Miller Grove High School

Media Center Handbook

**Program and Philosophy**

The Miller Grove High School Media Center is here to provide you with resources and services to

support and enhance your instructional needs. The collection includes books, magazines,

newspapers, internet research, audio-visual materials and equipment to meet your needs. We

encourage and welcome all students, faculty, and staff to use the media center for research

projects, pleasure reading, and other instructional needs.

**Services:**

**Hours**

The media center will be open at 8:00am for students and close at 3:30 each school day; however,

teachers will have access before and after published hours. The

center is accessible simultaneously to individuals, small groups, and entire classes throughout the

instructional day. Under special circumstances, it may be necessary to modify services. Media

center space may be scheduled after hours. Please arrange with the media specialist and follow

the procedure as outlined in the faculty manual.

**Scheduling Classes**

**Teachers wishing to bring classes to the media center must schedule the classes at least 24**

**hours in advance.** Please schedule no more than two visits per assignment. A schedule book is

located at the circulation desk for sign-up on a first come/first served basis. Teachers should

collaborate with media specialists, complete the collaboration form and leave it with the Media

Staff. A copy of the assignment may be left as well.

Bookbags, cell phones and electronic devices are to be left in lockers during the entire school

day. Teachers are expected to remain with the class and assume complete control of the class.

The class should be encouraged to replace books and magazines in their proper places on the

shelves and leave the media center orderly and clean.

**Scheduling Small Group Visits** (students only, no accompanying teacher) Teachers should send

no more than **FIVE STUDENTS** from a subject class to the media center at one time.

During the school day all

students will be required to present an **official** pass to enter the media center. **Teachers should**

**only write passes for students in their class during the block they are sending them.** During

3rd block, passes should indicate the time the student departs from class and the desired return

time. For monitoring purposes, please send students at the beginning of the lunch segments.

**Students are expected to remain in the media center until the bell sounds to end that class**

**or lunch segment**.

**Computer Usage**

**Students** are to use the internet for school related projects and research. No personal social

networking websites (such as Facebook), personal e-mail, personal browsing, or gaming are

allowed at any time. Students may lose their internet privilege for violations. Computers are

equipped with other software (such as Word, Powerpoint, Publisher, Excel, etc.) for school

related projects.

The online library catalog, Destiny, is internet based and can be accessed from school or

home. Printing is ten cents per page and black and white and fifty cents per page for color.

**Teachers** have access to teacher computers in the Teacher workroom. Departments should

supply teacher printing needs, not the media center.

**EBooks**

The Miller Grove High Media Center has added ebooks to the current collection.

All ebooks in the Miller Grove High collection are Sebco ebooks (**u**nlimited

**s**imultaneous **a**ccess) and may be viewed by an unlimited number of readers all at the same time.

See library staff for passwords to access regular ebooks as well as the GALE Student Resources.

**Substitute Teachers**

**Substitute teachers should not send students to the media center. Substitute teachers may**

**NOT bring classes to the media center unless the substitute teacher has a long term**

**assignment.** Substitute teachers **should** be familiar with and follow media center policies.

Particular attention should be given to policies regarding the use of A-V materials and

equipment.

**Scheduling Materials**

Teachers should let the media specialist know which books should be placed on reserve at least

two days before students need them. Reserve books and reference books are used in the media

center during the day and may be checked out after the school day ends. Materials checked out

for overnight use must be returned the following morning before 1st period.

**Any teacher requesting a cart of books or other materials for classroom use will be**

**responsible for those materials if lost or damaged.** These materials should be returned to the

media center at the end of each school day by 3:30 p.m. Teachers are advised to find a safe place

to lock up all materials if their classroom is used by anyone else. **In no case should students be**

**allowed to take these materials out of your classroom.** If students need to use any of these

materials for purposes of making copies or overnight check out, they must come to the media

center after school to do so.

**Ellison Letter Cutting System**

Several letter cutting sets are available for student and faculty use. Bulletin board paper may be

freely used, but **you must provide your own construction paper.**

**Binding**

Binding is available to students for $1 each.

**Laminator**

All laminating requests must be done through Ms. Middlebrooks in the mailroom. Supplies are

expensive, so we ask that you consider carefully what you laminate. Items that will be used and tossed after a

short term should probably not be laminated. Students may NOT use the laminator.

**General and Professional Periodicals**

Faculty may check out magazines for a 24 hour period. Back issues of professional journals and

general magazines are housed in the periodical storage room. Current issues can be found on the

shelves near the front door. Students may read magazines in the media center only.

**Student Overdues**

When overdue notices are placed in your mailbox, please distribute them to your students and

ask them to go to the media center to clear.

**Audio- Visual Materials**

Please return A-V materials as soon as you have finished with them.

**Materials Should Be Previewed**

For effective teaching, and to ensure the material is appropriate for age level of students, teachers

are urged to preview all A-V materials before showing to any class. This may be done before

school, after school, or during the teacher's planning period in the appropriate room in the media

center.

**Audio-Visual Equipment**

Equipment should be returned daily. Teachers are responsible for operating AV equipment.

Please send only responsible students to transport equipment between the media center and

classroom. For convenience, teachers may sign-up ahead of time in the Equipment Reservation

Book on the circulation counter. It will be waiting the next day with teacher’s name on it ready

to go.

**AV Equipment Pick Up and Return**

Teachers are requested to pick up and/or return AV equipment either 5 minutes before the

beginning or end of the period. **All equipment checked out during the school day should be**

**returned by 3:30 p.m. the day of check out.** For after school use of equipment, please pick up

a reservation form from a media staff member. After school use of equipment must be approved

by the administrator in charge of facilities or the Principal. **Both long term check out and after**

**school use of AV equipment arrangements and forms must be completed at least 24 hours**

**in advance.**

**Special Circulation**

**LCD Projectors**

LCD Projectors should be signed up for in advance in the Reservation Book at least 24 hours

before needed. Please do no sign up for more than three consecutive days without notifying a

staff member of the need for extended use (over three days).

**Document Camera**

A document camera is available for checkout on a media cart equipped with an LCD and a DVD

player. This setup must be signed up for in the Equipment Reservation Book and will be given

to the first one requesting it on a given day.

**Care and Use of AV Equipment and Materials**

Except for overhead projectors, mounted televisions, and mounted VCR's, all equipment

circulates daily, and may **NOT** be left in rooms overnight. **Equipment must be returned to the**

**media center by 3:30 each day. Teachers are responsible for equipment that is not**

**returned at the end of the day.**

**In-Media Center Use Only – Resources**

**iPads**

iPads are available for use for a class to use only in the Media Center. 24 hours advanced notice is required.

**Quiz Bowl Buzzer Set**

Two teams of five can use the quiz bowl buzzer set.

It is a great activity to use for review or preparation for a test.

**Computer Labs and Laptop Carts**

Sign-Up Notebooks for the three Computer Labs and the three Student Laptop Carts are located

on the Circulation Desk in the Media Center. Each laptop cart has 32 laptops. Carts are to be

returned at the end of the school day the same day as picked up.

**Other Resources**

**Administrative and Instructional Complex (AIC)** located on Mountain Industrial Blvd.

contains various centers with a wealth of information and resources available for use.

**Teacher Center and Georgia Learning Resources System (GLRS)** 678-676-2400

**LRC (**Videos, DVDs, Sheet Music, and CDs) call 678-676-2402

**Professional Library –** call for hours 678-676-2433 or visit the website and search the catalog

http://plibrary.dekalb.k12.ga.us

**Materials from the LRC (Learning Resources Center):**

Videos, laser discs, compact discs, and other materials can be borrowed from the Learning

Resource Center at the Mountain Industrial Blvd. Administrative and Instructional Complex. An

online catalog is available for keyword, subject, series, or title search. This catalog, **Medianet,**

is accessible through the Internet at the following address: http://lrc.dekalb.k12.ga.us. Through

the use of **Medianet,** you can request a booking any time in the school year. Please see a media

specialist to obtain your client number. ***Ordering from LRC is easy! Follow these simple***

***directions at home or at work.***

**Online Ordering Instructions:**

1. Type in Web page address: http://lrc.dekalb.k12.ga.us

2. Determine the items to be ordered in the online catalog by clicking on “LRC Catalog" at the

left side of the screen and “Search full catalog” on the next screen. Five-digit numbers are

listed in the online catalog for each item and are considered the order number. There are also

“pick” buttons to send items directly to the shopping cart.

3. When the Log-in screen appears, type in your four-digit client number. Type in password:

***Booking***.

4. Type in order numbers up to three at a time. (Do not type the “VC” or the other item codes).

Click “Add title” and wait.

5. Click on down arrows under “Showdate” to select month and date.

6. Click on “Test Availability” on either of the two buttons displayed and wait.

7. When your order is complete, click “Submit” at either the top or bottom of the screen.

8. Print the order and logout when you are finished to prevent unauthorized use of your client

number.

The library media staff will receive a confirmation copy of your order from LRC. When the

items ordered arrive, they will be placed in your mailbox. **Materials must be returned to the**

**main office and placed in courier by 10:30 a.m. on the day before the due date. Materials**

**that miss the courier (10:30 a.m.) must be returned to the LRC before 5:00 p.m. by the**

**teacher that booked the material.**

**Professional Library**

Teachers and staff may check out books and magazines from the Professional Library at the

Administrative and Instructional Complex (AIC) located on Mountain Industrial Blvd. by calling

the library media specialist at (678) 676-2433. Staff members may also call to make

appointments for reference services including interlibrary loan, CD-Rom products, and advanced

ERIC searches.

**GLRS (Georgia Learning Resource System)**

The GLRS is also located at the Administrative and Instructional Complex and includes the

special Make and Take Center. Teachers may make appointments to use the special services at

the center such as the laminator, the letter maker, and the transparency maker. Teachers may

also check out materials, kits, videos, or manipulative toys designed for students in special

education programs. **All special education materials must be checked out and returned by**

**the teacher, not by the courier.**

**DeKalb County Board of Education Policy on Challenged Materials:**

1. If a parent or student objects to any instructional material, refer him/her to a media

specialist. Never make any commitment or comment concerning the possible outcome of

the challenge to the complainant.

2. Challenges of books and nonprint items circulated through the media center are handled

by the Stephenson Library Media/Technology Committee, which is composed of

teachers, parents, students, administrators, and the media specialists.

3. The DeKalb County Board of Education Policy and Procedures for handling challenges

must be followed should an objection and challenge arise. The Policy and Procedures

Manual is located at http://www.gsba.com/policymanuals/links/dekalb/index\_code.html

4. If the complainant is not satisfied with the decision of the local school committee, he or

she may appeal to the system-wide media committee. If the decision of the system wide

media committee is not acceptable to the complainant, an appeal may be made to the

superintendent and then to the DeKalb County Board of Education.

**Miller Grove Library Media Technology Committee**

The committee is named by the media specialist to help and advise in the operation

of the media center. The committee is commissioned to:

\* set goals for the media program

\* select media materials

\* consider challenges

The committee is convened by the media specialists to meet its tasks.

We encourage you to discuss with the media specialists and media technology committee

members any suggestions or recommendations for improvement of services or acquisition of

materials.

**Copyright**

The following guidelines for classroom and teacher photocopying was the result of an activity by

a committee of authors, publishers, and educators who made their recommendations to Congress.

The guidelines were endorsed by the House in the House Report.

**TEACHER/CLASSROOM PHOTOCOPYING**

You may reproduce **single** copies of the following:

1. a chapter of a book

2. an article from a periodical or newspaper

3. a short story, story essay or short poem, whether or not from a collective work

4. a chart, graph, diagram, cartoon\*, or picture from a book, periodical, or newspaper

You may reproduce **multiple** copies of the following:

1. a complete poem if less than 250 words and if not printed on more than two pages.

2. an excerpt from a long poem but not to exceed 250 words.

3. a complete article, story, or essay of less than 2500 words or an excerpt, not more than

1000 words, from a larger printed work not to exceed 10% of the whole, whichever of

the preceding is less.

4. one chart, graph, diagram, cartoon\*, or picture per book or periodical issue.

5. special works combining prose, poetry and illustrations, but limited to no more than

10% of the total.

*This is further clarified in the House Report where it is stated that "certain works in poetry*

*prose or in 'poetic prose' which often combine language with illustrations and which are*

*intended for children and at other times for a more general audience fall short of 2500*

*words in their entirety. These special works may not be reproduced in their entirety;*

*however, an excerpt comprising not more than two of the published pages of such a special*

*work and containing not more than 10% of the words found in the text thereof, may be*

*reproduced."*

6. All the preceding must bear the copyright notice.

Note: Copyrighted, syndicated cartoon characters are not permitted to be copied.

Limits to the preceding:

1. Copying is made for one course only.

2. One work from a single author

3. No more than three authors from a collective work

4. No more than 9 instances of such multiple copying in one class term

5. Copying shall not be used to create or replace or substitute for anthologies or collective

works.

6. Copying of “consumable works” (workbooks, exercises, standardized tests, test

booklets and answer sheets) is absolutely prohibited.

7. Same item not reproduced term to term

8. No charge made to students beyond actual photocopying

Note: The limitations stated above do not apply to current news periodicals, newspapers, and

current news sections of other periodicals. Multiple copies of these items may be made

for classroom use as long as they are not reproduced from sources designed specifically

for student use, i.e. Scholastic Magazine.

**Staff Responsibility Regarding Copyright**

**It is every staff member's responsibility to comply with the copyright laws and guidelines.**

Refer to The Copyright Game by Gary Becker or see a media specialist regarding questions

about copyright. The following Do's and Don'ts should be helpful to you:

**Do's**

1. Media specialists can purchase videotapes for curriculum enrichment.

2. All videotapes shown must directly correlate to the teacher's discipline and current lesson

plan.

3. Media specialists can accept requests for PBS taping from 8:00 a.m. to 4:00 p.m. Monday

through Friday with the time limitations of standard or unlimited.

4. Teachers may tape off/ air but must follow Kastenmeir’s guidelines. Remember, these are

only guidelines, not law.

5. Rentals are allowable if they meet educational standards and if the videotape is used in an

open face-to-face classroom situation. Exception: Most video club membership rules

stipulate that tapes may be used for home viewing only; therefore, videotapes from club

memberships should **NOT** be used for classroom viewing purposes.

**Don'ts**

**1. Tapes made off/air cannot be saved beyond 45 calendar days and must be shown**

**within 10 school days.**

2. No taping of paid T.V. (e.g., HBO) is allowed.

3. Workbooks no longer used by the county cannot be duplicated for classroom uses year after

year.

Please see a media specialist for additional material regarding copyright.