



Hardeeville Elementary School

Media Center Handbook

Contact Information

(843) 310-1888

Media Specialist- Rachel Salley (ext. 5007)

Media Assistant- Sierra Brown (ext. 5008)

Hours of Operation

7:45am- 3:00pm

Welcome!

This handbook is intended to offer an outline of the goals and services we offer in the Hardeeville Elementary School's Media Center. We are excited to work with you this year to help our students reach new heights in reading, research, and learning! Our motto is:

When I Read, I CAN Succeed!

We want to reinforce this here in the Media Center to our children because reading is SO important in ALL areas of the curriculum. As we know, here at HES, we are Producing Academically Sound Scholars (PASS) and in order to do this we must read to succeed each day in the Media Center!

Media Center Goals

Goal 1: To continue collaboration between teacher and the Media Specialist.

Goal 2: To maintain a user-friendly, orderly, and attractive environment in the Media Center.

Goal 3: To establish a reading initiative that encourages all students at Hardeeville Elementary to read at or above their reading levels as much as possible.

Goal 4: To incorporate Media Skills into the overall curriculum.

Media Center Guidelines for staff, students, and visitors: **The Media Center will be kept a quiet and orderly environment conducive to learning and reading. We will reinforce positive behavior in accordance with PBIS guidelines.**

1. Voice level 0 or 1.
2. Slow (walking) movement only. We are a "Caution Zone!"
3. Respect our books, materials, furniture, and each other.
4. No eating or drinking in the media center. (Please don't encourage the little critters to come into the media center by consuming food or drinks in the media center).
5. Clean up after yourself and put all furniture back in its proper place.

Please work with us to assist in behavior management when your class visits the library. Please plan to remain in the media center with them during their session.

Scheduling Media Center Visits

The media center will be operating on a flexible schedule this year. This allows for more freedom in the use of this space. There will be times when a class is being taught, children are working or reading independently at tables utilizing a classroom pass their teacher has given them, actively checking out books, or even using the computers for learning/research happening all at once! An important facet of this scheduling time is that classroom teachers see this space as an extension of their classroom. The resources will be available at point of need. Teachers may schedule for their classes to visit the media center using the guidelines below. During these sessions, students will participate in a variety of activities, including library lessons, story time, planned activities, computer use, or activities planned by the teacher in collaboration with the media specialist.

Please see [How to Schedule a Media Center Reservation](#). Please click the following link [Hardeeville Elementary Media Center Calendar](#) or visit the Media Center's webpage and the calendar can be found under "Links."

When scheduling please use the guidelines below. Although times are on a first-come-first-serve basis, DO NOT schedule your class for the entire year. It is only

fair that every teacher has an opportunity to choose from all available times. Teachers should schedule their class on a weekly basis. The media specialist reserves the right to alter schedules if this guideline is not followed, and teachers will be notified by email if this happens. Remember, this is not a fixed schedule, but a flexible schedule.

Media Center Orientation

So that all students will be aware of the expectations in the media center, Media Center Orientation will be required. Media center orientation will be held in the media center for grades K-2nd only. Teachers in grades K-2nd should schedule a 30-minute visit using the Media Center Reservation Calendar beginning the 1st week of September. Grades 3-5 will access the orientation video on the Media Center's webpage and watch it in their classrooms. Each class must complete a Media Center Orientation before they can check out books and receive their checkout folders. Once a class has watched the video, the teacher can either email the media specialist or media assistant stating the students have watched the orientation video and understand the expectations. Checkout folders will then be placed in the teacher's box.

Story Time:

Child Development (CD)-Weekly (20 minutes)

K & 1st Grade-Twice a month (30 minutes)-Will also exchange books at this time.

Book Exchange Only:

K-5th Grade: Weekly- 20 minutes

3rd-5th Grade students may come to the Media Center at any time in groups of 3 with a signed and dated Media Center pass (Media Center passes can be found on the media center's web page.)

Small Group Research (Grades 3-5; 5 students per group).

Before sending small groups for research, 3rd-5th grade teachers are required to complete the [Library Media Center Collaboration Planning Form](#) and schedule a time with the media specialist for their students to have a lesson on the available research resources in the media center and how to use them (Please use the media center calendar located on the media center's webpage).

Students in grades 3-5 may visit the media center for research purposes. Teachers must use the media center calendar to schedule a time for students to come to the media center to do small group research. Students will have access to all available resources that are applicable to their research topic. Students should know their research topic. Teachers are required to provide students with guiding research questions. Students are required to have their own paper and pencils. Students will be sent back to class without these things. The media specialist and media assistant will be available to readily assist students their research.

Collaboration

The media specialist will be attending grade level/department meetings so that he/she can plan to incorporate Media Skills into the curriculum. Teachers must complete the [Library Media Center Collaboration Planning Form](#) by clicking the link and completing the form for all collaboration requests. Collaboration may also include lessons of the teacher's choosing which he or she would like to see enhanced with media skills or resources. **A hard copy of the Library Media Center Collaboration Planning Form is located at the end of this handbook.*

Library Checkout Folders

This year all students will be using Library folders for student checkout. These folders can also be used as shelf markers when searching for books. Every classroom teacher will receive their class's library checkout folders once Media Center Orientation is completed. Students will not be able to check out books without their library folders.

Student Check-In Procedures

All materials will be checked in at the self-check in station located next to the entrance. Instructions on how to self-check in are located next to the station. The media specialist and media assistant will be readily available to assist both staff and students.

Student Check-Out Procedures/Requirements/Guidelines:

All materials will be checked out at the self-checkout station located in front of the circulation desk. Instructions on how to self-checkout are located next to the self-checkout station. The media specialist and media assistant will be readily available to assist both staff and students with self-checkout.

- Because the collection is in the process of being developed adequately and inventory control issues in past years, students may checkout only **one book** from August until December (before Winter Break). After Winter break, beginning in January students in grades 2-5 will be able to checkout 2 books.
- Books are checked out for a period of 10 days.
- Over-due notices will be printed every other week and placed in teachers' boxes.
- There will be no fines charged for overdue books; however, students will **NOT** be able to check out more books if he or she has overdue books. **This will include any remaining over dues from previous years.**
- There will be a charge for books turned in damaged. Students will be shown examples of damaged books (torn, written in, water damaged) and told that they will be charged for those materials.

Teacher Check-Out Procedure:

- **Books have the following checkout limit and loan period:
Teachers may checkout 3 books from each category for a loan period of 14 days.**

This includes biographies, classroom book sets, easy readers, fiction, nonfiction and professional material (i.e. magazines). All materials will be checked out at the self-checkout station located in front of the circulation desk. Instructions on how to self-checkout are located next to the self-checkout station. Teachers' library cards are located at the self-checkout station and are grouped according to grade level. The media specialist and media assistant will be readily available to assist both staff and students with self-checkout.

- Classroom Reading Kits (includes a set of books and CD) are available for checkout with a checkout limit of 4 kits per teacher and a loan period of 14 days.
 - One DVD may be checked out per teacher for a loan period of 5 days.
 - Checkout limits and loan period requirements are not applicable to equipment and audio visual materials (i.e. student devices, document cameras, remotes, pens, etc.) **Please have professional courtesy for your colleagues by returning items when you are finished with them.**
- There are some AV materials available for checkout in the storage closet. Please see a member of the media center staff for assistance with these items.

***Please note that checkouts and renewals will be blocked if you have overdue items/fines unless approved by an administrator.**

Programs and Services

In addition to staff collaboration and book checkout, the Media Center staff will be offering the following services and initiatives during and throughout the year:

- Staff Professional Development (Updating Your Webpage; Using SCDISCUS in the classroom; Copyright/Plagiarism; How to Self-Checkout Books; How to use Destiny (online library catalog) to search for and find books and ebooks)
- Accelerated Reader
- Library Lessons
- Guest Readers
- Author Visits
- Lamination
- Materials checkout
- Technology Integration
- TumbleBook Library
- TumbleBook Cloud Junior

- DISCUS
- Reading A-Z (Learning A-Z)

Activities:

Media Center Monthly Themes	
<p><u>September</u> Media Center Orientation- September 3rd -September 14th</p> <p>National Read a Book Day- September 6th</p>	<p><u>October</u> The Enchanted Forest Book Fair "Let your imagination grow." October 3rd-October 10th</p> <p>Book Character Pumpkin Contest- October 26th-October 31st</p>
<p><u>November</u> Career Month-Entire Month Thanksgiving- November 19th</p>	<p><u>December</u> Winter Holidays-</p> <p>Computer/Science Education Week December 3rd-7th</p>
<p><u>January</u> Happy Birthday Dr. Martin Luther King, Jr.- January 18th</p> <p>Fairy Tales & Fables-Entire Month</p>	<p><u>February</u> Black History Month-Entire Month</p> <p>100th day of School- February 1st</p> <p>Presidents' Day-February 19th</p>
<p><u>March</u> Dino-Mite Book Fair "Stomp, Chomp, & Read! March 6th-March 14th</p> <p>Read Across America (February 25th-March 1st)</p> <p>Pi Day (March 14th)</p>	<p><u>April</u> Mathematics Awareness Month- Entire Month</p> <p>Poetry Month- Entire Month Poetry Slam-April 30th</p>
<p><u>May</u> Cinco de Mayo- May 3rd</p>	<p><u>August</u> Welcome back! The books missed you!</p>

In addition, the media specialist also serves in the following capacities at HES:

- Web master
- Technology liaison
- Assist with Elmos
- Book inventory

- Photographer for school wide events only (the media specialist nor the media assistant will take pictures of individual classroom events). Teachers may use their own cameras for pictures and then complete a School Website Request by clicking [here](#). The form can also be found on the Media Center Webpage.

Reading Initiative

This year the media center will continue to promote reading and use Accelerated Reader in grades one through five. As of now, the AR program is scheduled to expire in October 2018.

Media Center Resources

- **Computers** are located in the Media Center for student use. Students may use the computers to access the Internet, complete research projects and school work, play educational games, and complete other miscellaneous school related tasks. Each student has his or her own username and password to use the computer; however, HES also has a generic password that is posted on the wall above the computers. **Teachers are able to retrieve their students' usernames and passwords by going to One Drive, selecting "Files," and then clicking on the Excel sheet named HES Student Logins.**
- **Laminator**- The media staff will complete lamination twice a month (1st and 3rd Wednesday). If you have any items that need to be laminated, please bring them to the media center, sign the laminating log book, label the items with your name and room number, and leave them on the front square table. Please do not bring your items before the scheduled days. There is not adequate space to store items. Please be mindful that lamination film is quite expensive and there is only a limited amount. Please use discretion and be considerate of other teachers when deciding what to laminate and how many pieces you want to laminate. Individual tiny items will not be laminated. Anything smaller than 4"x 4" will NOT be laminated. All of your items must be picked up no later than Thursday afternoon.
- **Die Ellison Cuts**- Die Ellison Cuts are located in the Media Center for teacher use only. Please do not send students to use the machines. It is a safety hazard. After using the machines, please make sure that all cuts are placed back in the proper place and all paper and trash are cleaned up and thrown away. If the cutting area is frequently unkept, this resource will be discontinued in the Media Center. Please respect the duties, responsibilities, and time of the Media Staff by not asking them to do any cutting of letters.
- **DISCUS**-Students and teachers are encouraged to use the online database DISCUS at scdiscus.org. This online resource offers resources that students can use to assist with homework and research. A link to DISCUS may be found on the school homepage. Users are automatically logged in to the resource while on campus. Please see the media specialist for the DISCUS off-campus password information.
- **Learning A-Z**-Teachers have access to Learning A-Z (<https://www.learninga-z.com/>) for use with students and in the classroom. This resource offers audio visual resources to enhance student learning. Teachers may obtain their usernames and passwords from the media specialist. A link to this site is listed on the school homepage.

- **TumbleBooks** (<http://www.tumblebooklibrary.com/>) and **TumbleBook Cloud Junior** (<http://www.tbcjr.com/>) are subscription based online databases of read-aloud books and ebooks. They will be used frequently in the media center and can be used by students and teachers. Links are provided on the school homepage and usernames and passwords for off-campus usage may be obtained from the media specialist.
- **DVDs**-The Media Center houses and circulates DVDs, which are located in the media center's storage closet. Please see the media center staff for checkout.

Teacher Webpages

Each teacher at HES is required to keep an updated web page. The media specialist will distribute login information as well as guidelines on how to update the teacher's web pages. A yearly refresher on updating webpages will be completed by the media specialist. Please see the media specialist if you have any questions or concerns about your webpage.

Media Center Volunteers

REQUIREMENTS: A school volunteer is an adult who is willing to give time and talent to help the education team better serve the needs of the students. Volunteers can supplement the library media staff by offering unique talents and skills. However, volunteers should not be considered as substitutes for trained, paid clerical and technical staff. Please visit https://www.jcsd.net/apps/pages/index.jsp?uREC_ID=434860&type=d&pREC_ID=945744 to review volunteer requirements for the Jasper County School District. Perspective volunteers may also use this link to apply.

DESCRIPTION

The following duties may be assigned according to a volunteer's interests and abilities, but usually will be varied:

- reading books to students;
- ordering free materials, pamphlets, films, filmstrips, college bulletins, and pictures;
- preparing and mounting pictures for the picture file;
- cleaning and mending library materials;
- circulating library materials;
- checking attendance;
- assisting with inventory preparation;
- opening, sorting, and distributing materials;
- sending overdue and fine notices;
- labeling library materials;
- reinforcing magazines and paperbound materials;
- stamping library materials with ownership marks;
- sorting and filing clippings, newspapers, and magazines;
- collecting library books from classrooms and book drops;
- making copies of needed materials;
- processing new magazines;
- adding new pamphlets to the file;

- assisting in the preparation of bibliographies;
- preparing bulletin board displays; and
- helping in the maintenance and use of equipment.

***The principal and media specialist should commend, thank, and publicly recognize volunteers whenever justified and possible.

Please refer to the following guidelines when using copyrighted materials:

Copyright and Fair Use Guidelines for Teachers

www.teachlearning.com

Medium	Specifics	What You can Do	The Fine Print
Printed Material (Short)	*Poem less than 250 words Excerpt of 250 words from a poem greater than 250 words *Articles, stories, or essays less than 2,500 words *Excerpt from a longer work (10% of work or 1,000 words, whichever is less—but a minimum of 500 words) *One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue *Two pages (max) from an illustrated work less than 2,500 words (like children’s books)	*Teachers may make multiple copies for classroom use and incorporate into multimedia for teaching classes. *Students may incorporate text into multimedia projects.	*Copies may be made only from legally acquired originals. *Only one copy is allowed per student. *Teachers may make copies in nine instances per class per term. *Usage must be “at the instance and inspiration of a single teacher,” i.e., not a directive from the district. *Don’t create anthologies. **“Consumables,” such as workbooks, may not be copied.
Printed Material (archives)	*An entire work *Portions of a work *A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer	*A librarian may make up to three copies “solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen.”	*Copies must contain copyright information. *Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books

Illustrations and Photographs	<ul style="list-style-type: none"> *Photograph *Illustration *Collections of photographs *Collections of illustrations 	<ul style="list-style-type: none"> *Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. *From a collection, not more than 15 images or 10 percent 	<ul style="list-style-type: none"> *Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information
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		(whichever is less) may be used.	is available at www.loc.gov or www.mpa.org .
Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> *Videotapes *DVD *Laser discs *QuickTime Movies *Encyclopedias (CD-ROM) 	<ul style="list-style-type: none"> *Students "may use portions of lawfully acquired copyrighted works in their academic multimedia," defined as 10% or three minutes (whichever is less) of "motion media." 	<ul style="list-style-type: none"> *The material must be legitimately acquired (a legal copy, not bootleg or home recording). *Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> *Records *Cassette tapes *CDs *Audio clips on the Web 	<ul style="list-style-type: none"> Up to 10% of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes. 	<ul style="list-style-type: none"> *A maximum of 30 seconds per musical composition may be used. *Multimedia program must have an educational purpose.

Computer Software	<p>*Software (purchased)</p> <p>*Software (licensed)</p>	<p>*A library may lend software to patrons.</p> <p>*Software may be installed on multiple machines and distributed to users via a network. *Software may be installed at home and at school.</p> <p>*Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if the software is unavailable at a fair price or in a viable format.</p>	<p>*Only one machine at a time may use the program. *The number of simultaneous users must not exceed the number of licenses, and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. *Take aggressive action to monitor that copying is not taking place (unless for archival purposes).</p>
Internet	<p>*Internet connections</p> <p>*World Wide Web</p>	<p>*Images may be downloaded for student projects.</p> <p>*Sound files may be downloaded for use in</p>	<p>*Resources from the Web may not be reposted onto the Internet without permission. However,</p>
		<p>projects (<i>see portion restrictions above</i>).</p>	<p>links to legitimate resources can be posted.</p> <p>*Any resources downloaded must have been legitimately acquired by the Web site.</p>
Television	<p>*Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, & local television stations) *Cable (e.g., CNN, MTV, and HBO)</p> <p>*Videotapes made of broadcast and cable TV programs</p>	<p>*Broadcasts or tapes made from a broadcast may be used for instruction.</p> <p>*Cable channel programs may be used with permission. Many programs may be retained by teachers for years.</p> <p>(See Cable in the Classroom for details.)</p>	<p>*Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's Reading Rainbow, allow for much more.)</p> <p>*Cable programs are technically not covered by the same guidelines as broadcast television.</p>

Library Media Center Collaborative Planning Form

Teacher's Name _____ Subject Area _____ Grade Level _____

Lesson/Unit Topic

Students' Final Product

Dates Lesson/Unit will be taught _____ Assessment Date _____

Essential Question

Curriculum Standards to be covered:

Information Literacy/Technology Standards to be covered:

What types of resources are you requiring your students to use? (**Internet, Printing, Reference Books, Magazines, etc.**)

Which Information Literacy and/or Technology Skills would you like for me to work on with your students? (**Plagiarism, SCDISCUS/Internet search skills, Word Processing, PowerPoint, Website Evaluation, Citing Information Sources, Library Orientation, etc.**)

Please email any lesson plans, handouts, rubrics or other information to the Media Specialist.

List any notes or questions here:

Role of Media Specialist:

Role of Classroom Teacher:

Evaluation:

What worked:

What we would change next time:
