

**SHS Media Center
Faculty Handbook**

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Media Staff

Media Specialists: Melissa Davis

Media Assitant: Tiffany Camp

Media Services

Hours of Operation

Monday - Friday
7:40 a.m. – 3:30 p.m.

Cell Phones

Cell phones may not be used **at any time** in the media center. Teachers are asked to remind their students of this policy before coming for research.

Copyright Compliance

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

Die Cutting Machines

Ellison die cutting machines are available for student and staff use. There are two letter styles, as well as several specialty dies. A limited supply of construction paper is available for faculty use; students must provide their own construction paper.

Food and Drink

Food and drink are not permitted in the media center. Please remind your students before coming in for research about this important policy.

Laminating

Laminating is available on Daily. Instructional items, within a reasonable number, will be laminated for teachers at no charge.

Media Committee

The media center staff is required by the local board of education and by CASI/SACS to establish a media committee each year. The media committee is

required to meet at least once during each semester of the school year. The purpose of the committee is to evaluate the media program and make recommendations for improvement.

Online Databases

All databases may be accessed through the Media Center webpage.

www.jagsmediacenter.weebly.com

GALILEO

As a Georgia educational institution, SHS has access to a wealth of information through GALILEO. GALILEO stands for **GeorgiA LIbrary LEarning Online**. Faculty and students may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications.

To access GALILEO from SHS website, go to the media center page, and then click on the GALILEO icon. From school, there will be a direct link. To access GALILEO from home, patrons will need the URL and current password. The URL for GALILEO is <http://galileo.usg.edu>. The GALILEO password changes quarterly. The password will be posted on the dry erase board near the circulation desk in the media center, the dry erase board in the teacher workroom across from the administrative offices, as well as in the teacher workrooms.

Literature Reference Center from Gale

A wealth of literature criticism, biographies, and essays from the leader in literature reference materials.

InContext from GALE

Reference resources for all subject areas.

Printing

The media center has one printing station which prints to a laser printer located in front of the circulation desk. The cost for student printing in black and white is free and 25¢ for color. Only the designated computer will print in color; please ask for help if color printing is needed. Students will be held responsible for all pages printed, whether intentional or accidental. There is no fee for staff to print in black and white. Please notify a media center staff before printing large amounts in color, as a small fee may be charged.

Videotape/DVD Approval

Before showing **any** videotape or DVD in the classroom, approval **MUST** be obtained through administration by using the Video Approval Form, available on the media website.

Faculty members seeking approval for use of a videotape/DVD may obtain a Request for Consideration for Approval of Media Form from a media specialist or located on the media website.

The completed form and the videotape/DVD to be considered must be submitted to the media specialist at least two weeks in advance of the date the material is to be used.

Circulation Policies

Loan Periods

Students

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

Staff

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

Reserving Materials

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

Overdue Fines and Notices

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

Damaged and Lost Books

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

A-V Material and Equipment*

Media center equipment is reserved for faculty/staff use. Students may not check out A-V material, equipment, or laptops.

Carts are available for full year checkout. Other equipment needed for the entire year should be purchased through departmental funds.

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

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

Internet – Policies

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

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

Teachers who give assignments requiring the use of the Internet must provide alternate assignments for those students who do not have AUPs on file.

Scheduling – Policies

Individual Student Use of the Media Center

- Before school and during classes, students must have a pass to enter the media center.
- Incomplete passes will not be accepted.
- Passes must be issued by faculty/staff members.
 - * Teachers may send up to 3 unaccompanied students per class to the media center, provided there is room.
 - * Students will be held in the media center for the entire class period unless a return time is specified on the pass.
- **Passes written by substitute teachers will not be accepted.**

Scheduling Classes

- Scheduling is flexible and is done on a first-come first-served basis.

□ Teachers are required to schedule classes at least one day in advance. In order to provide every teacher with an opportunity to use the media center, classes will not be scheduled more than six weeks in advance.

⌚ Classes doing research may be scheduled for three consecutive days per project. Many teachers have found that scheduling two consecutive days every few weeks for a large project is much more effective than many research days all at once.

□ Teachers schedule classes by signing up through media center staff, either in person or electronically with a description of the assignment/project and materials needed from the media specialist.

□ Due to the size of the media center, only one class per period may be scheduled. Exceptions to this will be made depending on class size and subject area, please see Mrs. Davis.

□ If both media staff members are out, no classes will be scheduled.

Scheduling Equipment Use

Only teachers can schedule the use of equipment (multimedia projectors, document projector, camera, video camera) by signing up with a media specialist at least one day in advance.

Equipment for Use in Media Center

Binding Machine

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

- Sign up to use the equipment at least a day in advance of checking it out.
- If you do not know how to operate a piece of equipment, please ask a media specialist for assistance prior to checking it out. Do not allow students to operate equipment.
- Pick up the equipment the day you plan to use it, not the day before.
- Keep food and drinks away from the equipment.
- Return the equipment at the end of the school day. Please do not leave it in your room overnight even if you plan to use it the next day.

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