00am 9:30am Freeman 11:00am 12:00pm Miller 12:30pm 1:00pm McClure	4 8:30am 9:00am Morning Annou	5 8:30am 9:00am Morning Annou
Apr 8 - 12	8 9:00am 8:30am 9:00am Morning Annou	9 8:30am 9:00am Morning Annou	10 8:30am 9:00am Morning Annou 9:00am 9:30am Freeman	11 8:30am 9:00am Morning Annou	12 8:30am 9:00am Morning Annou 2:00pm
Apr 15 - 19	15 11:00am 11:30am Heck - Lecture	16 12:30pm 1:00pm Lindsay - 1st	17 9:00am 9:30am Freeman 11:00am 11:30am Heck - Lecture	18	19 12:30pm 1:00pm Lindsay - 1st
Apr 22 - 26	22 8:30am 9:00am Morning Annou 11:00am 11:30am Heck - Lecture	23 8:30am 9:00am Morning Annou 12:30pm 1:00pm Lindsay - 1st	24 8:30am 9:00am Morning Annou 9:00am 9:30am Freeman 11:00am 11:30am Heck - Lecture	25 8:30am 9:00am Morning Annou 10:30am 11:00am Reynolds	26 8:30am 9:00am Morning Annou 12:30pm 1:00pm Lindsay - 1st
Apr 29 - May 3	29 8:30am 9:00am Morning Annou 11:00am 11:30am Heck - Lecture	30 8:30am 9:00am Morning Annou 12:30pm 1:00pm Lindsay - 1st	May 1	2	3



CIRCULATION POLICIES AND PROCEDURES

Student Circulation

Loan Period

- » The loan period for fiction and non-fiction books is two (2) weeks. These books may be renewed two (2) additional times as long as there are no holds/request on the books.
- » Magazines are available to students in grades 3rd – 5th for a loan period of two (2) days with one (1) additional renewal as long as there are no holds/requests on the magazine.
- » Reference materials are not available for student checkout.
- » Video / audio tapes are not available for checkout by students.

Number of Materials Checked Out

- » Grades K – 2nd: 1 item at a time
- » Grades 3rd – 5th: 2 items at a time

Fines for Late, Lost or Damaged Books or Magazines

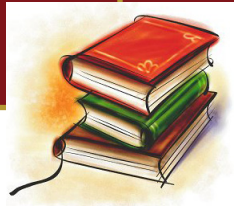
- » Overdue books or magazines are considered late one (1) month after due date. The fine will equate to \$0.05 per day starting at verbal statement to student.
- » The fine for books or magazines that are considered lost or damaged is \$15.00 for a hardcover book, \$5.00 for a soft cover book or magazine.

Procedure for Recovering Late, Lost, Damaged Books or Magazines

- » A late notice will be given verbally to the student approximately two (2) weeks after the due date.
- » If, after three (3) late notices have been given, a letter to parents will be sent home with the student.
- » If a student has had a letter go home regarding an unreturned book or magazine, he/she will not be allowed to check out again until the book or magazine has been returned.
- » If, by the end of the school year, the book or magazine has not been returned or has been deemed lost or damaged and the fine has not been paid, an alternative will be decided upon with teacher/administration, depending on communication between media center and parents of student.

Faculty Circulation

Faculty and staff may check out books, sets of books for classroom reading assignments, audio visual materials, magazines and reference books. Please feel free to use the media center as a bountiful resource. Contact the media specialist if you need any help locating these items. As an attempt to teach responsible book handling to the students, teachers will not be able to check out books for their students in the teacher's name.



PERSONNEL

Media Specialist

Mrs. Smith has been ABC's Media Specialist since 1998. She taught 4th Grade here ten years before assuming the role of ABC's Media Specialist. Ms. Smith is actively involved in co-teaching classes with all of ABC's classroom teachers as well as being actively involved in co-teaching all technology classes here at ABC school.

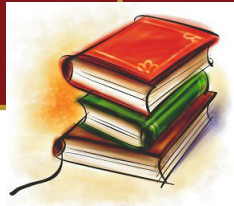
Media Clerk

Mrs. Clark has been ABC School's Media Clerk for over twenty years. She was a consistent parent volunteer when her son was a student here, before taking on the full-time role as the Media Clerk. She remembers the card catalog before it became electronic!

Parent / Student Volunteers

We are so fortunate to have so many great parent volunteers and would not be able to offer all of the services here at ABC school without them. Parent volunteers are essential to the daily functions of the media center as well as any special events that are planned throughout the year. If you know of any parents interested in volunteering in the Media Center, please have them contact Susie Smither to coordinate scheduling.





MEDIA AND TECHNOLOGY COMMITTEE

Process for Selection

The Media and Technology Committee is selected by extending an invitation to any and all parents, business community partners and teachers in joining the committee, along with the Principal, Media Specialist and Local School Technology Coordinator. Officers (President, Vice President and Secretary) are elected at the first committee meeting in September. At least four other meetings are held throughout the remaining school year.

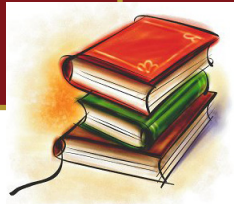
Goals and Procedures

The concerns of the committee are:

- » Procedures for implementing the county's instructional media, technology, and equipment policy;
- » Establish media and technology program objectives and priorities;
- » Respond to formal complaints regarding materials used in the school; and
- » Promote media and technology related resources and services.

MEDIA CENTER RULES

- » No food or drink allowed in the Media Center by students.
- » No running or horseplay allowed.
- » Please use inside voices - no yelling!
- » Courteous and respectful manner by adults and students alike, at all times.
- » Have fun and explore the materials that are here for you!



SELECTION POLICY

Selection of Material

Instructional material selection is a cooperative, continuing process in which administrators, faculty members, and the media specialist participate. The responsibility for coordinating the selection of most instructional materials and making the recommendation of purchase rests with the media specialist. The following criteria shall be used when determining selection of materials:

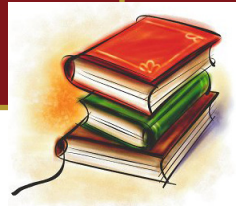
- » Selection of materials is based on recognized reviewing sources and recommendations by faculty / staff, students and parents. Materials are considered on the basis of appropriateness to curriculum and school level, appropriateness of format and style, authority of format and style, accuracy, and currency of content.
- » Each grade level is encouraged to e-mail titles of books that they would like to see purchased for the media center to the media specialist. These titles will be carefully reviewed and then purchased when funds become available.
- » The Media and Technology Committee welcomes gifts as possible additions to the media center collection. The media specialist reserves the right to keep only those items deemed appropriate to the collection and to dispose of any remaining materials that are not deemed appropriate.

Challenged Materials

Materials used in the educational setting may be challenged despite the fact that the challenged materials were selected by qualified individuals, proper procedures and in observance of the criteria for selecting such material.

To initiate a complaint:

- » The individual must be a resident of the county, or if challenged material is specific to a particular school, they must have a child enrolled at the school.
- » The initial complaint may be in written form and sent to the local school board by certified mail. Once received by a school official, an official complaint will be considered filed within ABC district / county.
- » Once complaint is filed, a letter acknowledging the complaint, an explanation on the selection of materials process, and appeals procedures will be sent to the individual filing complaint.
- » After review of material appropriate school district / county committee, a judgment will be passed and the material in question either removed and/or replaced, or left intact. No judgment shall come more than two weeks after initial complaint received by school board.



ADDITIONAL FORMS AND GUIDES

Copyright Information

Information pertaining to copyright is available in the media center. Consult the media specialist if you have specific questions or concerns. Remember, copying is prohibited if used to replace, create or substitute.

Request: Using Non-School Owned Material

Video Viewing - Videos shown for educational purposes should tie directly with school district / county curriculum and should be owned by the school. Teachers wishing to view a video that is not owned by the school will need to fill out a Video Approval Form (see Appendix), which can be obtained from the media specialist. Please submit this form to the principal and then place into the media specialist's mailbox.

A/V Equipment

Audio-Visual Equipment is available for check out through the media center. Teachers need to check out these items from the desk. Students may not transport A/V equipment due to safety issues.

Technology Equipment: Trouble Shooting

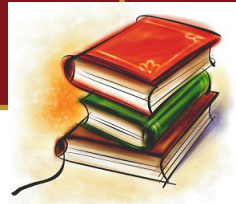
Forms are available in the Media Center in the event that you need help with a piece of technology equipment. An e-mail to the media specialist in emergency situations will also suffice. Please be sure to include the following: Teacher name, grade, type of equipment, and nature of problem. Please be sure to be specific! The more information you provide to me, the better I will be to able to help solve the issue.

Receipt for Gifts or Donations

We will gladly accept books and other materials purchased through our Fall and Spring Book Fairs. Teachers may fill out "Wish List" forms that include book name, teacher, and price of book, which will be made available for students and parents to fulfill a Wish List book. Receipts will be given for other materials purchased.

Acceptable Use Policy (AUP)

Please see Appendix for guidelines and form.



APPENDIX

Acceptable Use Form

“Acceptable Use of Electronic Media for Personnel, Intern/Student Teachers, Substitute Teachers, Volunteers, and Vendors (Version 050509)”. Gwinnett County Public School Website. n.p. n.d. Web. 29 April 2012.

The following document outlines guidelines for use of the computing systems and facilities located at or operated by Gwinnett County Public Schools (GCPS). The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including the Internet. Use of the computer facilities includes the use of data/programs stored on GCPS computing systems, data/programs stored on magnetic tape, floppy disk, CD-ROMs, DVD-ROMs, computer peripherals, or other storage media, that is owned and maintained by GCPS. The “user” of the system is the person requesting an account (or accounts) in order to perform work in support of the GCPS program or a project authorized for GCPS. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner.

The Board recognizes that electronic media, including the internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education and for the purpose of AKS instructional support or administrative functions. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

As a GCPS employee, volunteer, or vendor, you will be expected to maintain appropriate passwords to obtain access for your job and/or tasks. All GCPS-issued passwords should be changed within one week of issuance by the user if the application enables the user to do so. Not all applications allow this, but the applications where the password should be changed immediately include Novell, Lotus Notes, the GCPS Portal (go.gwinnett) and SASixp / CLASSxp, should you be provided with these resources. Passwords should be changed every 90 days thereafter to maintain the integrity of the GCPS network.

Login information, usernames, and passwords are confidential. YOU are responsible for keeping logins secure. At no time should someone log in with your user name or password, and you should not use someone else’s information. Students should never log into a teacher or staff member’s computer; this must be done by the teacher or staff member.

Additionally, GCPS technology and electronic resources must not be used to:

- » Harm other people.
- » Interfere with other people’s work.
- » Use a computer to steal property.
- » Gain unauthorized access to other people’s files or programs.
- » Gain unauthorized access to on-line resources by using someone else’s password.
- » Make changes to the hardware or software configuration of any machine, without following local school procedures for approval.
- » Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies
- » Steal or damage data and/or computers and network equipment.
- » Access, upload, down load, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children’s Internet Protection Act. Such use can also lead to disciplinary actions, up to and including termination of employment or contract with GCPS and criminal prosecution. At no time should student names be broadcast or disclosed in unauthorized communications sent outside the GCPS network. For example, a teacher-initiated progress report sent through email to a parent is appropriate, but posting individually identifiable student testing data on a non-GCPS website is not appropriate. Teachers should closely monitor classroom activities where students are communicating outside of GCPS. Such activities might be classroom-to-classroom collaborative projects, “pen pals” and web-site-related instructional activities. At no time should student privacy be compromised in these communications, nor should students’ work be delivered outside of GCPS without direct supervision of the students’ teacher.

Student and staff data may be transmitted periodically to educational and government entities for required business purposes, but these transmissions are managed in a secure environment to maintain student and staff confidentiality. Finally, please note that GCPS technology use is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Signatures:

Staff Member: _____ Date: _____



APPENDIX

Sample Collaborate Planning Guide

ABC School
Collaborative Planning Guide

Teacher's Name: _____

Grade: _____ No. of Students _____

Desired Date of Class: _____ Scheduled on-line? _____

Standards Addressed: _____

Subject of Lesson:

Presentation Type: _____

Resources Needed: _____

Describe what you envision for this lesson and any materials you may need.

Media Center Lesson (please circle): Yes or No

Type of Lesson: _____



APPENDIX

Sample Video Approval Form

ABC School
Video Approval Form

Teacher's Name: _____

Grade: _____ No. of Students _____ Date to be shown: _____

Standards Addressed: _____

Subject of Lesson and how video ties in with curriculum: _____

Material Name and Rating: _____

Approved:

Not Approved:

Signature: _____ Date: _____