

GHS Media Center Faculty Handbook



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Media Staff

Media Specialists: [Kim Jenkins](#)
[Julie Mallory](#)

Media Services

Hours of Operation

Monday - Thursday	7:00 a.m. - 5:00 p.m.
Friday	7:00 a.m. - 4:00 p.m.

Cell Phones

Cell phones should be turned off and out of sight while in the media center. Cell phones that are heard or seen will be confiscated and sent to the Assistant Principal's Office.

Channel One

Each classroom is equipped with a television for viewing the Channel One broadcast. The Channel One is shown daily after announcements. The program should start automatically. If it does not, please turn on your TV and tune it to Channel 3.

Computers

Microsoft Office 2003 components such as Word, Excel, PowerPoint, and Publisher are available on all computers. In addition, patrons may use the Online Public Access Catalog (OPAC) to locate materials in the media center. The OPAC may be accessed from any computer on the school network.

There is 1 computer lab that may be reserved by teachers for use by their classes. That lab is located in the media center.

Copying and Printing

Students

- Students have access to a coin-operated copier in the media center. The cost for copying is 15¢ per page. The media center computers print to black and white laser printers located at the circulation desk. The cost for printing is 10¢ per page. Students will be held responsible for all of the pages they print whether intentional or accidental. Due to the cost of ink, the media center does not have a color printer for student use.

Staff

- The media center will make up to 5 copies per day free of charge. Copied items must be for instructional use.
- The staff may print documents for instructional use for free. All other printing will cost 10¢ per page.

Copyright Compliance

It is the responsibility of each staff member to adhere strictly to copyright law when using copyrighted materials. The media staff will distribute a brochure each year that outlines some fair use policies and answers some frequently asked questions. If a copyright issue arises, the media specialists should be consulted.

Die Cutting Machines

AccuCut die cutting machines are available for student and staff use. There are a variety of letter styles and a number of specialty dies. Patrons must provide their own paper.

Food and Drink, etc.

Food and drink are not permitted in the media center. This includes, but is not limited to, gum, candy, sunflower seeds, flavored toothpicks, and smokeless tobacco products.

ID Cards

The media staff will provide one ID card for each student at no charge. The cards are used for identification and have a barcode on them. This barcode allows the student to check out books in the media center and to use technology at school. Students must turn in a signed acceptable use policy in order to receive an ID card. In addition, ID cards are required for admission to some school functions such as dances.

Lost ID cards

Lost ID cards may be replaced at a cost of \$5.00. Cards that are returned to or left in the media center may be reclaimed at a cost of \$1.00.

Withdrawal from school

ID cards are the property of GHS. In the event that a student withdraws from GHS, he will be asked to surrender his ID card.

Laminating

Laminating is done on Tuesdays and Thursdays. Items will be laminated for students at a cost of 50¢ each. Instructional items will be laminated for teachers at no charge. Non-instructional items will be laminated at a cost of 50¢ each.

Media Committee

The media center staff is required by the local board of education to establish a media committee each year. The media committee is required to meet at least once during each semester of the school year. The purpose of the committee is to evaluate the media program and make recommendations for improvement. The committee should include an administrator, a media specialist, teachers, students, and parents.

Online Databases

GALILEO

As a Georgia educational institution, GHS has access to a wealth of information through GALILEO. GALILEO stands for **GeorgiA Library LEarning Online**. Faculty and students may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-

text. Other resources include encyclopedias, business directories, and government publications.

NOTE: Each year, the state legislature engages in debate about providing GALILEO for K-12 institutions. The old adage, "Use it or lose it," applies.

To access GALILEO from home, patrons will need the URL and current password. The URL for GALILEO is <http://www.galileo.usg.edu>. The GALILEO password changes quarterly. The password may be obtained from any member of the media staff.

eNotes

eNotes offers over 3,500 literature guides, question and answer forums, literary criticism, and reference content.

To access eNotes from home, the URL is <http://www.enotes.com>. See a media specialist for user ID and password.

ProQuest Databases (subject to change from year to year)

CultureGrams

CultureGrams provides concise, reliable, and up-to-date reports on more than 200 countries, each U.S. state, and all 13 Canadian provinces and territories

eLibrary Science

eLibrary Science offers laser-focused science content and tools along with unique video and dozens of manipulatives. eLibrary Science also includes more than 20 of Salem Press's high-quality, high-interest reference titles, such as *Animal Life and Plant Life* from the *Magill's Encyclopedia of Science* program; science-related titles from the *Great Events in History* series, and other award-winning titles such as the *Encyclopedia of Genetics*.

SIRS Decades

SIRS Decades features more than 5,000 hand-selected primary and secondary source articles highlighting key events, movements, people, and places in 20th-century America.

To access ProQuest products from home, the URL is <http://www.proquestk12.com>. See a media specialist for user ID and password.

NoodleTools

NoodleTools is a suite of interactive tools designed to aid students and professionals with their online research. From selecting a search engine and finding relevant sources, to teaching students how to cite those sources in MLA or APA style, NoodleTools makes online research easier.

To access from home, the URL is <http://www.noodletools.com>. See a media specialist for user ID and password.

Poster Making

Students

- Posters will be made for students at a cost of \$5.00 per poster.
- Students must provide a poster design on a sheet of 8.5" X 11" paper.

Staff

- The GHS Staff may use the poster maker at no charge, but must provide the poster paper as well as the design on a sheet of 8.5" X 11" paper.
- Department chairs are responsible for ordering rolls of poster paper.
NOTE: Before ordering, please check with a media specialist to make sure that the correct paper is ordered.

Professional Room

A professional room is located near the entrance to the media center. Computers and professional books are housed in this room. Students are not permitted in the professional room.

Scantron

A Scantron machine is available for faculty use in the copy room. Faculty members must supply their own Scantron forms. It is not appropriate to send students to scan forms. Please notify a media specialist if problems arise with the Scantron machine.

School News

It is important to let the community know of the great things happening at GHS. Staff members who are interested in submitting news or photographs to media outlets should complete a School News Tip Sheet and turn it in to one of the media specialists. School News Tip Sheets are available in the media center and online.

Photo Tips

- Frame your subjects in the camera lens, focus – but before taking the photo, take two steps closer to your subjects. Faces are the most important features – shoulders, etc. may be cropped.
- Make sure you have good lighting. Dark pictures won't look good when reproduced in the paper.
- Double check to make sure no funny faces or odd gestures end up in the photo before you take the picture and again before you send it.
- Candid shots are preferable to posed shots. The newspaper wants candid photos of students busy at their work or play. Students should be smiling in posed shots.
- Make sure the background is not too busy and distracting. Many times students posed in front of shelves containing objects appear as if those objects are growing out of them.
- Digital pictures should be in .jpg format. Do not send photos embedded in Word documents or printouts of digital photos.
- Captions should be informative, but brief. Please be sure to identify students by first name, last name, and grade. Identify staff with first name, last name, and grade they teach or official title, such as assistant principal, etc.

Submission deadlines:

If you would like someone from the GDN to cover the story, you may need to provide up to 2 weeks notice. The GDN plans its stories a week ahead of publication. Submit the story as far in advance of the event as possible.

Security Gate and Alarm

To prevent theft, a security gate is located at the door. If a patron fails to check out materials properly, the alarm will sound. If the alarm sounds, the patron's belongings will be searched. Disciplinary action will be taken if media center materials are found.

Video Streaming

Short video clips on a variety of subjects are available at United Streaming. To access the United Streaming site, you must go through the Georgia Public Broadcasting site at www.gpb.org/education. Instructions for setting up an account will be sent to all teachers at the start of the school year.

Just a couple of things to remember:

- This site is off-limits to students. Please do not give students the passcode.
- Please be careful about the amount of video you save to the school's server. Save your video to a USB drive or get together with other members of your department and download one copy of the clips to share.
- Please do not stream video from the site. You will be unhappy with the choppy playback. It's best to download the file and play it from your computer.
- Always access the United Streaming site from the GPB website. This is important because it lets Georgia legislators know that United Streaming is important to educators.

Videotape/DVD Approval

Before showing any videotape or DVD in the classroom, approval must be obtained through the API by using the Video Usage Form, available from a media specialist or on the media center webpage. Video Usage Forms must be turned in 48 hours in advance of the date the video is to be shown.

The media center maintains a collection of videotapes and DVDs. These may be used in face-to-face instruction and must be used for educational purposes only. Members of the media committee must approve videos that are not a part of the media collection before they may be used in the classroom. This includes rented videocassettes/DVDs bearing the "For Home Use Only" warning or videotapes brought from home.

Faculty members seeking approval for use of a videotape/DVD may obtain a Request for Consideration for Approval of Media Form from a media specialist or online. The completed form and the videotape/DVD to be considered must be submitted to the media specialist at least two weeks in advance of the date the material is to be used.

Videotape/DVD/CD Duplication

The media staff will duplicate videotapes, DVDs, and CDs for faculty/staff members as long as the following conditions are met

- There is no copyright infringement. No commercial video or CDs will be copied.
- The staff member provides the original and blank media.
- The material is needed for instruction or is vital to a school program.
- Sufficient notice is given to the media center staff.

Circulation -- Policies

Loan Periods

Students

- must present school picture ID with media bar-code in order to check out books.
- must clear debts before checking out new materials.
- may borrow three books at a time for a period of two weeks.
- may renew books once from the due date.

Staff

- media bar-code numbers are pre-assigned and entered in the computer.
- may borrow as many books as they wish.
- may borrow books for two weeks to a year depending on the material.

Reserving Books

- Books are held on request for a period of 24 hours for students who cannot present ID cards.
- A student may ask the media specialist to reserve a book if it has been checked out by another patron.

Overdue Fines and Notices

- Overdue fines for students are 10¢ per day per book (not to exceed the replacement cost of the material).
- Weekends and holidays are not counted.
- Overdue notices are printed and distributed to patrons monthly through 1st period classes.

Damaged and Lost Books

- Patrons (staff and students) are assessed a damage fine if a book is returned damaged, but still usable. (A notation is made in the computer system on damaged materials so that the next borrower will not be charged.)
- The damage fine is determined by the extent of the damage.
- Patrons pay the full price for lost books and materials.
- Refunds are made for lost books that are found undamaged. The refund is the price of the book minus the overdue amount.

Periodicals*

Students

- may not check out periodicals.
- may have newspapers that are a week old or older.

Staff

- may not check out current issues of periodicals.
- may request copies of articles from current periodicals as needed for instructional purposes only.
- may check out back issues of periodicals for a period of one week.

Reference Materials*

- Students may not check out reference materials.
- Faculty/Staff may check out reference materials overnight.

A-V Material and Equipment*

Media center materials and equipment are available for checkout to faculty and staff for instructional purposes only. Students may not check out A-V material, equipment, or laptops. Athletic programs will supply and use their own A-V equipment and laptops. A-V material (e.g. videotapes and DVDs) is checked out on a weekly basis. Equipment is checked out on a daily basis and is to be returned each afternoon by 5:00 PM. This includes all equipment except overhead projectors, carts, and specified TV/VCR set-ups, which may be checked out for the school year.

Laptop Computer Use

- The user will not put any personal programs on the hard drive. Personal data should be saved to a USB drive.
- The computer will be run from direct current, not from the battery.
- Due to configuration issues, personal and summer checkouts are prohibited.

* The strict limitations on periodical, reference material, A-V material, A-V equipment and laptop loans are imposed for the following reasons:

- The equipment must be available to all GHS teachers
- Quantities of these materials and equipment are low.
- Replacement costs for this equipment are high.

Internet – Policies

In order to use the Internet at school, students must have a signed Acceptable Use Policy on file in the media center. The AUP will be valid until a student graduates or until a new or revised AUP is adopted by the board of education.

In addition, students must:

- show a current GHS ID card to a member of the media staff.
- have an assignment that requires the use of the Internet.

At school the Internet is to be used for educational purposes only. Hacking, surfing, accessing personal e-mail accounts, gaming, and downloading are forbidden. Anyone who violates the AUP may lose Internet privileges.

Teachers who give assignments requiring the use of the Internet must provide alternate assignments for those students who do not have AUPs on file or who cannot provide a current ID card.

Periodical Control -- Policies

Display and Storage

Periodicals

- Current issues of periodicals are displayed on periodical shelves.
- The previous month's issue is kept on the shelf below the current issue.
- All other back issues are stored alphabetically in the periodical storage room for a period of one year.

Newspapers

- Daily newspapers are displayed on racks.
- Previous issues of newspapers are kept in storage for a period of one week.

Use of Periodicals in the Media Center

- Patrons have free access to current issues of periodicals and the previous month's issues. Periodicals are not checked out to students and current issues are not checked out to faculty/staff.
- Back issues may be obtained for use in the media center with help from media personnel.

Disposal of Periodicals and Newspapers

Old periodicals are purged once a year and are offered to the instructional staff. Materials that cannot be given away are brought to an area recycling center.

Scheduling – Policies

Individual Student Use of the Media Center

- Students must have a media pass to enter the media center during classes.
- Incomplete passes will not be accepted.
- Passes must be issued by faculty/staff members.
 - * Teachers may send up to 5 unaccompanied students per class to the media center, space and resources permitting.
 - * Students will be held in the media center for the entire class period unless a return time is specified on the pass.
 - * If there is a discrepancy between the time the pass was issued and the time the student arrives at the media center, the teacher will be notified.
 - * Students will be required to sign the media center logbook and leave their passes at the desk upon entering the media center.

- Passes written by substitute teachers will not be accepted.
- The media center honors the 10:10 rule established by the principal. Students will not be admitted to the media center within the first 10 minutes of class and will not be dismissed from the media center during the last 10 minutes of class.

Scheduling Classes

- Scheduling is flexible and is done on a first-come first-served basis.
- Teachers are required to schedule classes at least one day in advance. In order to provide every teacher with an opportunity to use the media center, classes will not be scheduled more than one month in advance.
 - * Teachers schedule classes by reserving media center space using uReserve, an online scheduler, which may be accessed at <http://www.uburst.com/cgi-bin/ureserve/hosted/griffin.pl>. uReserve will send a reminder 3 days before the class is scheduled to use the media center.
- To aid the media specialist in determining what services/materials are needed, teachers must complete an Instructional Planning Sheet and submit it to the media specialist at least one day in advance of the scheduled use of the media center. These forms are available in the media center and online.
- Two classes per class period may be scheduled on the floor as long as they are not using the same materials.
- Students are to meet in their classrooms and proceed to the media center as a class. Teachers are not to ask students to meet them in the media center.
- If both media specialists are out, no classes will be scheduled.
- Substitutes are not to bring classes to the media center.

Scheduling Instructional Resources

1. The teacher will schedule the use of labs and equipment by using uReserve, an online resource scheduler, which may be accessed at <http://www.uburst.com/cgi-bin/ureserve/hosted/griffin.pl>.
2. The media specialist will check the reservations each day and check out the material to the teacher as described in the “Circulation – Procedures” section of this handbook. Equipment is to be turned by the end of the day.

Equipment for Daily Checkout

Item	Quantity
Airliner Wireless Slates	6
Boomboxes	3
COWs (Laptop and LCD projector on cart)	6
Digital Cameras	3
Flip Video Cameras	6
Laptops	1
LCD Projectors	1
Opaque Projectors	3
Projection Screens	3
Tripods	4
TV/DVD Set-Ups	4
TV/DVD/VCR Set-Ups	4
Video Cameras (Hi-8)	4

In an effort to maintain the equipment in good working order and to provide access to all, we ask that staff members adhere to a few rules:

- Reserve equipment at least a day in advance of checking it out.
- If you do not know how to operate a piece of equipment, please ask a media specialist for assistance prior to checking it out. Do not allow students to operate equipment.
- Pick up the equipment the day you plan to use it, not the day before.
- Keep food and drinks away from the equipment.
- For multimedia projectors, please run the entire cool down cycle before putting the projector in its carrying bag. Skipping this step will reduce the life of the bulb and lead to costly repairs.
- Please make sure that all of the cables/cords are returned with the proper equipment. We have color coded cables to make this step easier.
- Return the equipment at the end of the school day. Please do not leave it in your room overnight even if you plan to use it the next day.

NOTE: Faculty members will be held responsible for repairing or replacing equipment that is damaged or stolen while in their possession.

Periodical Subscriptions

General Interest:

1. Atlanta Magazine
2. Better Homes & Gardens
3. Business Week
4. Car & Driver
5. Consumer Reports
6. Discover
7. Ebony
8. Georgia Sportsman
9. Good Housekeeping
10. Health
11. Hot Rod
12. In Style
13. Jet
14. Justine Magazine
15. Ladies Home Journal
16. Lucky
17. M Magazine
18. Modern Bride
19. Money
20. National Geographic Magazine
21. Newsweek
22. Parents Magazine
23. People En Espanol
24. People Weekly
25. Reader's Digest
26. Seventeen
27. Smithsonian Magazine
28. Southern Living
29. Sports Illustrated
30. Teen Ink
31. Teen Trend Magazine
32. Teen Vogue
33. Time Magazine
34. US News & World Report
35. Woman's Day
36. Young Money

Professional Journals:

1. Booklist
2. Education Digest, The
3. Educational Leadership
4. High School Journal
5. Library Media Connection
6. School Library Journal
7. Technology & Learning
8. Voice of Youth Advocates

Newspapers:

1. USA Today
2. Griffin Daily News

Note: Most professional journals are available in full text through Galileo. The media specialists will be happy to assist you in locating information.