

York Intermediate School

LIBRARY MEDIA CENTER HANDBOOK



2024-2025

TABLE OF CONTENTS

Mission Statement.....	3
Media Center Staff.....	4
General Operations & Scheduling.....	5
Services.....	6
Equipment and Work Orders.....	6
Periodicals.....	7
Online Scheduling System For Media Center & Computer Labs.....	8
Using Destiny.....	9
YSD1 Reading Program.....	10
2024-2025 Reading List.....	12
DISCUS.....	13
Copyright Information.....	14
Appendix.....	16
Lamination Request Form.....	17
Video Usage Form.....	18

YORK INTERMEDIATE SCHOOL LIBRARY MEDIA CENTER



Mission Statement

In cooperation with the mission and the vision of YIS, the library media center embraces the mission to improve literacy by promoting books and the joy of reading to students in order that they become lifelong readers.

LIBRARY MEDIA CENTER STAFF



Library Media Specialist:

Ms. Kay Falls
B.S., Winthrop University
M.A.T., Winthrop University
M.Ed., Winthrop University

Library Media Assistant:

Mrs. Julie Taylor
Associate degree, USC Union and
York Technical College

From the Media Center Staff.....

The media center staff desires all staff members and students to visit the media center regularly and to feel comfortable using all the resources that we have available. We are here to serve you and your students, so please make us aware of your needs. We look forward to working collaboratively with you and we wish each of you a productive and successful school year.

LIBRARY MEDIA CENTER

GENERAL OPERATIONS & SCHEDULING



CLASS VISITS

All students have the opportunity to visit the Media Center weekly with their ELA classes for book checkout. This is also a time used for independent reading!

STUDENT VISITS

All students who visit the media center during the school day (this includes lunch/recess) **without a teacher must have a completed hall pass** with the following information completed: **student name, date, time, purpose of the visit, and teacher signature.**

FINE NOTICES

Fine notices will be printed weekly on Thursday for distribution to students! We do **NOT** charge overdue fines but print notices for students to turn in overdue books.

SCHEDULING

The library media center is available for research activities and we want to work collaboratively with your classes. Please schedule your preferred dates for using the media center with Ms. Falls in advance!

LIBRARY MEDIA CENTER

SERVICES



The following services are available in your Library Media Center:

- Books for research on specific topics.
- Reference books for research.
- Magazines for recreational reading within the Media Center.
- Audiovisual materials such as DVDs.
- Electronic equipment.
- Lamination of materials.
- And anything else we can help with! Just ask!

EQUIPMENT

1. **Equipment:** The media center has some small equipment, such as DVD players,, webcams, etc. Please return such equipment as soon as you are finished with it. Also, please report any broken or damaged parts to equipment as soon as possible.
2. **Technology Work Orders:** Should you encounter any problem with a Chromebook, any computer component in your room OR in a computer lab, please complete an online technology work order. This is required for all problems to be addressed, even something as simple as a mouse replacement. Here are the directions:
 - Go to www.york.k12.sc.us
 - Click on District Info and then on Staff Resources.
 - Scroll to the bottom and select Maintenance/Technology Requests.
 - Complete the form and use “ethernet” for the password if prompted.

LIBRARY MEDIA CENTER

PERIODICALS



STUDENT MAGAZINES

4 Wheel ATV Action
Cobblestone
Dirt Bike
Faces: People, Places & Culture
Girls Life
Highlights For Children
Hunting
Muses (formerly Odyssey)
National Geographic For Kids
National Wildlife
Outdoor Life
Popular Science
Ranger Rick
Scout Life (formerly Boys Life)
Skippping Stones
South Carolina Wildlife
Sports Illustrated For Kids
Zoobooks

PROFESSIONAL/STAFF MAGAZINES

Good Housekeeping
Mindfulness
Southern Living
School Library Journal

LIBRARY MEDIA CENTER

Online Scheduling System for Computer Labs and the Media Center

YIS has two computer labs which may be reserved by staff members for use with their students: D Hall Lab and E Hall Lab. The **reservation procedure** is to check the calendar (in Microsoft Outlook 2016) for availability and then **request dates from Ms. Falls via email.**

The directions for viewing the calendar are below. All computer labs and the media center are reserved on this one calendar.

These directions will allow you to **view** the schedules for the computer labs and the media center so that you can plan accordingly. **You cannot post anything to the calendar** but must send your requested dates of use to Ms. Falls who will post them on the calendar. When you access the calendar, you'll see the dates that each lab has already been reserved.

Viewing the Calendar For Open Dates:

1. Open "Microsoft Outlook".
2. Look on the lower left side of the screen and find the calendar button-it's small. Click on this button. You now see your calendar only. You will have to open my calendar.
3. Look at the menu buttons at the top of the screen. Go over to the **12th button** that says "Open Calendar" and click. Select the option that says "Open A Shared Calendar". You will get a pop up window that asks for the name. Click on the name button and type in Kay Falls. Click OK.
[You only have to do this ONCE and the shared calendar will remain visible until the end of the school year.]
4. You will see a split screen displaying your calendar and my calendar. You will see names with checked boxes on the left side of the screen. To view the scheduling calendar in a full screen, close your calendar by removing the check mark from the box beside your name. You should then see only my calendar for the month of September. As reservations are added, they will be visible on this calendar to you.
5. You can advance to the next month by clicking on the arrows to the left of the current month. This is in the upper left side of the screen.
6. **Remember to send me an email requesting the dates of use and the lab and/or devices you wish to reserve.**

LIBRARY MEDIA CENTER

Using “Destiny”



Our *Destiny* page is easily accessible and it is a good place to search for resources. The URL is: <http://york1.follettdestiny.com>.

Select York Intermediate School and you will see the home page that has various links including DISCUS, Canvas, and the YSD #1 website.

Click on the catalog tab at the top and you can search the media center catalog for resources.



LIBRARY MEDIA CENTER

2024-2025 Reading Emphasis

YSD1: Connected As Readers

We are pleased that our YSD#1 leadership staff has passed an initiative to help all students in our district focus on reading. Below is the program information:

Purpose:

To promote literacy and reading enjoyment for the student population of York School District #1. Book selections for this program will allow students to be exposed to a variety of genres, reading levels, and high-interest books, using current literature published within the past two years.

Goals:

To promote enjoyable reading experiences through books of interest to help students read consistently throughout the entire school year. Also, to create a reading platform across the school and district through a reading approach involving all students and staff so that we are **Connected As Readers** through literacy..

Divisions by Reading Lists:

- K-Grade 2
- Grades 3-4
- Grades 5-6
- Grades 7-8
- Grades 9-12

Nominated Book Requirements:

- Author resides in the United States
- Two reputable book reviews
- Copyright within 2 years of current school year
- When possible, a minimum of 1 book will be selected from the following genres: sports fiction, science fiction, mystery, fantasy, realistic fiction, scary/ghost stories, historical fiction, poetry, biography, and nonfiction.

Implementation:

Each school will purchase and provide copies of the nominated books for their library media centers. The library media specialist will implement this program in the school, promoting the books to students in a variety of methods to stimulate interest and participation. Each school may implement these according to their literacy approach and method.

2024-2025 YIS Reading Program: *Connected As Readers*

York Intermediate School will implement the reading of the nominated books by setting nine deadlines for completing 1 book per deadline. There are 12 books on the reading list for Grade Levels 5-6 so students will need to read a few extra titles in order to complete the list by May 9. Here are the tentative deadline dates:

August 30	September 30
October 25	November 22
December 20	January 31
March 3	March 28
April 18	May 9

Incentives:

Incentives are offered to encourage students to remain focused on reading consistently all school year. The media center will provide small incentives to all students **AND staff members** who meet the book requirements for each deadline.

Students who complete **all 12 books** will be invited to a celebration at the end of the school year in May!

A “YIS Election Day” will be observed during the month of April. Students in grades 5-6 and staff will be required to read **FIVE** of the books to be eligible to vote.

Requirements: To get started, pick a book and then:

1. Read the book
2. Complete a quiz located in Canvas and score a minimum of 70%.
3. Complete a book accountability card and have the ELA teacher initial it.
4. Turn in the card to the media specialist by the current deadline to receive credit and get an incentive.

Following these steps allows students to meet the requirements for each book.

Staff Member Participation:

It is desired for staff members to participate in the program. Why?

Staff member participation increases student awareness that adults read too.

It also gives students and staff members a platform for conversations about problems and issues that a book presents that are common to our students on a daily basis.

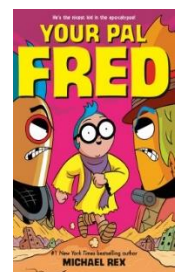
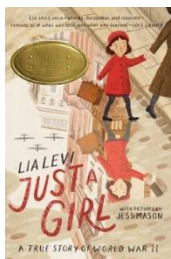
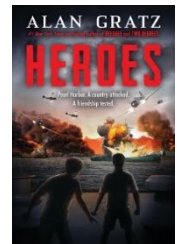
Seeing adults read the same books as students creates a level of excitement in students as well.

And staff members will receive incentives also!

Please consider participating. All you have to do is read!

2024-2025 YSD1 Reading Program
YSD1: Connected As Readers!
Reading List: Grades 5 and 6

A Duet For Home	Karina Yan Glaser	Homelessness/Social Awareness	5.1	Grades 3-7
Controlled Burn	Erin Soderberg Downing	Emotions/Feelings, Friendship	6.6	Grades 3-7
The Curse on Spectacle Key	Chantel Acevedo	Ghost Story/Mystery	5.30	Grades 4-7
Finally Seen	Kelly Yang	Realistic/Asian Ameri/Diversity	4.30	Grades 5-7
Free Throws, Friendship, And Other Things We Fouled Up	Jenn Bishop	Sports Fiction	5.70	Grades 5-7
Heroes	Alan Gratz	Historical Fiction	5.00	Grades 3-7
Just a Girl	Lia Levi	Nonfiction-WWII	3.00	Grades 3-7
Something Like Home	Andrea Beatriz Arango	Novel in Verse/Foster Care/Hispanic American	4	Grades 5-9
A Song Called Home	Sara Zarr	Realistic/Social Emotional	4.4	Grades 3-7
Trex	Christyne Morrell	Science Fiction	4.7	Grades 3-7
We Own The Skies	Rodman Philbrick	Historical Fiction/Women	5.2	Grades 3-7
Your Pal Fred	Michael Rex	Graphic Novel	2.90	Grades 2-5



LIBRARY MEDIA CENTER

DISCUS



South Carolina's Virtual Library, named DISCUS, is an electronic library of information and learning resources for all South Carolina residents. DISCUS is funded by the South Carolina General Assembly with supplemental funding by the federal Library Services and Technology Act. DISCUS is administered by the South Carolina State Library in cooperation with school, college and public libraries.

DISCUS provides Internet accessible resources to public schools, selected private schools, public libraries, and colleges. DISCUS insures that South Carolinians have equal access to information regardless of local funding or geographic area. DISCUS selects reliable, up-to-date resources on a wide variety of subjects for all age groups.

ACCESS-DISCUS URL: www.scdiscus.org

USERNAME: discus2025

PASSWORD: idea1!

Use lowercase and these are valid until July 31, 2025.

DISCUS SUPPORTS: reports and research papers, science experiments, speech preparation, independent study and learning, teacher preparation, lesson planning, personal interests, and much more!!

DISCUS PROVIDES: newspapers, news updates, magazines, professional journals, encyclopedias, dictionaries, reference books, photo essays, directories, maps and charts, lesson plans, student activities, government reports, Supreme Court decisions, primary sources, historic documents, selected links to web sites, recommended reading lists, and almanacs!

LIBRARY MEDIA CENTER

COPYRIGHT GUIDELINES



1. The ***Fair Use Guidelines*** were established for educators to use copyrighted material in the instructional classroom. These guidelines are in place to protect the copyright holder of created materials that are original to the owner. York School District #1 employees are expected to comply with all copyright regulations.
2. Please be reminded of the *Fair Use Guidelines* as you use copyrighted materials in your classroom. Copyright compliance guidelines can be found in section EGAD-R of the **York School District #1 Board Policy Manual** and on the South Carolina Department of Education web site under federal copyright law.
3. As a general rule, you cannot copy to substitute for purchase.
4. There is a minimum fine of \$500.00 per infringement. Fines may range from \$500.00 to \$100,000.00 and/or 1-5 years imprisonment if found guilty of copyright infringement. The teacher, media specialist, principal, superintendent, and school board may be sued.

PRINT MATERIAL



1. Do not photocopy pages from a consumable workbook or test.
2. Do not copy instead of purchasing.
3. You may make copies of a copyrighted material for one-time use. One-time use does not allow you to save the copies until another semester and reuse. All copies must be discarded once they have been used.
4. You may make copies according to written permission granted by the copyright holder. You must include a copyright notice on copies.
5. You are allowed to make copies from news magazines, newspapers, and current news sections.
6. Make only one transparency from a consumable workbook.

LIBRARY MEDIA CENTER

COPYRIGHT GUIDELINES VIDEO RECORDINGS



The following information comes from the South Carolina Department of Education guidelines on the federal copyright law. Copyright compliance guidelines can also be found in section EGAD-R of the York School District One Board Policy Manual.

A teacher (or other educator) may use a commercial video in class as long as it meets three criteria:

1. Be part of face-to-face instruction. This means the teacher should be implementing the video in a lesson and not leaving a video for a substitute teacher as a lesson plan.
2. Be documented in the lesson plans as to how the use of that video supports the goals and objectives of the lesson. In other words, there should be some teaching and learning activities tied to the use of the video.
3. Be a true and legal copy owned by the school.

A teacher (or other educator) may not use a commercial video for reward or entertainment without securing public performance rights in advance to do so. The fact that the teacher is not charging admission has nothing to do with this stipulation.

STATEMENT REGARDING AUDIO/VISUAL WORK USAGE IN THE CLASSROOM:

When planning to use a video that is in DVD or VHS format, a teacher should complete and submit the form titled “**STATEMENT REGARDING AUDIO/VISUAL WORK USAGE IN THE CLASSROOM**” to the library media specialist who will review it and forward to the principle. **This is in compliance with York School District #1 EGAD-R of the York School District One Board Policy Manual board policy.**

(See Appendix for a copy of this form.)

APPENDIX

**YORK INTERMEDIATE SCHOOL
LIBRARY MEDIA CENTER**

LAMINATION REQUEST FORM

TEACHER: _____ **ROOM NUMBER:** _____

TODAY'S DATE: _____ **DATE NEEDED:** _____

1. Open all packages and separate pieces.
2. Trim as desired.
3. Remove any staples and tape.
4. Attach this form to your materials.
5. Drop off at the specified area in the Media Center or give to library staff.

**YORK INTERMEDIATE SCHOOL
LIBRARY MEDIA CENTER**

LAMINATION REQUEST FORM

TEACHER: _____ **ROOM NUMBER:** _____

TODAY'S DATE: _____ **DATE NEEDED:** _____

1. Open all packages and separate pieces.
2. Trim as desired.
3. Remove any staples and tape.
4. Attach this form to your materials.
5. Drop off at the specified area in the Media Center or give to library staff.

**YORK INTERMEDIATE SCHOOL
LIBRARY MEDIA CENTER**

LAMINATION REQUEST FORM

TEACHER: _____ **ROOM NUMBER:** _____

TODAY'S DATE: _____ **DATE NEEDED:** _____

1. Open all packages and separate pieces.
2. Trim as desired.
3. Remove any staples and tape.
4. Attach this form to your materials.
5. Drop off at the specified area in the Media Center or give to library staff.

YORK SCHOOL DISTRICT ONE

STATEMENT REGARDING AUDIO/VISUAL WORK USAGE IN THE CLASSROOM

DATE _____ TEACHER'S NAME: _____

TITLE _____ Have you reviewed the work?
☐ Yes ☐ No

Format: ☐ DVD ☐ VHS ☐ Other _____

This work is:

☐ Rented ☐ Purchased with Personal Funds ☐ Taped at Home ☐ Purchased with District Funds for Classroom Use

MPAA Rating: ☐ G ☐ P G ☐ PG -13 ☐ R

Have you read and do you understand the MPAA Rating Guide on the back side of this form? ☐ Yes ☐ No

Does this work contain any material or scenes which some students and/or parents may find objectionable?

☐ Yes ☐ No If yes, explain:

This work is to be shown to (list class and grade):

I wish to show the above work in my classroom on:

_____ date(s) _____ time(s)

List the SC State Standard or educational objective this work supports: ► _____

- ☐ This work is part-of face to face instruction
- ☐ This work is documented in my lesson plans
- ☐ This work supports the goals and objectives of a specific lesson

I affirm that this work is appropriate for the grade level and that the instructional content enhances the curriculum. If this work is a video recording of a television program, I affirm that it will be erased according to "fair use" interpretations of federal copyright regulations.

IMPORTANT NOTICE: If the showing of this program constitutes a copyright violation, the teacher assumes full responsibility and all penalties as a result of the violation.

Teacher Signature: _____

Copyright: ☐ Complies ☐ Does Not Comply

_____ Media Specialist's Signature and Date

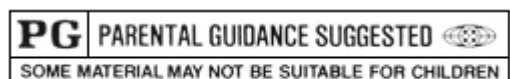
Permission: ☐ Approved ☐ NOT Approved

MOTION PICTURE ASSOCIATION of AMERICA RATING SYSTEM



A G-rated motion picture contains nothing in theme, language, nudity, sex, violence or other matters that, in the view of the Rating Board, would offend parents whose younger children view the motion picture.

The G rating is not a “certificate of approval,” nor does it signify a “children’s” motion picture. Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in G-rated motion pictures. Depictions of violence are minimal. No nudity, sex scenes or drug use are present in the motion picture.



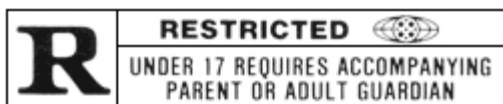
A PG-rated motion picture should be investigated by parents before they let their younger children attend. The PG rating indicates, in the view of the Rating Board, that parents may consider some material unsuitable for their children, and parents should make that decision.

The more mature themes in some PG-rated motion pictures may call for parental guidance. There may be some profanity and some depictions of violence or brief nudity. But these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG-rated motion picture.



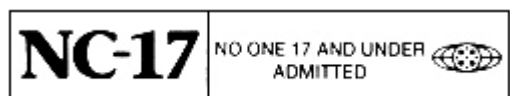
A PG-13 rating is a sterner warning by the Rating Board to parents to determine whether their children under age 13 should view the motion picture, as some material might not be suited for them. A PG-13 motion picture may go beyond the PG rating in theme, violence,

nudity, sensuality, language, adult activities or other elements, but does not reach the restricted R category. The theme of the motion picture by itself will not result in a rating greater than PG-13, although depictions of activities related to a mature theme may result in a restricted rating for the motion picture. Any drug use will initially require at least a PG-13 rating. More than brief nudity will require at least a PG-13 rating, but such nudity in a PG-13 rated motion picture generally will not be sexually oriented. There may be depictions of violence in a PG-13 movie, but generally not both realistic and extreme or persistent violence. A motion picture’s single use of one of the harsher sexually-derived words, though only as an expletive, initially requires at least a PG-13 rating. More than one such expletive requires an R rating, as must even one of those words used in a sexual context. The Rating Board nevertheless may rate such a motion picture PG-13 if, based on a special vote by a two-thirds majority, the Raters feel that most American parents would believe that a PG-13 rating is appropriate because of the context or manner in which the words are used or because the use of those words in the motion picture is inconspicuous.



An R-rated motion picture, in the view of the Rating Board, contains some adult material. An R-rated motion picture may include adult themes, adult activity, hard language, intense or persistent violence, sexually-oriented nudity, drug abuse or other elements, so that parents

are counseled to take this rating very seriously. Children under 17 are not allowed to attend R-rated motion pictures unaccompanied by a parent or adult guardian. Parents are strongly urged to find out more about R-rated motion pictures in determining their suitability for their children. Generally, it is not appropriate for parents to bring their young children with them to R-rated motion pictures.



An NC-17 rated motion picture is one that, in the view of the Rating Board, most parents would consider patently too adult for their children 17 and under. No children will be admitted. NC-17 does not mean “obscene” or “pornographic” in the common or legal meaning of

those words, and should not be construed as a negative judgment in any sense. The rating simply signals that the content is appropriate only for an adult audience. An NC-17 rating can be based on violence, sex, aberrational behavior, drug abuse or any other element that most parents would consider too strong and therefore off-limits for viewing by their children.

