SCHOOL OF LIBERAL STUDIES

MEDIA CENTER HANDBOOK

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VISION STATEMENT
The media center will be a welcoming environment for students and teachers. All students will have equal access to materials and technology. The media center staff will support students and teachers by providing resources and help to those who use the media center or media center materials. The media center will provide materials that correspond to the standards and the curriculum.

PHILOSOPHY
Reading is the basis of all learning, and a strong foundation in language arts equips students to excel in all areas of education. Also, it is important that the cultural trend toward learning and interacting through technology is reflected in our learning environments to meet the needs of students today. The Savannah High School Media Center will promote language arts and information literacy, while also encouraging and supporting the use of technology for educational purposes in the media center and in the classrooms.

MISSION STATEMENT
The mission of our media center is to enhance learning, as well as broaden the spectrum of what students can accomplish in their lives outside of school. We hope to encourage the growth of responsible, information literate, well educated young adults who will have a lifelong commitment to learning and literacy, and who will share these characteristics with their communities.

ACCESS TO MATERIALS

HOURS OF OPERATION
The media center is open Monday through Friday from 7:30 a.m. until 3:30 p.m. We do provide extended hours for the 21st Century After School Program.

MATERIALS
The Savannah High School media center offers a wide variety of books and periodicals, and 15 computer workstations available for students or teachers. There is a teacher workroom with professional development materials, videos, DVDs, and a laminating machine. Technology equipment is checked out through the media center to school faculty and staff.
SERVICES FOR STUDENTS

NINTH GRADE ORIENTATION
All ninth grade classes will attend Media Center Orientation for an introduction to the resources and services available through the media center.

TECHNOLOGY CLASSES AND LIBRARY SKILLS
Cyber-Safety classes will be offered for all ninth grade students. In collaboration with the classroom teachers, the media specialist will provide technology and information skills instruction.

LOCATING MATERIALS IN THE MEDIA CENTER
Networked computers in the school can access the media center catalog. By clicking on the green tree Destiny icon on the desktop students and teachers can search the online Library catalog of all media center materials. The media specialist and media clerk will be available to assist students and teachers in searching the online catalog and the media center shelves for materials. All shelves are clearly labeled.

PRINTING IN THE MEDIA CENTER
Students may print five free black & white pages. Additional black and white copies will cost .10 per page. Students printing color pages will be charged 20 cents per page.

ID BADGES
The media center is responsible for production of student ID badges. ID badges are distributed through the advisor at the beginning of each school year. Replacement badges for students cost $5.00. Replacement lanyards and badge holders are $1.00 each.

STUDENT INTERNET ACCESS
The SCCPSS provides access to technology in order for students to develop 21st Century information literacy and digital citizenship skills. Student internet access will be provided unless a parent/guardian has submitted written notification to the District that such access is not permitted. Each student has his/her own username and password. SCCPSS maintains the right to keep record of student internet activity under each students login account. Student internet use is monitored. Students are to only use computers for educational purposes. Student computer accounts can be suspended or revoked for inappropriate computer use.
SCHEDULING A VISIT FOR YOUR CLASS
Class visits scheduled by a teacher take precedence over unscheduled visits by students. A minimum of twenty-four hours’ notice for reserving the media center for a class is requested in order to allow time for cooperative planning between the teacher and media specialist. Teachers may sign their class up using the media center calendar, and plan with the media specialist in advance so that appropriate printed and online materials are ready when a class arrives. Class visits to the media center should be reflected in the teacher’s lesson plan. Teachers may request that materials be reserved for the class visit, or that the media specialist provide instruction to students so that they may locate the resources. The most successful media center visits are achieved by the teacher and media specialist combining their skills and ideas and preparing for student success.

FLEXIBLE SCHEDULING
Our school media center provides a flexible schedule, as opposed to a fixed schedule, to remain access to students and teachers based on their needs.

SENDING STUDENTS WITH PASSES
Please do not send any more than 4 students to the media center at one time. If possible write individual passes. An individual pass in a teacher’s handwriting prevents other students' names from being added to the pass, and helps us ensure that students arrive and leave according to teacher instructions.

LAMINATING MATERIALS
Teachers may laminate their own materials, or the media center staff will laminate items for you within twenty-four hours. Remember that laminating film, media center resources, and school supplies should be used for instructional purposes only. Please do not ask us to laminate or print personal items or use school materials for things other than school business.

PRINTING IN THE MEDIA CENTER
Teachers are welcome to use the printer in the media center. All that we ask is that you bring paper to print on.
VIDEO USE GUIDELINES
All videos should be previewed by the teacher and approved by an administration prior to showing. Video use should be a part of the teacher’s lesson plan, and must comply with copyright guidelines. Parental permission is required if the rating is R. The video use forms can be found on the G Drive. The media center staff reserves the right not to show videos on closed circuit distribution if deemed inappropriate.

SCROLLING ANNOUNCEMENTS
Scrolling announcements will be aired on Safari Montage on Channel SOLS 7391 to keep students and staff up to date on school and community events. Teachers who would like to air something on the morning announcements or the scrolling announcements can email the media specialist with pertinent information, preferably a minimum of 24 hours in advance of when the announcement needs to be run. Teachers are welcome to go live on air during the morning announcements, or give pre-recorded videos that need to be aired to the media specialist. Please contact the Media Specialist on how to access Safari Montage.

THE BROADCAST TEAM
The Broadcast Team is a student run organization. With assistance from the media specialist, The Broadcast Team is responsible for maintaining and creating segments for the morning announcements. The Broadcast Team takes pictures for slideshows to air. They are responsible for updating the slideshow daily that the students use as a teleprompter to read from during the morning announcements. Broadcast members will work the equipment behind the scenes as well as go on air. They will also create and edit video to be used during the announcements.

MEDIA COMMITTEE
As required by Savannah/Chatham BOE policy, each school must have a media committee which consists of faculty members, administrators, and possibly parents. The faculty members are selected to represent the various subject areas and disciplines in the school. The media committee members are selected by the media specialist and administration and make recommendations concerning goals, operation, budget, copyright issues, selection of materials, and challenged materials. This committee meets a minimum of four times annually. The media specialist will notify media committee members of upcoming meetings, and send a reminder on the day of the meeting.
MEDIA SPECIALIST
The media specialist serves as an instructional resource consultant and media materials specialist in the school. The media specialist provides leadership to the establishment and maintenance of a school media center and media program.

- Serves as a school specialist in the selection of books, resources, and other materials
- Assists in the use of materials and equipment
- Follows professional practices consistent with school and system policies in working with students, parents, and colleagues.
  - Interacts in a professional manner with students, parents and colleagues
  - Maintains confidentiality of circulation records
  - Works cooperatively with school administrators, special support personnel,
  - Models correct use of language, or and written
  - Demonstrated accurate and up to date knowledge of content
- Processes and maintains records in Destiny circulation system.
- Complies with school, system, and state administrative regulation and board of education policies
  - Enforces regulations concerning student conduct and discipline
  - Assists in implementing designed curriculum
  - Maintains accurate, complete, and appropriate records promptly
  - Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
- Serves as a resource consultant to instructors
- Exercises leadership in planning a program of instruction that teaches students to use the media resources effectively
- Participates in professional development and continuing education activities
- Acts in a professional manner and assumes responsibility for the school program
  - Takes precautions to protect records, equipment, materials and facilities.
  - Assumes responsibility for supervising students
- Ensures the operation of an efficient and functional media center
- Advises and assists teachers and students in the production of multi-media curriculum related material
- Promotes Information Literacy and technology use through collaboration with teachers, assisting students, and teaching classes
- Maintains inventory of media center materials and other assigned inventories, often including all school equipment. Submits transfer, additions, and deletions forms for inventory, and takes inventory twice a year of all media center materials and equipment
- Processes new materials and weeded materials
- Performs other duties as assigned by Administration
MEDIA CLERK
The primary responsibility of the Media Clerk is to provide and ensure efficient circulation of materials/resources, and to provide assistance/service to students and staff as needed in the media center. Other duties:

- Operates the computerized circulation system including checking materials in and out and creating and distributing overdue fines/notices.
- Assists in all phases of materials processing according to established procedures.
- Re-shelves and maintains correct order (Dewey decimal classification) of returned materials.
- Prepares current periodicals for shelving and maintains collection of back-dated issues.
- Assumes responsibility for operation of the media center and supervision of students in the absence of the Media Specialist.
- Repairs print and non print materials.
- Maintains inventory of supplies and suggests items for acquisition as needed.
- Assists in maintaining an orderly, neat, and attractive atmosphere in the media center.
- Assists in preparing and maintaining media center displays.
- Supervises and assists small groups of students in locating and retrieving materials, finding information, operating instructional equipment, or other activities. Operates computers and production equipment as needed in the media center. Assists in the integration of technology used throughout the school.
- Operates and maintains media-related equipment.
- Assists in training volunteers.
- Assists in producing, mounting, and laminating materials.
- Prepares and assembles materials for classroom use.
- Prepares work orders for broken/damaged equipment.
- Assists in inventory of materials and equipment.
- Assists with media promotions.
- Performs other duties and tasks as assigned by the Media Specialist and/or administrative staff.
CIRCULATION

STUDENTS
The checkout period for books is two weeks with the option to renew for an additional two weeks. Students are required to pay for lost or damaged books. If a student has outstanding fines their report card and graduation status will be held.

FACULTY & STAFF
Faculty and staff may check out books, videos, and equipment from the media center. The book checkout period is two weeks. Equipment checkout periods depend on the item and availability.

COLLECTION DEVELOPMENT

SELECTION OF MATERIALS
Students will be provided with a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view. A selection of materials that correspond to curriculum will be provided to support classroom instruction. Materials that appeal to personal interests will also be provided to foster a love of reading, and an increase of reading skills.

Factors considered when selecting materials include:

- Pertinence to the curriculum and the objectives of the instructional program
- Authority of the author, organization, and publisher
- Present facts in an objective manner
- Appropriate level for student population
- Provide global perspective and promote diversity
- Materials containing religious, social and political content should inform rather than indoctrinate
- Variety of formats, e.g., print, non-print, electronic, multimedia, etc.
- Literary quality, technical merit, physical arrangement and aesthetic characteristics
- Cost effectiveness in terms of accessibility, projected use and durability

TEACHER & STUDENT RECOMMENDATION FOR PURCHASES
Please take the time and opportunity to provide input into updating the collection to fit your lesson plan development. Any student or teacher can request that materials be considered for purchase. There is a suggestion form available to students in the media center, and teachers are welcome to send an email or note to the media specialist regarding needed resources.
BUDGET
The media specialist will maintain a budget reflecting all expenditures and additions.

COLLECTION EVALUATION AND WEEDING
The media center collection will be evaluated as an ongoing process throughout the school year. The collection will be uploaded to Follett periodically to access collection data including out of date material lists. This data will be considered when weeding.

MATERIAL PROCESSING & INVENTORY
All books and videos will be added to Destiny circulation system, and spine and barcode labels will be generated. All equipment will be inventoried through the media center. The serial numbers will be recorded and equipment will be labeled. When equipment is distributed the room and serial number will be annotated and added to the appropriate inventory list. All packing slips will be checked for accuracy and any missing/damaged items will be reported to administration.

GIFTS OR CONTRIBUTIONS BY OUTSIDE AGENCIES
The media center will accept gifts of books and other items in accordance with the district policy. A gift must have purpose consistent with the programs of the school and the local school system. Gifts must not bring unexpected or hidden costs to the school system. The acceptance of gifts should not put any restriction on school programs. Upon acceptance gifts become the property of the school system and are subject to the laws, rules and regulations which govern the school system.

RESERVING EQUIPMENT
Equipment is available on a "first come" basis. Contact the media staff when you need equipment and request that it be reserved. Digital cameras, video cameras, CPS sets, laptops, and LCD projectors may be checked out. All equipment needs to be secured either in the media center or in the classrooms when rooms are unattended, or overnight. Due to inventory upkeep, faculty should not move equipment in the school without notifying the media specialist.

BROKEN EQUIPMENT
If a lamp needs replacing for an overhead projector used with transparencies, send a trustworthy student with the projector, or the lamp to be replaced. All equipment must be turned back in to the media center at the end of the school year. The media specialist may be able to take care of some equipment issues, but help desk requests need to be submitted by the teacher for equipment that the media specialist is unable to repair.
THE AMERICAN LIBRARY ASSOCIATION AFFIRMS THAT ALL LIBRARIES ARE FORUMS FOR INFORMATION AND IDEAS, AND THAT THE FOLLOWING BASIC POLICIES SHOULD GUIDE THEIR SERVICES.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

CHALLENGED MATERIALS

When a complaint is raised concerning instructional material, the complainant is given a Materials Reconsideration Form. Upon completion of the form the principal will forward it to the school level media committee. The committee will read and examine the material. Opinions will be based on the material as a whole. The committee will prepare a report of their findings and submit to administration. The complainant information will be kept confidential except to appropriate staff and the media committee. The complainant will be advised of how the process works and the time-frame involved. If the report does not satisfy the complainant, the complainant will be referred to the system level.

Upon receipt of an appeal, the Superintendent or the designee will convene a committee which will consider and/or hear the complaint. In the event of an appeal of the Superintendent’s decision, the complainant must make the appeal to the School Board within ten days through the superintendent. This appeal is to be made using the Challenged Materials Appeal to the School Board Form IFBD-E-5.
PLAGIARISM

Plagiarism is the act of taking someone else’s thoughts or words and using them as your own. With the availability of information on the internet, plagiarism is a growing problem in the school system. Plagiarism can be a copyright violation and/or an act of cheating, and has serious consequences. Student should paraphrase, use quotes when appropriate, and always cite their sources.

COPYRIGHT

All school employees must observe copyright laws. Educators may use materials based on Fair Use Guidelines. Violators of copyright policy will receive no legal support from the school district. Please review the basic copyright guidelines for educators listed below. If you have questions or concerns about this topic, please consult with the media specialist.

FAIR USE
1. The purpose and charter of the use
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used
4. The effect of the use upon the potential market of the copyrighted work

BASIC GUIDELINES

VIDEO - Up to 10% of the total or 3 minutes, whichever is less, can be used.
TEXT - Up to 10% of the total or 1,000 words, whichever is less can be used.
    An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work
MUSIC - Up to 10% of the work but no more than 30 seconds of the music or lyrics from an individual musical work can be used.
IMAGES - no more than five images from one artist or photographer, or no more than 10% or 15 images, whichever is less can be used.
NUMERICAL DATA SETS - up to 10% or 2,500 fields or cell entries, whichever is less, can be used
MULTIMEDIA - no more than two copies may be made of a project can be used

Links
www.edu-cyberpq.com/Teachers/copyrightlaw.html
http://jeffcoweb.jeffco.k12.co.us/isu/library/copyright.html
http://www.umuc.edu/library/copy.shtml
School Media Program Philosophy - IFBD

Materials Reconsideration Form - IFBD E (1)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-1%20Materials%20Reconsideration%20Form%20102607.pdf

Acknowledgement of Receipt of Reconsideration Form - IFBD E (2)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-2%20Acknowledgement%20of%20Receipts%20of%20Reconsideration%20Form%20030508%20final.pdf

School Level Response to Reconsideration Form - IFBD E (3)

Media Center Administrative Regulation - IFBD R

Internet Acceptable Use Policy - IFBG - R

Parent Request to Deny Internet Access - IFBG E (1)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBG-E%20(1)%20Parental%20Request%20to%20Deny%20Access%20to%20Online%20Technology%20Resources%20050609.pdf

Responsibilities of Technology Users - IFBG E (2)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBG-E%20(2)%20Responsibilities%20of%20Users%20of%20Technology%20Resources%20050609.pdf

Student Fees, Fines and Charges - JS
Notice to Parents About Lost or Damaged Textbooks, Library Materials and Equipment - JS E (1)
https://eboard.eboardsolutions

Student Fees, Fines and Charges - JS E (2)

Acknowledgement of Receipt of Reconsideration Form - IFBD E (2)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-2%20Acknowledgement%20of%20Receipts%20of%20Reconsideration%20Form%2003030508%20final.pdf

School Level Response to Reconsideration Form - IFBD E (3)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-E-3%20Response%20to%20Materials%20Form%2003030508%20final.pdf

Media Center Administrative Regulation - IFBD R
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBD-R

Internet Acceptable Use Policy - IFBG - R

Parent Request to Deny Internet Access - IFBG E (1)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBG-E%20(1)%20Parental%20Request%20to%20Deny%20Access%20to%20Online%20Technology%20Resources%20050609.pdf

Responsibilities of Technology Users - IFBG E (2)
https://eboard.eboardsolutions.com/ePolicy/pdfs/savannah/IFBG-E%20(2)%20Responsibilities%20of%20Users%20of%20Technology%20Resources%20050609.pdf

Student Fees, Fines and Charges - JS