

# Fort Valley Middle School Media Center Handbook



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## **Mission Statement**

Fort Valley Middle School Media Center's mission mirrors Peach County Schools' mission statement of "Graduating College and Career Ready Students" and it supports the county's vision of "Learning Today-Leading Tomorrow!". The primary focus of the media center is to facilitate and support the learning process in our students through reading and information literacy.

## **Philosophy**

The media center strives to develop life-long learners and readers by fostering a love of reading and by teaching information literacy skills through a variety of information sources, both print and non-print. Specific objectives for our media center are:

1. Acquire materials and equipment to support the curriculum and needs of our students and teachers
2. Work collaboratively with our teaching and administrative staff
3. Provide learning experiences with information literacy
4. Provide maximum use of the media center by promoting the use of the media center to our students, faculty, and school community
6. Support reading initiatives developed by our Language Arts Cadre

## **Media Center Services**

The Fort Valley Middle School Media Center is here to serve the students and faculty of the school. We have a collection of over 15,000 books and offer various services that will help support the learning process and develop lifelong readers.

These services include:

- General material checkout for students and faculty
- Scholastic Book Fairs
- Wireless internet usage and wired internet usage(must have an internet usage form on file)
- Computer usage equipped with Microsoft Office (Word, Power Point, Excel, Access) and numerous other programs. We have 8 computer stations.

- Equipment Checkout: LCD Projectors, overhead projectors, document cameras, CD players, TVs, DVD players, VHS players, and student mini-laptops, digital camcorder, and digital camera.

## **Circulation Policies and Procedures**

### **Scheduling the Media Center and/or Media Specialist's Services**

Flexible scheduling is best. You and your students are welcome anytime. If you are requesting services from the media specialist other than general book checkout, then please give a brief explanation of the planned activity or materials that will be needed to insure preparations are made. Only 1 class per period will be scheduled so that students with individual passes may come in.

A. Class Visits: The usage of the media center is encouraged and should be scheduled in advance so that adequate preparations can be made. Teachers should remain with their class during this time. Media center visits should not be scheduled when a substitute teacher is scheduled.

B. Individual Student Passes: Every teacher is provided with 2 white general media center passes and one laminated research pass. Students coming to the media center should have one of these passes. They may also use their reading log as a pass.

### **Student Policies and Rules**

#### **Checkout**

- General Collection/AR Books: 2 weeks
- Reference/Reserved Books: overnight
- Magazines: May not be checked out of the media center

#### **Overdue Fines/Lost Book Fees**

If a book is lost or damaged, the student who checked out the book is responsible for paying the cost of the book to replace it.

We do not charge overdue fines.

## Media Center Rules for Students

- You must have a pass to come to the media center.
- No eating or drinking is permitted (except on special occasions).
- Please come in quietly and work quietly.
- True Trojan behavior is expected.
- Please place books you are returning in the Book Drop (at the circulation desk)
- Keep the shelves neat. Use the shelf markers. If you pull and book from the shelf, place the shelf marker in its place so you can put it back in the same spot.
- Please enter the media center through the main entrance. You may use the back door only as an exit.

At the end of the school year, all uncollected fees for lost books over \$1.00 will result in report cards being held until these fines are cleared. Eighth Grade records will not be sent to the high school until all fines/fees are clear. All fines must be cleared at the beginning of the year in order to check out books.

## Printing

The library allows students to print school-related material from the computer.

## Faculty Policies and Procedures

### General Media/Book Checkout

Faculty members may checkout equipment and books for the length of time needed. Sets of dictionaries, encyclopedias, reference books, and general collections books may be checked out for classroom use. Teachers may also ask the media specialist to put books on reserve in the media center.

### Audio Visual and Equipment Checkout

All equipment is barcoded and should be checked out through the Media Specialist. Document cameras, LCD projectors, and overhead projectors may be checked out on a yearly basis. We also have several TVs equipped with DVD Players and VCRs. Student laptops for classroom use may also be checked out on a yearly basis. Students should never be allowed to operate or move AV equipment(TV, LCD Projectors, overhead projectors, etc.)

### DVDs/VHS Tapes

You may checkout and view any DVDs/VHS tapes in the media center. If you wish to show a DVD/VHS tape that is from outside the Media Center, you must fill out the approval form(at the end of this document).

\*Please report missing equipment to the Media specialist immediately.

## **Media Center Hours of Operation**

Monday-Friday

7:00 a.m. – 3:00 p.m.

\*Special needs outside these hours may be scheduled with the Media specialist.

## **Media Center Personnel**

Marla Sellers: Media Specialist/Librarian- Reports directly to the school principal

Duties: Overall management of the day-to-day activities in the media center, encouraging students to love reading, collaborating with classroom teachers to teach information literacy skills, develop policies and procedures for the media center, determine the immediate and future needs of materials for the media center, evaluate and inventory the collection, make budget priorities, oversee the Reading Renaissance program, ordering books and other materials, and other duties as they arise.

Media Center Aide(when available)- Reports directly to the Media Specialist.

Duties include shelving books, processing new books and other materials, checking books in and out, running overdue reports and distributing them, assisting with inventory, assisting students and teachers in the media center, repairs/mends damaged books, answering the phone, involved in training and overseeing student workers, and other duties as they arise.

Student Volunteers- Report directly to the Media Specialist and Media Center Aide

Duties may include the following:

–Provide assistance at circulation desk, shelve returned materials on assigned shelves, stamp books with school property stamp, identify books needing repair and perform easy repairs, making deliveries to classrooms or offices.

These areas should be considered when suggesting names of possible Student Volunteers:

- Attendance- Time and frequency they report to school
- Attitude- Behavior and relations with teachers and peers
- Work Habits- Thorough completeness of all assignments
- Initiative – Willingness to work hard and take on new projects once assigned work has been completed

Parent/Community Volunteers- Report directly to the Media Specialist

Duties may include: Assisting with processing books, laminating materials, helping with the book fair, checking books in and out, and assisting students locate items in the media center.

## **Media/Technology Committee**

The media/technology committee membership is voluntary and each member serves a one year term. The members of this committee include the principal or assistant principal, media specialist, and representatives from teachers, students, and parents. The media specialist coordinates the committee and calls all meetings. The committee will meet twice a year.

The duties of the committee include, but are not limited to developing long/short term goals, submitting budget priorities, evaluating the media program, consideration of challenged materials, consider materials that need to be removed from the media center, consider purchasing requested materials, and review policies and guidelines.

## **Process for Selection of Materials**

In selecting materials for purchase for the media center, the Media Specialist along with the Media/Technology committee will annually evaluate the existing collection and the curriculum needs. Request and suggestions from the school's students, faculty and parents will be considered. The following criteria will be used:

1. Materials should support and be consistent with the Peach County curriculum standards of grades 6-8 subject areas.
2. Materials should be high standards of quality in factual content and presentation.
3. Materials should be appropriate for the subject area and for the age for who the materials are selected.
4. Materials should have aesthetic, literary, or social value.
5. Materials should be written by competent and qualified authors and producers.
6. Materials should be used in compliance with copyright laws.

## **Copyright Information**

### **Copyright and Fair Use**

What is Copyright?

Under the Copyright Act of 1976, copyright owners have the exclusive right to reproduce, prepare derivative works from, distribute, perform, display, rent, lend, prepare, or transfer ownership of their creations.

What does Fair Use mean?

Under the same Act, the fair use exemption places a limit on these exclusive rights in order to promote: free speech, learning, scholarly research, and open discussion. Therefore, under the Act, educators may use portions of copyrighted material if the purpose and character of the use is educational in nature. The copyrighted material must be previously published and not a substantial part of the entire work. Additionally, the marketability of this copyrighted material must not be impaired by the use.

There are three areas of Fair Use

- Creative fair use by authors who copy from other works to create their own work.
- Personal fair use by individuals who copy from works for their own learning or entertainment.
- Educational fair use by teachers, scholars, and students who copy for teaching, scholarship, or learning.



The Georgia Code of Ethics for Educators mandates adherence to copyright law and reporting violations as duties of all Georgia educators. *Fair Use* is an affirmative defense for copyright violation – it is not actual law. It legitimately provides for educational use of copyrighted materials, but caution should always be used in its application.

Four factors are used in determining whether a use is fair

1. Purpose of the use
2. Nature of the work being copied from
3. Amount used
4. Effect on the marketing of the work

Below is a check list to use when you are unsure:

PURPOSE	
<i>Favoring Fair Use</i>	<i>Opposing Fair Use</i>
<input type="checkbox"/> Teaching (including multiple copies for classroom use)	<input type="checkbox"/> Commercial activity
<input type="checkbox"/> Research	<input type="checkbox"/> Profiting from the use
<input type="checkbox"/> Scholarship	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Nonprofit Educational Institution	<input type="checkbox"/> Bad-faith behavior
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author
<input type="checkbox"/> Comment	
<input type="checkbox"/> News reporting	
<input type="checkbox"/> Transformative or Productive use (changes the work for new utility)	
<input type="checkbox"/> Restricted access (to students or other appropriate group)	
<input type="checkbox"/> Parody	
NATURE	
<i>Favoring Fair Use</i>	<i>Opposing Fair Use</i>
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novels, films, plays)
<input type="checkbox"/> Important to favored educational objectives	<input type="checkbox"/> Fiction
AMOUNT	
<i>Favoring Fair Use</i>	<i>Opposing Fair Use</i>
<input type="checkbox"/> Small quantity	<input type="checkbox"/> Large portion or whole work used

<input type="checkbox"/> Portion used is not central or significant to entire work	<input type="checkbox"/> Portion used is central to work or "heart of the work"
<input type="checkbox"/> Amount is appropriate for favored educational purpose	
<b>EFFECT</b>	
<i>Favoring Fair Use</i>	<i>Opposing Fair Use</i>
<input type="checkbox"/> User owns lawfully acquired or purchased copy of original work	<input type="checkbox"/> Could replace sale of copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs market or potential market for copyrighted work or derivative
<input type="checkbox"/> No significant effect on the market or potential market for copyrighted work	<input type="checkbox"/> Reasonably available licensing mechanism for use of the copyrighted work
<input type="checkbox"/> No similar product marketed by the copyright holder	<input type="checkbox"/> Affordable permission available for using work
<input type="checkbox"/> Lack of licensing mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> You made it accessible on Web or in other public forum
	<input type="checkbox"/> Repeated or long term use

## Copyright Specifics

### Videos/DVDs

To satisfy copyright provisions, videos must be "legally obtained" and "legally used". Our county interprets "legally obtained" as purchased by a school with a school purchase order, rented, or purchased by a teacher or staff member. Videos obtained in these ways may be shown in the school even if the disclaimer states that it is for home viewing only. "Legally used" is interpreted as meeting the following conditions: A video must be shown in face-to-face teaching situations. The teacher may not start the video and leave the room. The teacher may not show the video for entertainment or reward. The viewing must be restricted to educators and students. If visitors are present, the video may not be shown. The teacher must show that the video is an integral part of the lesson and document video use in lesson plans. Videos should be previewed before being used in the classroom. If a video is not owned by the school, a "Video Use" permission form must be completed and approved by an administrator. Videos and DVDs may be viewed school-wide through Channel One.

### **Off-Air Programming**

There are two types of off-air recordings: designated educational programming and commercial television programming. Unedited commercial television off-air recordings (with the copyright notice included) may be used for a period of ten days. During that time a teacher may repeat the viewing as many times as necessary. A teacher may keep the off-air tape for a period of forty-five calendar days for preview; however, it may not be shown after the ten school days have passed. At the end of the 45 days, the tape must be erased. A teacher may not use the off-air broadcasts year after year. Only the ten-day period is legal. Educational programming (with copyright notice included) may be used for the period of time specified by the owner of the copyright, usually one year. There is no fair use of any tape recorded from a premium channel unless it is designated as educational and guidelines for use are given.

### **Video Streaming**

Downloaded videos and video clips may be retained for as long as the source of the video allows. The original intent of the video clip must be maintained. Any video clip can be shortened, but no other alterations to it including editing the sound or adding images within the video clip may be made.

### **Computer Software**

Software cannot be loaded on multiple computers without appropriate licensing.

### **Print Media**

A **single copy** (for class preparation/research) may be made of:

- Chapter in a book
- Article in a periodical or newspaper
- Short story, essay, poem
- Chart, diagram, graph, drawing, cartoon, picture

### **Multiple Copies** (1 copy per pupil in course – classroom use)

You must meet the tests of:

- Brevity – poem – not more than two pages  
prose – less than 2500 words or 10% of work if over 2500 words  
1 chart, graph, etc. per book or periodical
- Spontaneity – there wasn't time to obtain permission from the copyright holder
- Cumulative effect – for only one course – not year after year unless permission is obtained. Not more than seven instances of multiple copies in a course per term. This cannot be used as a substitute for a cumulative work.

Copies may not be made of consumable materials unless the materials have been ordered and use is needed before they arrive.

### **Black Line Master-type Materials**

- Be sure to check copyright statement (usually on the title page) in “blackline master” type resources – they are usually limited to one teacher, not a whole department.

# Fort Valley Middle School

## DVD/Video Approval Request Form

Instructions: Complete and submit this form to the principal 3 days prior to date of showing any video that is not from our Media Center. Return signed copy to the Media Center.

Name of person showing the video: \_\_\_\_\_

Date to be shown: \_\_\_\_\_

Grade Level/Subject Area: \_\_\_\_\_

DVD/Video Title: \_\_\_\_\_

Standard this video relates to: \_\_\_\_\_

\_\_\_\_\_

Assessment: How will you evaluate the effectiveness of the video?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Approved

\_\_\_ Denied

Principal's Signature: \_\_\_\_\_

