

Cross Creek High School

Media Handbook



Razorbacks Learning Commons

Principal Dr. Jason Durham

Media Specialist Mrs. Latonya Calhoun

Media Assistant Ms. Krissy Clark

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Overview

This handbook has been designed as a guide to inform you of the Media Center's policies and procedures. It also includes Richmond County Board of Education policies in the Department of Educational Media and Technology.

Your media specialist and media assistant are available to support you with any instructional needs. We will be happy to assist you in finding the right book, textbook, video, software, equipment, and/or information from our vast selection of print and nonprint resources. We are also available to troubleshoot technical problems with equipment.

The media specialist also serves as an instructional partner with teachers to collaborate a lesson (s) and as a teacher in instructing students in information literacy skills and orienting them to the policies and procedures of the media center.

Mission and Philosophy

The Media Center follows the mission statement of this school which states:

The faculty and staff of Cross Creek High School are committed to educating every child. Every student can learn and achieve educational growth, regardless of his/her previous academic performance, family background, socioeconomic status, race, or gender. Our mission is to ignite a passion for learning that leads to excellence.

The Media Center also follows the mission statement for school library media programs nationally in the book, InformationPower (1998) which states: The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas
- by working with other educators to design learning strategies to meet the needs of individual students.

Hours of Operation and Scheduling

The media center operates on a completely open schedule, which means that the media center is available and accessible to staff, faculty, and students before, during, and after school. The Media Center is open from 7:00 a.m. until 3:00 p.m. weekdays. Individuals or groups wishing to use the Media Center before or after school should contact the media specialist in advance or sign up using the following link

<https://www.signupgenius.com/go/10C0A4FA9AC22A2FAC70-57740552-schedule>

Our schedule is flexible in that students, faculty, and staff may come to the center at any time during the school day. Students may come individually or in small groups of no more than three at a time. Teachers wishing to bring an entire class to the media center should schedule a time with the media specialist or media assistant at least one day in advance. It is a Richmond County Board of Education policy that teachers must accompany and monitor their class while in the Media Center. Only one entire class at a time may come to the center because students are coming to use our facilities throughout the day and the Media Center often becomes crowded. Teachers may indicate whether they prefer for their class to meet with or without computer access.

Circulation/ Student Accountability/Fines

Students may check out a maximum of two library books (subject to change). Books are checked out for two-week periods. Reference books may not be circulated. Each student is assigned a student library number. The student should place their library barcode number in their agenda and not allow anyone to use that number because he/she is ultimately responsible for whatever items are checked out on the account.

If a student loses a book or damages, it beyond use, he/she will be charged the replacement cost of the book. Notices of fines and/or overdue books are sent out to parents with report cards every nine weeks. Students must clear all fines and return all books before the end of the school year or before he/she withdraws from the school in order to receive his/her report card. Students who owe fines cannot register at their new school until all books and fines on that student's record are returned and/or paid.

Students who return to school and still have outstanding books and/or fines will not be allowed to check out library books until this debt is completely paid.

Expectations for the Media Center

Coming to the Media Center is a privilege. To maintain this privilege, students must follow the following rules:

1. Students must sign in and out on the electronic logbook. They must have a signed pass from a teacher with them and the media specialist or media assistant must sign it before they return to class.
2. Students will be on task while they are in the Center. On task means that the student is doing what they came to do (i.e., checking out a book, doing research, returning books, paying fine). If they are observed as not being on task, the media specialist or media assistant will give that student one warning. If a second warning for any reason is given, the student will be sent back to class without checking out any

books and with the behavior noted on the student's pass and the teacher will be notified.

3. No food, candy, gum, or drinks are allowed in the center. If a student has any of these items on them while in the Center, they will be sent back to class without any checkouts and with the behavior noted on their pass. The teacher will also be notified.

4. Students will show respect for all adults in the Media Center. Failure to do so will result in the student being sent back to class.

5. Any serious discipline problems will result in the student being escorted by the media specialist to the principal or assistant principal's office.

6. *CELL-PHONES, PERSONAL DEVICES AND OR HEADPHONES ARE NOT ALLOWED.*

Internet Access and Acceptable Use Policy

Cross Creek High School follows Richmond County School System policy on Acceptable Use of the Internet. In the following paragraphs, you will find the County's policy. With regard to this school, parent permission for using the Internet must be signed and verified by the media staff. When using the Internet, students must sign in the computer with their username and password each computer has this access. This policy applies to all computers in the building that have Internet access. The Internet is to be accessed only for instructional purposes.

Teacher Use of Media Center Resources

Teachers are welcome to use and check out the many print and nonprint resources in the Media Center. Equipment, such as I-pads, overhead projectors, and Nooks may be checked out for the entire year and all parts of the equipment must be kept together for inventory purposes. Requests to show non-school videos must be submitted two weeks prior to the date of use to allow for previewing. Forms are available online to request to show non-school videos in the media center.

A variety of videos, software, kits, manipulative, teacher texts, class sets of books, etc. are available for teachers to preview and check out. The Media Center also has a professional library for teacher use, which contains professional journals and resources and also provides a quiet place for teachers to preview videos or print materials. The person who checks out the material is responsible for it. If an item(s) is lost or damaged, the teacher should contact the media specialist to find out the replacement cost of that material and pay for the lost/damaged item.

Cooperative Planning

The media center actively seeks to assist teachers with lessons. However, the media specialist and the media assistant have many other responsibilities that require attention. Teachers requesting or who need assistance with books, videos, or other materials need to submit a Say it Writing form to the media center. This request must be submitted 2 days prior

to the date needed. Requests not submitted on time will not be honored. Forms are available in the media center. “Say it in Writing” <https://forms.office.com/r/PdKbXJpdd5> [Links to an external site.](#) We offer the following services:

- Preselect groups of books on a certain topic under study
- Provide encyclopedias for checkout in the classroom
- Place books on reserve for students to use in the media center
- Help locate appropriate programs to coordinate with lessons
- Help teachers locate materials to enhance lessons
- Plan a unit with the teacher on literacy skills

Laminating and Copies (Ms. Clark)

Teachers may submit materials that are instructionally related to be laminated on Mondays and Fridays. We will designate a space for lamination to be dropped off and picked up in the library. Please make sure your name is written on the back of the materials or attach a note. Lamination film is purchased annually for the staff to prevent wastefulness. The media staff will use discretion for certain items.

Copy Procedures and Information

- The Pollock copier located in the media center is for Media center use only.
- Please use the Teacher Poster Form to submit posters. We will have those available for pickup on Mondays and Fridays of the Week.

Teachers/ Staff members are not allowed to operate the copier or lamination machine.

Other Resources for Teachers and Students (Maker’s Space)

An Ellison machine with a variety of designs, paper cutters, color copier, bulletin board paper, and binding machine are some of the resources available for faculty and staff in preparing for lessons. The above equipment is to remain in the workroom so all teachers and staff will have accessibility to the resources.

Poster Maker (teachers only)

Teachers are allowed 2 free posters per school year and any additional posters there will be a cost of \$5.00

Services for Students

Black and White Ink 10 cents a page

Color Ink 25 cents a page

Poster Board 75 cents

Tri-Board \$5.00

Poster Prints \$5.00

***If you need access to other materials, please be courteous and check with Ms. Clark.**

Off-Campus Checkout of Equipment

Teachers may check out equipment, for instructional purposes, for off-campus use provided that the media center has more than one piece of that equipment. The following procedures are also to be used:

Procedures for checkout:

Borrowers must sign for all equipment checked out. Any materials damaged or not returned will be repaired and/or replaced at cost to the borrower. See form at back of handbook.

1. It is the borrower's responsibility to:

- Ensure the equipment is in working order when it is checked out.
- Return the material by the due date
- Return the material in working order
- Provide Police Report should the equipment be stolen or destroyed by fire.

2. It is the lender's responsibility to:

- Make sure the materials are returned on time.
- Ensure the equipment is in working order within 1-2 working days of its return by inspecting it. This ensures the equipment has not been damaged, remains virus free, and is in proper working order.
- If materials were previously networked, reattach to the network and restore all network settings.

Selection Policy (Richmond County)

With the volume of print, non-print, audio-visual and software materials available, a wise selection of appropriate materials is increasingly important. Changes in curriculum and teaching strategies make it especially important that good selection policies be followed by the media specialist to ensure a balanced collection.

Selection policies shall include:

1. Providing materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students.
2. Providing materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Providing material, which will enable students to make intelligent judgments

in their daily lives.

4. Providing materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking.
5. Providing materials on many religious, ethnic and cultural groups and their contribution to our heritage.
6. Placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the media center.

All media specialists shall use industry standards and recognized reviewing instruments to assist in the selection of all materials for the media center.

Selection of Instructional Equipment

The following criteria should be considered when purchasing instructional equipment:

- Needs assessment- Does the school need the item being evaluated?
- Portability- Is the equipment easy to handle?
- Cost- Does the item compare favorably with similar brand items? Is the price reasonable?
- Operation- Is the machine easy to operate or does it take extensive training?
- Maintenance and repairs- Is it easy to clean? Can minor adjustments be made easily? Are replacement parts readily available at reasonable cost?
- Manufacturer/Dealer- Does the manufacturer make the item primarily for school use? Is the manufacturer reputable and is the dealer reliable? Will the manufacturer or dealer extend warranty service?
- Warranty and guarantee- What is the warranty for this item? Is an extended warranty available? Is it on-site or must the item be sent off for repairs? If so, who is responsible for shipping and handling?
- Service- Are repairs and emergency services readily available?
- Standards- Are there any standards recommended on the national, state, or local levels?

Reconsideration Policy (Richmond County)

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected materials. In the case of a complaint, the following procedures shall be followed:

The complainant shall file the complaint, in writing and on the approved form, with the school 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 shall 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 shall meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue. A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.

If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.

The appropriate form shall be the Form for Reconsideration of Materials which is located on the following page. Copies of this form should be kept on hand to give to anyone approaching the principal, teacher, or media specialist with a complaint.

Copyright Policy

All forms of expression that are recorded in some concrete form are protected by the Copyright Law which protects materials created on or after January 1, 1978. This law gives five rights to the creator of the work: reproduction, adaptation, distribution of copies or phone records by sale, gift, rental, lease, or lending; public performance, and public display. The creator of the work owns these rights; he or she may sell or license these rights on any terms with which he and the requestor may agree. The law, Title 17, United States Code, Public Law 94-553, 90 Stat. 2541, as amended, gives schools and certain user's special exceptions, which are called "Fair Use." Basically, school employees can use or reproduce certain copyrighted materials as long as the employee meets defined guidelines. All fair use guidelines must be met. Be sure to observe the copyright information of any material you copy.

Persons who violate copyright can be charged up to \$250,000 in a court of law and sent to prison for up to five years. The media specialist can also be held responsible for violations that involve equipment checked out from the media center. For audiovisual materials, the following guidelines apply:

- The performance must be presented by instructors for performance or pupils.
- The performance must occur in the course of face-to-face teaching activities (i.e., it must match your objectives.)
- The performance must take place in a classroom or similar place of instruction in a nonprofit educational institution.
- The performance must be of a legally acquired (or legally copied) copy of the

work.

"With regard to videos, any VCR that is checked out from the media center should be accompanied by a video checked out from the school's or county's collection. The name of the video being shown must be written in the logbook where equipment is reserved. Under no circumstances shall a video rented from a rental facility be allowed to be shown in a school. This is a violation of Board policy and copyright laws. Please see the media specialist for any questions about copyright.

Richmond County requires that all teachers adhere to state and federal copyright law.

So just to refresh your memory ... you CANNOT do any of the following:

Tape from cable and show it in class.

Tape from CBS, NBC, ABC, or PBS and show it more than 10 days after it originally aired. You are supposed to erase it after the 10th day

Download movies from the outside platform and show them in school. (County policy)
Show anything above a G rating without approval.

Show a Disney Movie. (We don't pay the 30,000 per year fee that Disney requires of schools.)
Show any "homegrown" movies that you've recorded from other sources.

What will happen and how will you get caught?

- School systems in violation are fined. Your "tellers" can be anyone from visiting salespersons to students who are paid to inform.
 - Yes schools have been sued. Generally the whole system is sued and the teacher loses his/her job and the system pays the fine.
- Remember, when you sign your contract, you sign that you will abide by the laws of the state ... that includes copyright.

What can we legally show?

You can show things the school already owns. You can sometimes borrow video

from the public library, but these tapes have to be approved by the media specialist prior to use for copyright permissions and may need to be viewed by the media committee. You must also remember that they are usually due before the students can finish watching them.

The rules are designed to protect those who make movies as their living, which we should try to honor.

Software

All copies of software within the school must have a license on file in the media center. Typically, the license entitles the holder to use the program and make two backup copies. This allows the use of the program on ONE, and only one, computer. Licenses may be purchased for a specific number of multiple copies of a program, usually at a reduced price. Site licenses are purchased for programs that the entire school uses.

Operating systems are governed by license which are on file in the media center. Each computer must have a license for the operating system installed on it. It is not permissible to upgrade an older model with a newer operating system without first purchasing an upgrade, or another copy of the newer system.

Network software is governed by user license. These are usually 10 users, 25 users, 50 users, etc. It is not possible to connect more computers to a network than the number of users allowed by the license. Upgrades to the license must be purchased as the building's capacity to add user's increases. When user licenses are upgraded, backup software must also be upgraded to a compatible user number.

Educational institutions do not have the right to install a single program on multiple machines without holding valid licenses. This is a violation of copyright.

CD ROM programs that require installation must stay with the computer on which they are installed. Only CD ROMS which operate without installation may be circulated.

The Department of Media and Technology expects media specialists to conduct periodic license audits. Illegal copies are to be deleted from the computer and the principal notified of any violations.

Weeding/Inventory

The media specialist and her assistant periodically weed or remove books, materials, and equipment that are damaged, worn out, and/or out of date. Weeded materials, once they are removed from the circulation system, are offered to faculty and staff to use in their classrooms. At different times during the year, the media specialist may choose to offer these discarded materials to students free of charge.

Acquisitions/Ordering

The media specialist receives a state allotment each year to order books, videos, and software. According to the Southern Association of Colleges and Schools, which is our

accrediting agency, a school must provide a minimum of ten books per student. Each year, the media specialist orders new materials, with input from teachers and students, that would help provide the most current and requested resources. Richmond County Board of Education also provides a magazine allotment that allows the media specialist to order appropriate periodicals for students and staff. The Board of Education, in conjunction with the Department of Media and Technology, decides how much each school receives.

Volunteers

Volunteers are always welcome in the media center! There are several things that must be done, however, before someone may begin to volunteer. First, the person must fill out a volunteer application. Then talk with school personnel about the types of jobs that he/she will be doing in the school. Applications are kept in the main office. Secondly, you must participate in a volunteer orientation, which is scheduled monthly through the school's MTSS coordinator and Richmond County Board of Education. Third, the volunteer needs to meet with a media specialist to set up an agreeable work schedule.

Gifts

Gifts are appreciated but will only be entered into the circulation if it offers instructional benefit to the school's curriculum and adds to the strength of the media center's collection.

Privacy of Library Records

Library records are confidential and will not be shared with other students. Teachers and administrators who have a valid reason for finding out information regarding a student's record must contact the media specialist.

Media Club (Optional)

The media specialist, technology teacher, and computer literacy teacher serve as advisors to students who join the Media Club and help produce our daily news show. Applications may be picked up in the Media Center from the media specialist and must include a written teacher recommendation and a short essay on why they would be a valuable member of the Media Club. Students must also maintain a C average and good conduct to remain a member.

Purpose of the Media Committee:

Each school shall have a Building Media and Technology Committee. This

committee shall be composed of administrative, instructional and media personnel, parents, students and community representatives.

The Building Media and Technology Committee shall meet as often as needed or as required to meet the school's needs.

The committee is charged with making recommendations for the media program in the school concerning:

1. long range program goals for all types of media used by the instructional program
2. Budget priorities
3. Reconsideration of materials
4. Operational procedures
5. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance when necessary
6. Program evaluation, including expansion and deletion of services
7. Policies for disposition of gifts
8. Policies for the use of non-school owned materials in the classroom
9. Mechanism for the use of information sources outside the school
10. Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection.

The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. A list of committee members shall be turned in to the Director of Educational Media and Technology at the beginning of each academic year.

The media specialist shall be guided by, but not limited to, the suggestions of the Building Media and Technology Committee. It is, and shall remain, the media specialist's responsibility to order all print, non-print and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.