



Media Center Handbook
for
M. M. Bethune Middle School



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Welcome

Welcome to Mary McLeod Bethune Middle School (BMS) Media Center. We are here to assist, support and serve the teachers, students and families of the BMS community. Patrons may access information and resources 24/7 on our website: <https://www.bethunems.dekalb.k12.ga.us/MediaCenter.aspx> .

Mission

The BMS Library Media Center seeks to ensure that students and staff are effective users and creators of ideas and information through a variety of formats. In an effort to encourage lifelong learning, the Library Media Program provides the entire learning community with access to current and appropriate informational resources, as well as reading and research assistance.

Philosophy

We believe that the Media Center is the hub of learning activity, enriched with technology which creates an array of information resources. The Media Center provides resources and materials that enhance the school curriculum. Developing lifelong learners is our goal as we promote student interest in reading, listening, learning, research, organization and presentation of materials. When our students are armed with skills for using information effectively we hope that our students will strive to use information concepts and strategies that would develop critical thinking, and problem-solving skills.

Resources

Resources Available for Teachers

Equipment for Daily Checkout

Item	Quantity
Digital Cameras	2
Laptop/Multimedia Projector Set-Ups	4
Document Camera/Laptop/Multimedia Projector	2
Mobile Viewsonic Flat Panel	2

Equipment for Use in Media Center

Binding Machine	1
Laminating Machine	1
Poster Maker	1
Color Printer	1

Housekeeping Rules

* In an effort to maintain the equipment in good working order and to provide access for everyone, 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 the teacher-librarian 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.

- Regarding multimedia projectors, please run the entire cool down cycle before putting the projector in its carrying bag. Skipping this step will reduce the life of the bulb and lead to costly repairs.
- Please make sure that all of the cables/cords are returned with the proper 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.

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.

Resources Available for Students

Computers

The media center has computers for patrons to use. Microsoft Office products are available on all computers. Students should login on desktop computers with their school ID# and password to access their Office 365 documents and all other school related resources. In addition, patrons may use the Online Public Access Catalog (OPAC) to locate materials in the media center.

Loaner Chromebooks

Students may checkout a loaner Chromebook for use during the school day. Loaner Chromebooks must be returned to the Media Center prior to dismissal at the end of the day. If a student's Chromebook is in repair, students will keep loaner Chromebook until student's assigned Chromebook has been repaired and returned to student.

Circulation

Loan Periods

Students

- may present school ID with media barcode or type in their student ID number 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

- must use their employee ID number to check out books and materials
- may borrow as many books as they wish.
- may borrow books for two weeks to a year depending on the material.

Reserving Materials

- Students may reserve the book using through Destiny.
- A student may ask the teacher-librarian to reserve a book if it has been checked out by another patron.

Overdue Fines and Notices

- Overdue fines for students are 5¢ per day per book (not to exceed the \$5.00 or replacement cost of the material).
- Weekends and holidays are not counted.
- Overdue notices are printed and distributed to patrons monthly through ELT or homeroom 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.

Periodicals

Periodicals are kept for one year before being available for classroom teacher use for collages and cutting.

Students

- may not check out periodicals, but are available for reading in the media center.
- may have newspapers that are a week old or older.

Staff

- may not check out current issues of periodicals
- may request copies of articles from current periodicals as needed for instructional purposes only.
- may check out back issues of periodicals for a period of one week.

Reference Materials

- Students may not check out reference materials.
- Faculty/Staff may check out reference materials overnight. Materials must be returned before school the following day.

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.

Media Center

Hours of Operation

Monday, Tuesday, and Thursday

8:20 a.m. – 4:20 p.m.

Wednesday and Friday

8:20 a.m. – 3:20 p.m.

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.
- Teachers must complete an **Instructional Planning Sheet** at signup to aid the teacher-librarian in determining what services/materials are needed.
- 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.
- If both media staff members are out, no classes will be scheduled.
- The media center calendar will be available through the school webpage and will be updated on a regular basis using URESERVE.

Scheduling Use of Computer Labs

- The media staff keeps calendars for the media center, computer labs and the media center's conference room using [Reservation Form.xlsx](#).
- We ask that you accompany your class to the media center, due to space constrictions and supervision required while in the media center.

Scheduling Equipment Use

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

Media Committee

The media center staff is required by the local board of education 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. The committee includes an administrator, a media specialist, teachers, students, and parents.

Personnel

Because the media center supports the school instructional program, in lieu of a syllabus, the media center uses a variety of guidelines that drives the role of the teacher-librarian as a teacher, information specialist and instructional partner. Descriptions of these roles are provided below.

Media Staff

Teacher-Librarian: Connie Dowdy

Library Media Assistant: Ms. Jamilla Partridge

Teacher-Librarian: Connie Dowdy, M.Ed.

- Report directly to school's principal
- Overall manager and facilitator of daily activities in the media center
- Encourage students to read and develop critical thinking skills
- Assist and support teachers through collaboration and providing resources
- Evaluate, purchase and inventory materials for the library's collection

Library Media Assistant

- Report directly to the Teacher-Librarian
- Assist Teacher-librarian in all endeavors (as applicable)
- Assist students and teachers in the media center

Volunteers

- Report directly to the Teacher-Librarian and/or Library Media Assistant
- Assist students with book check-out
- Shelve books and assist with maintaining library's collection

Services

Laminating

Laminating is available on Thursdays. Items will be laminated for students at a cost of 50¢ per poster board size item. Instructional items, within a reasonable number, will be laminated for teachers at no charge.

Online Databases

All databases may be accessed through the Media Center webpage.

<https://www.bethunems.dekalb.k12.ga.us/MediaCenter.aspx>

GALILEO


As a Georgia educational institution, BMS 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 BMS's website, go to the media center page, and click on the Destiny icon. From school, there will be a direct link on Clever. To access GALILEO from home, patrons will need the URL and current password. The URL for GALILEO is <http://www.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.

Research In-Context from GALE

Reference resources for all subject areas. Designed for middle school students, Gale's *Research In Context* supports engaged learning by bringing together the best and most relevant digital content into one modern, student-friendly, and mobile-responsive website. Students can access engaging books, images,

biographies, audio, video, magazines, newspapers, creative works, and primary sources, all curated and assembled specifically for the middle school student.

To access Gale's *Research In Context* from school or home, students need to be logged-in on a school issued device and go to Launchpad , then locate and click the icon for *Gale Research In Context*. This resource is purchased locally for STBD use only.

Printing

The media center computers print to a laser printer located behind the circulation desk. The cost for student printing in black and white is 10¢ per, 25¢ for color. Students will not be charged for the first 3 pages if it is apparent that it is work to be turned into a teacher. Students can print up to 5 pages when coming into the media center with their teacher. 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.

Professional Room

A professional room is located in the rear of the media center. A computer and back issues of periodicals are housed in this room. **Please ask for assistance from the media staff if you need periodicals from this room.** Students are not permitted in the professional room.

Security Gate and Alarm

To prevent theft, a security gate is located at the door. If a patron fails to check out materials properly, the alarm will sound. If the alarm sounds, the patron's belongings will be searched. Disciplinary action will be taken if media center materials are found.

Policies and Procedures

Internet Use - Policies

- In order to use the Internet at school, students must have a signed Acceptable Use Policy (AUP) 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 or have violated the AUP and lost their internet privileges.

Circulation - Policy

- Students may check out two books at a time for up to two weeks.
- Students who have overdue books will not be allowed to check out any other Media Center Materials until their books or a payment for the book has been made.
- Periodicals are for use in the Media Center only and may not be checked out.
- Overdue fees are .05 per day, per book.
- Overdue notices will be printed monthly. If a book is lost the student must pay the purchase price of the book. If the book is found after payment has been received (but during that particular school year) the full amount of money paid will be refunded to the student only if they possess their receipt.
- Lost or damaged materials are the responsibility of the borrower.

Behavior - Policy

- Students who are too loud or who do not appear to be using the media center properly will be asked to return to class.

Lost & Damaged Book - Policies

- Students who lose, destroy, or otherwise damage media center materials shall be required to reimburse the DeKalb County Board of Education for the replacement value of the item.
- The price charged for a lost book or other material shall be determined by the replacement value of the material. A processing charge of \$1.00 shall also be assessed.
- If the material was in very poor condition and so noted on the material's record when checked out, the teacher-librarian may use personal judgment in prorating the price to be charged.