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J.H.C. Butler

Elementary School

*Media Center Handbook*

*2018 - 2019*

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**Introduction**

The J.H.C. Butler Elementary School Media Center is an integral part of the school and the school's curriculum. Its central function is the housing, circulation, and centralized distribution of the collection of information resources and equipment used within the school’s many instructional programs. Many supportive and enriching services are provided by the Media Center to assist you in preparing your students for personal success in their growing years. This handbook has been developed with the intent of providing an overview of the Media Center's operations, though the contents of it are by no means all inclusive.

The Media Center is composed of one Media Specialist and one part-time Media Clerk. The collection includes over 8,000 books. The Media Center has access to Destiny, an Online Public Access Catalog (OPAC), the internet, and the Savannah Chatham County School System Intranet. We offer equipment including laptops, ipads, chromebooks, listening stations, digital cameras, document cameras, CPS Units, ActivSlates, etc.

This handbook will provide helpful information that may answer any questions faculty members might have. If by chance this handbook does not answer your question, or if it raises confusion or concerns, please feel free to seek clarification from me. I may not have all the answers, but I will certainly find the information you need. It remains my goal to provide the faculty, staff, and students with the best media products and services possible to facilitate maximum learning.

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Ms. Jill Willoughby, Library Media Technology Specialist

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Ms. Lynette Ward, Principal

**Staff:**

*Library Media Technology Specialist:*

Ms. Jill Willoughby

Kimberly.Willoughby@sccpss.com

912-395-2529

Ext: 708031 (media center office)

*Media Clerk (Part-time):*

Ms. Sharon Ivy

Sharon.ivy@sccpss.com

912-395-2529

Ext: 708030 (media center circ desk)

**Hours of Operation:**

* The Media Center is open for **students** Monday - Friday from

9:15 am - 3:00 pm. (However, the schedule may have to be adjusted at times. We will notify faculty/staff of any changes to the schedule as soon as we are informed)

* **Faculty/Staff** are welcome to use the computers or browse the shelves from 8:00 am - 3:30 pm, but check out services will not be available until 9:00 am and will end at 3:00 pm (due to morning & afternoon duty).

**Mission:**

To ensure that students and staff are effective users of ideas and information by addressing the most critical areas of service provided by library media programs:

* Teaching and learning.
* Information access and delivery.
* Program administration.

(Adapted from the American Association of School Librarians (AASL)

**Standards:**

1. Inquire, think critically, and gain knowledge.
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
3. Share knowledge and participate ethically and productively as members of our democratic society.
4. Pursue personal and aesthetic growth.

**Use of the Media Center:**

* The media center operates on a flexible, open schedule Monday - Friday from 9:15 am - 3:00 pm.
* Due to limited space & staff, if you would like to bring your whole class to check out books, please sign up for a scheduled time using the sign-up notebook located at the circulation desk.
* Small groups of **3 or less** students are allowed to come to the media center to check out books or use other resources. They must have a pass, or they will be sent back to class. If the media center is overcrowded at the time, the students may be sent back to class and asked to return at a later time.
* The media specialist or media clerk will assist with all checkouts/check-ins. Please do not remove any materials from the media center without checking out first.
* The media specialist is happy to collaborate/assist with any projects, lessons, or activities. A collaboration form is included at the end of this handbook. You can also email or call to discuss specifics.
* Bibliographies and/or Internet resources are available upon request. Please include specific details for what the resources are needed for.

**Sections of the Media Center:**

The collection is organized into five sections:

* Easy (located in the inner bookshelves surrounding the tables)
* Fiction (located in the inner bookshelves between the Easy & Non-fiction sections)
* Non-Fiction (located in the last two rows of bookshelves by the windows)
* Biography (located along the wall by the Promethean board; next to the Non-Fiction section)
* Reference (located next to the end of the Easy section)

**Checkout Guidelines:**

* Destiny, the online catalog, can be accessed from the classroom. To access it, click on the icon in your SCCPSS icons desktop folder that looks like the one below:



* Kindergarten students are allowed to check out 1 book at the discretion of their teacher. It is suggested that the books stay in the classroom, and do not go home with the student.
* 1st grade studentsmay check out 1 book at a time.

2nd - 5th Grade: Students may check out 2 books at a time.

* All books are checked out for 2 weeks. Books may be returned or renewed by the student on or before the due date.
* Students may only use reference materials in the media center; they cannot be checked out. Teachers may check out reference materials for classroom use, but they must be returned within 5 days.

**Lost or Damaged Books:**

* Students are charged a fine for lost or damaged books. The charges will be assessed according to the condition and/or the cost of the book.
* Additional consequences for losing books:
	+ If a student loses a book, he/she will only be allowed to check out 1 book until the lost book is returned, or the fine is paid.
	+ If a student loses 2 books, he/she will be unable to check out books for the rest of the school year, or until the fines are paid.

**Sign-Up Calendar:**

* If you would like to bring your entire class to check out books you will need to sign up for a time using the sign-up notebook located at the circulation desk.
* If you would like the media specialist’s assistance with a lesson or project, please give at least 24 hours notice. At the time of scheduling we can work together to plan what you will need.
* If you would like to schedule a meeting/event in the media center please contact the media specialist at least 24 hours in advance.

**Makerspace**

* Students are welcome to use the makerspace once they’ve checked out, and are waiting for their classmates to find books. Teachers may send two students at a time for a designated period of time as well. Please inform the MC staff if you are sending students.

**Student Work Displays:**

* We will gladly display student work whenever there is space to do so. Please check with the media specialist before bringing the work to the media center so that suitable space can be found.

**Laminator:**

* You may drop off your materials to be laminated on the counter in the Materials room. Make sure your name and room # is on it.
* Materials will be laminated on Mondays & Wednesdays. We will make every attempt to have your materials back to you within 24 - 48 hours.

**Butler Technology:**

What’s available at Butler?

|  |  |
| --- | --- |
| **Equipment** | **Software/Subscriptions** |
| Computers | BrainPop |
| Laptops | Galileo |
| Chromebooks | MobyMax |
| iPads | Zearn  |
| CPS Units | Discovery Streaming  |
| ActivSlates | ActivInspire Software |
| Document Cameras | Starfall |
| Digital Cameras  | iReady  |
| Promethean Boards  |  |

**Tech Support:**

* If you have any technology issues, please contact the media specialist directly.
* Also, before submitting a technology support request, please allow the media specialist to check out the problem first. If she can’t fix it, then you will be asked to submit a technology support request.

**Technology Support Process:**

The Savannah-Chatham County Public School System maintains a district wide Technology Support Services area to coordinate all technical support requests. All District users should report any support issues and/or problems to SCCPSS "Technology Support Services" (STSS).
Support issues include the following:

* Hardware
* Networking
* Security - account creation, moves, adds, or changes
* Software
* Telecommunications

Technology Support Services provides an effective means to answer questions and to resolve issues by funneling all issues through a central point of contact.  This provides all technology users with a single location for asking questions, requesting assistance, and obtaining information regarding technology.

[**http://acorn.sccpss.com/dad/help/SitePages/Home.aspx**](http://acorn.sccpss.com/dad/help/SitePages/Home.aspx)

**Grade Level Meetings:**

* Grade level meetings with the Media Specialist will be held at the teacher’s request to discuss media related goals and activities. The Media Specialist will attempt to make at least one meeting per month. This will provide opportunities for collaborative planning. Both the teacher and the Media Specialist will take part in the presentation of the lesson.

**Media Committee:**

*Excerpt from Savannah-Chatham Schools Board Policy Manual:*

The school administrator, in conjunction with the Media Specialist, will appoint the school level media committee.

* The media specialist will serve as the chairperson.
* The committee will be composed of representatives from:
	+ School Administration
	+ Grade Level Teachers/Department Heads
	+ Community member(s)
* The committee will meet as needed with a minimum of one meeting per semester.
* The school media committee:
* Develops procedures for implementing the system’s instructional media and equipment policy.
* Establishes media program objectives and priorities based on instructional goals in order to develop immediate and long range plans for the media program.
* Assesses available media resources as related to instructional needs and recommends priorities for media budget proposal.
* Participates in evaluating and modifying media services.
* Recommends media policy revisions.
* Establishes procedures for the participation of the total school community in media selection.
* Recommends procedures that insure accessibility to media services for all.
* Informs the community of the procedures for formally challenging materials used in the school and responds to those challenges.
* Creates and promotes procedures for copyright awareness.
* Assists in identifying and planning media or technology –related staff development activities.
* Recommends applications of technology for inclusion in the media and instructional programs.

**Volunteers:**

* Volunteers are welcome, and greatly appreciated. If you know of anyone (parent, relative, friend, etc.) who would like to volunteer to work in the media center, please let the media specialist know.
* Jobs include:
	+ processing - property stamping, adhering spine labels and barcodes
	+ circulation - checking materials in/out and re-shelving duties
	+ reading to students
	+ helping students locate and select materials
	+ working at Book Fairs
	+ sharing special talents such as storytelling
	+ art work - making displays and decorating the library
	+ simple book repair

**Copyright Guidelines:**

* SCCPSS District adheres to “Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code.”
* A copy of the copyright and fair use guidelines chart will be provided for you.
* Also, you may want to check out the links below to access some useful copyright tools & information:
	+ <http://www.ala.org/advocacy/copyright/>
	+ <http://www.copyright.gov/>
	+ <http://www.copyright.gov/title17/>

**Challenged Materials:**

* Policies and procedures have been developed by the Savannah Chatham County School System to handle challenges to textbooks or LMC materials. If a person (parent, faculty or staff member, or community member) seriously objects to any LMC materials, refer him to the Principal or Media Specialist. ***DO NOT discuss your opinion of the book!***

**Media Center Website**

* The media center website is a continuous work in progress. Please email the media specialist with ideas, suggestions, and requests for items to be included on this resource.
	+ <http://internet.savannah.chatham.k12.ga.us/schools/butler/mc/default.aspx>
	+ <https://sites.google.com/sccpss.com/butlerlc/home>

**Consideration File:**

* We gladly accept requests for materials and books to be added to our collection. Please fill out the Google form (link below) with any requests you may have. Requests will be considered when book orders are created, or funds become available.
	+ <https://goo.gl/forms/b5UPmifBuAA35zTI3>

**Information Literacy Skills Checklist:**

The Georgia Library Media Association (GLMA) and the Georgia Department of Education (GADOE) have developed a grade-by-grade checklist of information literacy skills that students should know and be able to do as they progress through their academic experiences.

**Kindergarten students will:**

* Participate in media center orientation
* Know media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Locate areas of the media center (Easy and Non-Fiction)
* Know the arrangement of Easy books
* Select a book based on personal interest
* Identify parts of a book (cover, spine, title page)
* Recognize author, illustrator and their functions
* Recognize award-winning books (Caldecott, Georgia Picture Books, etc.)
* Experience traditional and contemporary literature through a variety of media
* Experience a variety of literary forms
* Develop listening skills through read-alouds

**First Grade students will:**

* Participate in media center orientation
* Know media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Distinguish between fiction and non-fiction
* Know the alphabetical arrangement of the easy fiction section and how the call number on the spine relates to author’s last name
* Recognize numerical order of non-fiction books
* Independently locate and select a book based on personal interest through browsing
* Use maps and globes as sources of information
* Use picture dictionaries as information sources
* Use primary encyclopedias to answer information questions
* Identify parts of a book (cover, spine, title page, copyright, dedication, table of contents)
* Understand purpose of title page and table of contents
* Experience cultural diversity in literature
* Recognize award-winning books (Caldecott, Georgia Picture Books, etc.)
* Experience and demonstrate comprehension of a variety of literary forms
* Recognize basic elements found in literature (main idea, sequence, cause and effect, character, setting)
* Experience traditional and contemporary literature through a variety of media
* Acquire information through reading
* Read a variety of books for information and pleasure

**Second Grade students will:**

* Participate in media center orientation
* Know the media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Distinguish between fiction and non-fiction
* Expand on the alphabetical arrangement of the easy fiction section and how the call number on the spine label relates to author’s last name
* Recognize numerical order of non-fiction books
* Independently locate and select a book based on personal interest through browsing
* Use maps and globes as sources of information
* Use guide words to locate information in beginner dictionaries
* Use primary encyclopedias to answer information questions
* Use parts of a book (cover, spine, title page, copyright, dedication, table of contents, glossary) as information sources
* Experience cultural diversity in literature
* Recognize award-winning books (Caldecott, Georgia Picture Books, etc.)
* Experience and demonstrate comprehension of a variety of literary forms
* Recognize basic elements found in literature (main idea, sequence, cause and effect, character, setting)
* Discriminate between realism and fantasy
* Draw conclusions and make predictions and comparisons
* Read a variety of books for information and pleasure
* Use a variety of media to locate information
* Locate a book using Dewey Decimal System
* Locate a book using online catalog
* Begin note-taking process
* Begin bibliographic citation process (to include title, author)

**Third Grade students will:**

* Participate in media center orientation
* Know media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Distinguish between fiction and non-fiction
* Demonstrate comprehension when reading a variety of literary forms (fiction, non-fiction, poetry, drama)
* Explain the alphabetical arrangement (to the third letter) of the fiction section and how the call number on the spine relates to the author’s last name
* Locate non-fiction books using Dewey Decimal System
* Independently locate and select a book based on personal interest
* Use guide words in dictionaries, encyclopedias, etc., as aids for finding information
* Use various sources (periodicals, A-V software, encyclopedias, atlases, thesauri, multimedia and Internet resources, newspapers and other reference resources) to answer informational questions
* Use parts of a book (cover, spine, title page, copyright, dedication, table of contents, glossary, index) as information sources
* Use abridged dictionary to identify appropriate word meanings and correct spellings
* Recognize award-winning books (Newbery, Georgia Book Awards, etc.)
* Define basic elements found in literature (main idea, sequence, cause and effect, character, setting)
* Determine whether a group of statements are fact or opinion
* Read a variety of books for information and pleasure
* Locate a book using online catalog (searches by title, author, keyword, and subject)
* Take notes from resources using skimming, identifying keywords and paraphrasing avoiding plagiarism
* Cite bibliographic information (include title, author, copyright dates)
* Identify the steps of the research process

**Fourth Grade students will:**

* Participate in media center orientation
* Know the media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Demonstrate comprehension when reading a variety of literary forms (fiction, non-fiction, poetry, drama)
* Use alphabetical order to locate information
* Locate media center resources using Dewey Decimal System
* Independently locate and select a book based on personal interest
* Use guide words in dictionaries, encyclopedias, atlases, thesauri, multimedia and Internet resources, newspapers and other reference resources to answer information questions
* Use GALILEO for basic information searches
* Use parts of a book (cover, spine, title page, copyright, dedication, table of contents, glossary, index, appendix, bibliography) as information sources
* Use abridged dictionary to identify appropriate word meanings and correct spellings
* Recognize award-winning books (Newbery, Georgia Book Award, etc.)
* Define basic elements found in literature (main idea, sequence, cause and effect, character, setting)
* Determine whether a group of statements are fact or opinion
* Read a variety of books for information and pleasure
* Locate a book using online catalog (searches by title, author, keyword, subject and Boolean searches)
* Select and evaluate print and non-print resources
* Take notes from resources using skimming, identifying keywords and paraphrasing avoiding plagiarism
* Cite bibliographic information (including title, author, copyright dates, page number)
* Produce final product from research such as paragraph, poster, model, etc. using a research process.

**Fifth Grade students will:**

* Participate in media center orientation
* Know media specialist, staff and their purpose
* Know rules and expected behavior
* Know proper care of books and other materials
* Know checkout procedures
* Demonstrate comprehension when reading a variety of literary forms (fiction, non-fiction, poetry, drama)
* Use alphabetical order to locate information
* Locate media center resources using Dewey Decimal System
* Independently locate and select a book based on personal interest
* Use guide words in dictionaries, encyclopedias, etc., as aids for finding information
* Use maps and globes to explain geographical settings of historical and current events
* Use various sources (periodicals, A-V, software, encyclopedias, atlases, thesauri, multimedia and Internet resources, newspapers and other reference resources) to answer information questions
* Use GALILEO for basic information searches
* Use parts of a book (cover, spine, title page, copyright, dedication, table of contents, glossary, index, appendix, bibliography) as information sources
* Use abridged dictionary to identify appropriate word meanings and correct spelling
* Recognize award-winning books (Newbery, Georgia Book Award, etc.)
* Define basic elements found in literature (main idea, sequence, cause and effect, character, setting)
* Determine whether a group of statements are fact or opinion
* Read a variety of books for information and pleasure
* Locate a book using online catalog (searches by title, author, keyword, subject and Boolean searches)
* Use cross-references in multiple types or sources
* Select and evaluate print and non-print
* Take notes from resources using skimming, identifying keywords and paraphrasing avoiding plagiarism
* Cite bibliographic information (include title, author, copyright dates, page number, publisher/producer, place of publication)
* Produce final product from research such as paragraph, poster, model, etc. using a research process.

*\*Parts of this handbook were adapted from the Gould Elementary School Media Center Handbook 2008 - 2009*

**Media Collaboration Form**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade Level:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standards/Units to be taught:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Materials needed:**

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**Equipment Needed:**

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**Web Sites needed:**

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**Media Instructional Focus:**

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