

Pine Hill Middle School



Media Center Handbook

2026– 2027

C. Flint - Media Specialist

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Mission

The mission of the library media center is to empower every learner through literacy, inquiry, and discovery. It is a resource for information and provides access to informational, educational, and cultural materials in a variety of formats and technologies. The main focus of the media center is to stimulate or trigger students' interest in reading and to inspire and encourage students to be critical thinkers, skilled researchers, as well as ethical users of information.

Philosophy

The media center should be the learning hub of the school. The media center should serve the entire school community through instruction of library skills, training in the utilization of equipment, and the circulation of resources. The media center should provide sufficient materials to support the curriculum and interesting books that allow students to experience the joy of reading. Lastly, the library media specialist must collaborate with teachers to develop lessons integrating technology and information literacy skills into the curriculum.

Goals

- To provide services to students, faculty, and staff that will enhance the instructional program at Pine Hill Middle.
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards as well as aesthetic and moral values.
- To provide information that will enable students to make intelligent, informed decisions in their daily lives.
- To provide technology options for all students as well as print and non-print materials in their quest for knowledge.
- To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking and listening.
- To provide materials representative of many religions, ethnic and cultural groups and their contributions to our mutual heritage.
- To provide materials that support research-based strategies and supplement the classroom instructional goals.
- To provide an organized and peaceful environment with which to facilitate learning and the exploration of personal interests.
- To provide teachers with opportunities to collaborate with the Library Media Specialist in order to incorporate information literacy skills into the curriculum.



Building Media Committee

Each school shall have a Building Media Committee that shall be composed of administrative, instructional and media personnel, parents, students, and community representatives.

The Building Media Committee will 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:

- Long- range program goals for all types of media used by the instructional program
- Budget priorities
- Reconsideration of materials
- Operational procedures
- Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
- Program evaluation, including expansion and deletion of services
- Policies for disposition of gifts
- Policies for the use of non-school owned materials in the classroom
- Mechanism for the use of information sources outside the school
- 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 Committee.

The media specialist shall be guided by, but not limited to, the suggestions of the Building Media 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.

Media Center Operation/Scheduling

Pine Hill Middle Media Center operates on an open and flexible schedule. The Richmond County Board of Education and Georgia State law mandates the open schedule policy. Flexible scheduling is addressed in DOE rule IFBD 160-4-4-.01. The media program is not to be used as a means to provide planning time for teachers. A flexible schedule allows Media Center access to all persons through out the instructional day and works in partnership with teachers through collaboration.

No fixed schedules will be honored. Small groups of students (2-4) or individuals may come to the Media Center anytime during the school day. The media center is open each school day from 8:45 AM until 4:00 PM for staff and students. Each student should have a library pass. Students must sign in upon entering the media center. The Media Center Staff reserves the right to send students back to the classroom if the Media Center is too crowded or if students behave inappropriately. **Students should not be sent to the Media Center for disciplinary reasons.**

Class visits are welcomed but must be scheduled at least two days in advance for orientation, checkout of library books, and lessons. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged two weeks in advance. Richmond County Board policy mandates that teachers remain with their class in the Media Center during whole class visits. If a teacher knows he/she will be absent on the day of their scheduled visit, he/she must reschedule. Teachers are not to send their class to the Media Center with a substitute teacher.

Conduct/Rules

Individual students, groups of students, or whole classes are expected to conduct themselves appropriately in the Media Center. Those persons that cannot follow Media Center rules will be asked to leave. Because of the range of resources available and the variety of activities conducted in the Media Center, the following rules must be adhered to and enforced:

- Students are expected to talk quietly so other students are not disturbed.
- Students are expected to return books on time and in the same condition in which they were borrowed.
- Students are expected to treat all items in the Media Center with respect and care; and be accountable for their own actions.
- Students are expected to bring their assigned Chromebook to the media center to complete school related assignments and must visit only educational websites.
- Students should not take materials from the Media Center without first checking them out at the circulation desk.
- Students should not eat, drink, or chew gum in the Media Center.
- Students are not to run, jump, push, or play in the Media Center.

Lamination

Lamination will be done on each Tuesday and Thursday by the Media Staff. The teacher's name should be written on the back of all items requiring lamination or attach a slip so that the Media Staff can identify the owner of each piece of material. All items submitted must be ready to laminate. The Media Staff does not cut or punch out materials. Also, very small items will not be laminated.

Circulation Policy



Students are allowed to check out two books at a time. Library books are loaned out for a two-week period. If a student wants a book that is checked out, the book can be put on hold for that student. Books are to be returned to the book drop. Reference materials and magazines do not circulate, but are for use within the Media Center only.

Faculty and Staff members have access to all Media Center materials. Teachers may check out materials for a period of one month with the exception of curriculum materials, which can be checked out for the school year. Teachers are responsible for the items checked out in their name. Teachers should not pass items checked out in their name to other teachers or allow students to take items home. Faculty and staff are asked to be considerate of the needs and wishes of everyone utilizing the Media Center and return borrowed materials as soon as they are finished using them.

Damaged and Lost Materials

Students as well as faculty and staff who damage or lose Media Center materials are required to pay for the repair or cost of the materials. Materials include print, video, software, and audio items as well as hardware such as computers, printers, monitors, and cameras. The cost of lost items will be assessed at the actual cost of the lost materials; damages will be assessed at the cost of making repairs. This is in accordance with district policy. If students as well as faculty and staff remove labels (barcode and spine) from a book, he/she will be charged \$1.00 for label replacement.

Accountability for Lost and Damaged Items

Please note that students are held accountable for all items checked out in their name. Responsibility is not mitigated even if library materials are entrusted to a friend, sibling, teacher, or left in a classroom. If materials are lost or damaged by another person while checked out under a student's name, the student who checked the materials out is still responsible for making

restitution for the materials. Questions or concerns about payments for damaged or lost library books must be addressed to the Media Specialist.

Overdue Books

At this time, Pine Hill Middle Media Staff do not assess fines for overdue books. Books that are severely overdue (a month or more) may be judged lost and the student charged accordingly unless he/she produces the missing material in good condition.

Selection of Media Materials

The Media Center welcomes suggestions and input from teachers, students, and parents on the purchase of Media Center materials. Our goal is to provide fair and balanced representation of all curriculum areas and recreational interests, and to provide materials, which are modern, current, and of high appeal. We strive to make a variety of media available, including print sources, software, videos, and other formats of media. The Building Media Committee makes certain to take into consideration the needs, desires, and interests of all those who offer recommendations on the selection of materials.

Criteria for the Acquisition of Materials

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of subject matter
- Quality of the materials
- Readability level
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and the significance of the author/artist, composer/producer
- Format
- Favorable recommendations based on reviews and professional evaluations
- High degree of potential user appeal
- Value commensurate with cost/need
- Requests from staff, students, parents, and community

Gifts

The Media Center will follow all the Richmond County guidelines and policies as it pertains to the receiving of gifts and other materials donated. Gifts must be judged on how useful the materials are and do they support the instructional goals of the school. Gifts should only be accepted if they are up-to-date and they enhance the Media Center's collection.

Reconsideration of Media Materials

Materials will only be removed from the collection as they become outdated and meet the criteria of the annual weeding process. However, on occasion a complaint is received that a specific book or material is inappropriate for the learners at Pine Hill Middle. The Media Committee will carefully weigh and consider the input of those registering concerns before making a final decision on what is to be done with materials called into reconsideration. The following procedures will be implemented for a complaint:

- The complainant will be asked to file their complaint in writing on the “Form for Reconsideration of Media” to the administrator.
- The school administrator shall refer the complaint to the Building Media Committee to consider the validity of the complaint. After reviewing the complaint, the committee will 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 Committee will 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 will be sent to the school’s administrator.
- If the complainant does not accept the response of the Building Media committee then the complaint will be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.
- If the complainant does not accept the decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education.
- The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix.

Videos

Videos deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher’s discretion. Teachers should follow a policy of “prudent viewing.”

- An instructional reason for the program should be stated in the lesson plans.
 - The program should be scheduled at least one week in advance by filling out the appropriate form. Please see the form labeled Request to Show School Videos in the Appendix. This form is also located on the school’s website.
 - There should be a follow-up lesson after the viewing to reinforce the content of the video.
- Videos brought from home or by a student must be previewed by at least two members of the Building Media Committee and approved prior to viewing. At least a two-week period should be allowed for the preview process. Fill out the appropriate form and submit it along with the video. The Request to Show Non-School Videos is in the Appendix and on the school’s website.

Georgia Public Broadcasting

A variety of curriculum based instructional videos for classroom use are available via Internet at <http://www.gpb.org/public/education>

Discovery Education

- Discovery Education is provided free to each school, department, and teacher by Georgia Public Broadcasting
- Discovery Education is the largest and most current digital video library available today. Discovery Education provides award-winning content in all subject areas and the videos are correlated to your state standards.

It is highly recommended that desired videos be *downloaded*, not streamed to prevent slowing bandwidth traffic.

Software

All copies of software within the school must have a license on file, preferable in the Media Center. Typically, the license entitles the holder to use the program and make one back up copy of the program. All operating systems must also have a license.

Computers

It is the responsibility of each classroom teacher to protect their passwords and to keep their equipment clean and operational. In addition, teachers are responsible for logging out and shutting down the computers in his/her classroom before leaving for the day.

Computers are not to be removed from the classroom they are in by anyone other than the media specialist and/or technician.

ActivPanels

Classroom panels should be turned off when not in use and at the end of the school day to preserve the life of the panels. Panels are very expensive and may take months to get a replacement. Take care of your equipment so it will last long term. If you see a panel on and not being used, help preserve this valuable resource by turning it off.

Technical Assistance

If a faculty or staff member is in the need of technical assistance, please **submit a ticket HERE:**

- [Incident IQ Sign-In Page](#) (Or use the link provided in LaunchPad)

Instructions and Training Videos - Accessible by Richmond County staff only.

- [Incident IQ Training Courses](#)

Internet Usage Policy

The school's policy for use of the Internet is an extension of the RCBOE Internet Policy. Internet access is a privilege and is to be used for INSTRUCTIONAL purposes only.



Copyright Policies, Procedures, and Guidelines

The media specialist is a “copyright advisor” for the reproduction and use of copyrighted print, non-print, and electronic information. It is the responsibility of the classroom teacher to follow all copyright laws and guidelines. (<http://www.copyright.gov/>)

The copyright law allows Library photocopying under Section 107 Fair Use when the following criteria is met:

- Purpose and character of use
- Nature of the work
- Amount and substantiality of the portion used
- Effect upon the potential market for the work

For more information pertaining to copyright, please visit: <http://www.whatiscopyright.org/>

APPENDIX A

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Duties and Responsibilities of the Media Specialist

- Implement media policies and standards in line with state and local policies and procedures
- Create and foster a climate that motivates effective utilization of Media Center facilities, resources, and services
- Maintain a neat and orderly Media Center and materials collection
- Responsible for the automated media system
- Order materials for the collection in a timely and approved manner
- Process materials in a timely and recognized manner
- Train and supervise the media assistant
- Maintain accurate records of Media Center operations
- Complete reports for the Director as requested
- Set policies and procedures for the operation of the Media Center
- Prepare and present a Media Center Handbook detailing the policies and procedures to be followed by students and faculty
- Catalog all materials and equipment by assigning Dewey call numbers and supervising their data entry into the automated system
- Teach library and reference skills and computer skills
- Act as the copyright advisor for the school and obtaining copyright clearance as necessary
- Act as “reconsideration of materials” contact person for the school
- Coordinate the Building Media Committee
- Meet with the faculty, individuals, and groups, to discuss instructional needs to aid in identifying materials to support the curriculum
- Supervise Internet use and access in the school
- Maintain electronic distribution system and satellite equipment
- Maintain an accurate audit of software licenses for the school
- Maintain documentation, manuals, and warranty information on all computers, instructional equipment, and software
- Maintain an accurate listing of all software passwords used in the school
- Maintain awareness of new developments in technology and provide this information to administrators, faculty, and students
- Seek opportunities to increase professional skills through reading, study, and staff development.

APPENDIX B

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Form for Reconsideration of Media

Media consists of all types of print and non-print materials.

Type of media _____

Name of item _____

Publisher and/or Author _____

Complainant's Name _____

Address _____

Street

City

State

Zip

Telephone (Home) _____ (Work) _____

Complainant represents

_____ Him/her self

_____ Organization (Name) _____

_____ Other Group (Identify) _____

1. Did you read, view or listen to the complete item: Yes _____ No _____

2. How was the item acquired (Assignment, free selection, from a friend, etc.)

3. Is the item part of a series? Yes _____ No _____ If yes, did you read, view or listen to the set or series? Yes _____ No _____

4. What is objectionable regarding the item and why? (Be specific)

5. Were there good sections included in the item? Yes _____ No _____

If yes, please list them: _____

Form for Reconsideration of Media – Page 2

6. What do you feel might be the result of using this material?

7. What do you believe is the theme of the material?

8. Did you locate reviews of this item Yes _____ No _____

If yes, please cite them: _____

If no why not? _____

9. Did the review(s) substantiate your feelings? Yes _____ No _____

10. Is there any educational merit to the item? Yes _____ No _____

If yes, what do you feel would be the approximate grade level(s) _____

11. How do you see the item being utilized in an educational program?

12. List the person(s) with whom you have discussed this item.

Name _____ Title/Occupation _____

Address _____

13. What were their reactions and/or opinions? _____

14. What do you suggest be done with the item in question? _____

15. What do you suggest be provided to replace the item in question? _____

Signature of Complainant _____ Date _____

Request to Show School Videos

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

TITLE OF VIDEO_____

SOURCE OF VIDEO_____

RELATIONSHIP TO CURRICULUM_____

DATE I WISH TO SHOW THE VIDEO_____

TIME _____

I request the above listed video for use in my classroom for the above stated educational reason.

TEACHER_____ **DATE**_____

Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

TITLE OF VIDEO _____

SOURCE OF VIDEO _____

RELATIONSHIP TO CURRICULUM _____

DATE I WISH TO SHOW THE VIDEO _____

TIME _____

I request the Building Media and Technology Committee preview the above listed video with the intent that it be used in my classroom for the above stated educational reason.

_____ Approved

_____ Disapproved

DATE _____ Media Specialist _____

PRINCIPAL _____

Copyright Notice Samples

For general posting and use:

NOTICE

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “Fair Use”, that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

For Posting on all copiers

NOTICE

The Richmond County Board of Education adheres to the “Fair Use” doctrine with regards to the Copyright Laws of the United States

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials.

The person using this equipment is liable for any infringement of the law.