

# **ROCK CHAPEL ELEMENTARY MEDIA CENTER HANDBOOK**

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## **INTRODUCTION**

The Rock Chapel Elementary School Library Media Center serves a school community of approximately 460 students in pre- kindergarten through grade five, and 100 staff members. The Media Center is also a resource for parents of children in attendance, and on occasion, materials are borrowed by other schools in the DeKalb County School System.

## **PHILOSOPHY**

The Rock Chapel Library Media Center is committed to serving the school community and supporting the goals and objectives of the school as stated in the SACSCASI accreditation standards recommendations and the annual Consolidated School Improvement Plan. Our collection of print and non-print materials is developed to support the school curriculum and to enrich the educational opportunities of the school population. The mission of our library is to strengthen, enhance, and improve Rock Chapel's instructional program, while influencing students to become effective users of ideas and information, to develop into lifelong learners, and to become contributing members of society.

## **MEDIA CENTER POLICIES AND PROCEDURES**

### **Hours**

The Media Center is open from 7:30 a.m. to 3:30 p.m. on school days and operates using an open flexible scheduling, providing access according to user need. Individual students, small groups and large groups may use the Media Center.

### **Classroom Visits**

Teachers may schedule whole-class visits from 8:00 a.m. -1:30 p.m. Teachers are expected to plan collaboratively with the media specialist as individuals or by team to plan activities involving research skills, whole class checkout, story time, book talks etc. Teachers are allowed to schedule small and whole group classes. The online "Media Request Form" must be completed 72 hours in advance before the requested time is placed on the media center's calendar. The teacher must remain in the media center to assist with their class. (See enclosed directions on how to reserve media center dates/times).

## **Equipment Check out**

In order to reserve equipment you must fill out the online Media request Form 72 hours in advance of date needed. No equipment will be released without the proper form filled out and media specialist's approval (This is for school accountability not to inconvenience).

## **Small Groups**

Four to six students per teacher may come to the media center with a pass. The pass must have a specific purpose and expected outcome stated as well as the names of the students using the media center. Teachers are encouraged to check the media center's calendar for availability the morning of the small group visit. If teacher do not check availability, small groups will be sent back to class if the media center is overcrowded.

## **PRINT MATERIALS**

The Media Center houses a collection of approximately 12,583 books (spring 2007). This includes a current reference section and a professional collection. Subscriptions are held to a daily newspaper, 21 magazines and professional journals. [GALILEO](#), a state provided web-based database that provides access to on-line bibliographic databases, as well as other resources, is available to encourage research, study, reading and learning. Back issues of newspapers are held for one month. Periodicals and professional journals are kept for five years. Back issues are held on shelves in the Media Equipment room. A list of current and back issue holdings is posted near the magazine shelves. Follett's [Destiny](#), brings our library up-to-date, with high-quality, curriculum-related web sites cataloged for searching in our library automation system. A subscription to World Book Online Reference Center provides resources to students at school and at home through the user ID and password.

A collection of maps is stored in drawers in the AV rooms, as well as in the equipment storage room.

## **Access**

Access to all print materials, with the exception of the periodicals, is through the on-line card catalog by subject, title, author, key word, or series search. Access to the periodical collection is through the GALILEO databases. Passwords for use at home through the Internet are provided quarterly for GALILEO access and can be found posted on the Media Center bulletin board and in the EROL Library Media conference in First Class through the Rock Chapel schoolhouse icon.

## **Circulation**

All print materials are checked out by the computerized circulation/catalog system, Follett *Destiny*, by students for two weeks, with the exception of reference works and magazines, which are overnight checkouts only. The staff loan period for items is on a monthly basis. Any book may be placed on hold through the computer and is automatically routed when it is returned. Students in grades K-1 may have one book at one time. Students in grades two through five may have two books at one time. A staff member may checkout 60 items at one time on a monthly basis.

No overdue fines are charged. However, students who have books overdue may not check out another book until the overdue book is returned or paid for, if lost or damaged. The cost is computed as purchase price plus \$1.00 to cover the processing kit.

Encyclopedias prior to the current year may be checked out overnight through the circulation system and must be returned by 7:45 the following morning.

Periodicals may also be checked out overnight at the circulation desk for research purposes. They do not circulate for recreational reading. Staff members may use professional periodicals for as long as needed by signing the provided checkout card attached to the periodical.

## **Overdue Notices**

The computer is programmed to allow a three-day grace period before books are overdue. Overdue notices are sent to each classroom weekly.

## **NON-PRINT MATERIALS**

The Media Center maintains a balanced collection of approximately 3,552 non-print materials, including models, maps, games, computer software, transparencies, cassettes, videos and a variety of multimedia kits, and compact disc.

## **Access**

Access to all non-print materials is through the on-line *Destiny* circulation/catalog system. All non-print materials are arranged in Dewey Decimal order and housed in the back conference rooms. Computer software is located on shelves in the Media Center storage rooms. Purchased videos are arranged in Dewey Decimal order and are housed in the Media Center office, with state offered visuals being housed by subject in the dark room.

## **Circulation**

All non-print materials circulate to staff members for as long as needed and if not required by another user. All non-print materials are bar-coded and are checked out through *Destiny* with the exception of some math manipulatives. These are checked out using the traditional card system.

## **PERSONNEL AND SERVICES**

The Media Center is operated by a full-time professionally qualified media specialist, and one full-time media clerk. Parent volunteers assist with book fairs and clerical procedures during school hours.

### **Volunteers**

Volunteers are recruited through PTA from available parents and grandparents who can help in the Media Center by shelving, processing, filing, helping with circulation and book fairs, and doing special projects.

### **Media/Technology Committee**

A media/technology committee, composed of the principal, media specialist, CTSS, teachers, parents, and student representatives, assists in the making of media center/technology policies and procedures, defining short and long range goals, evaluating the program, selecting resources, and acting as an advisory team in the event of challenged materials. All staff members, however, are to be familiar with procedures to follow in the event print or non print learning materials are challenged. The media/technology committee is also important in the dissemination of information regarding the importance of copyright adherence. The committee also helps in setting Accelerated Reader goals and incentives for the school.

## **Copyright**

All school personnel will abide by copyright laws. It is the responsibility of the media specialist to inform the school personnel of current copyright laws, policies and procedures. The following two resources are always available if there are questions: [Copyright for Schools: a Practical Guide](#) by Simpson and [Copyright: a Guide to Information and Resources](#) by Becker. Information is also disseminated through memos, handouts and presentations at faculty meetings. Warning stickers are posted on VCRs, computers, and any AV copying device regarding illegal use for duplication. [Copyright Guidelines](#) are posted on the school website under the Media link for personnel use.

## **Internet Acceptable Use**

Use of the Internet must be in support of education and research, and consistent with the educational objectives of the school system. DeKalb County has devised a system wide policy in compliance with the Children's Internet Protection Act that has approved the Internet as another instructional tool for students to use. Before using the Internet, however, each student must have read this agreement and shown that they have accepted the rights and responsibilities set forth in the Student Rights and Responsibilities Manual by their signature for the Discipline Brochure at the beginning of each school year.

## **Instruction**

The media specialist supports classroom teachers in their instruction of library usage and research skills. These lessons may be individual or in a series, and are determined by cooperative planning between the teacher and media specialist to best suit the needs of the students. Resource-based instruction, that is, cooperative planning, preparation, teaching and evaluation between the classroom teacher and the media specialist for a curricular unit, enables the teacher to access materials in order to extend lessons beyond the textbook, and provides the opportunity for the teacher and media specialist to offer enriched instruction based on Georgia Performance Standards. Planning sheets provided by the media specialist are available.

## **AV Use**

An adequate collection of audio-visual equipment and production equipment is maintained in the Media Center. All classrooms contain a wall mounted TV/VCR. Certain items, such as record players, cassette players, filmstrip viewers, headsets, listening centers, are signed out to the rooms. Larger items, such as laser disk players, that must be shared, are checked out for the school year to the grade level chairperson or scheduled to be shared through the Media Center. The circulating items which are not taller than the students are delivered and picked up by students. If they are taller than the students, they are moved by the media specialist, media clerk, or the teachers.

Production equipment remains in the Media Production room and is available at all times for staff use.

## **Laminating**

The media specialist or parent volunteers laminate for teachers on an as needed basis twice a week. Items considered for laminating should be geared to instructional use and cannot contain glitter, staples, or crayon shavings. Baskets are provided for teachers to place items to be laminated and teachers are asked to pick up their items from these baskets, as well.

## **Research**

Teachers who need a question researched or items collected for a unit of study may confer at any free planning time with the media specialist and media clerks, and their materials and resources will be collected and routed as soon as possible.

## **Story time**

Story time, utilizing the Georgia Book nominees, is offered in the Media Center fall semester for students in grades kindergarten through grade three. After completing the Georgia Book voting, teachers are asked to

cooperatively plan with the media specialist for story time activities that will be curriculum- related and supportive. In addition, upper grade teachers are regularly reminded that the media specialist is available for book talks, story times, poetry reading, and special presentations.

## **Video Streaming/Closed Circuit Television**

Instructional Television programs broadcast by the State Department of Education are received by the school through use of the local cable company, and may be taped upon request. Live distance learning classes are also available. Sources provided to the school for teacher's program selection purposes are the e-zine *Pipeline* through [GPB](#), [LRC](#) website and the Discovery Education [united streaming](#) site through GPB.org.

- Teachers planning lessons to be video taped by media staff are required to request at least five working days in advance. This request can be made using the media center's online request form. A conference with media specialist will be set up during this time to discuss lesson and expectations of media staff.
- The teacher must have written permission from each parent giving them or school permission to include their son/daughter in the videotaping.
- Teachers requesting a movie to be shown via close circuit TV must have prior approval of Mr. Muhammad, Assistant Principal of Instruction. No movie will be shown without Mr. K. Muhammad's or Mrs. Jennings' approval.
- PER DEKALB COUNTY POLICY: No Video is to be shown in its entirety .....ALL VIDEOS ARE FOR FACE TO FACE CLASSROOM INTSTUCTION. All videos are to be previewed by classroom teachers, before they are to be shown for classroom instruction.
- Please note that the Video form enclosed in this document is required to be filled out in completion.

## **Conference Rooms**

There are three conference rooms at the back of the Media Center. These rooms house the majority of the non-print materials, however due to enrollment increases these rooms are being utilized by staff members and are only available for use at specific times. Please check with the media specialist for accessibility and availability of materials.

## **Other Services**

Suggestions for book reports and related activities

Book talks

Storytelling or reading to upper grades

Writing/reading activities and lessons

Bibliographies

Individualized reading guidance

Reference Study Skills lessons

Information Literacy Skills lessons

Rock Chapel Webpage

<http://www.dekalb.k12.ga.us/~rockchapel/>

## **SYSTEM LEVEL SERVICES**

### **Jim Cherry Teacher Center / Educational Media**

Phase one of the Jim Cherry Teacher Center is now open!

Phase One services include FREE laminating, die-cutting, and button-making, by appointment, Monday through Friday. Our hours are 8:00 until 5:00 PM.

New location @ 1701 Mountain Industrial Boulevard; Stone Mountain, Georgia 30083. Call 678-676-2417 or 678-676-2400, for an appointment and directions. Please be aware that there is construction activity at Mountain Industrial Complex. Use caution as you drive through the complex. Let us help you make magic in your classroom!

**The Jim Cherry Teacher Center** provides a wide variety of resources and information to satisfy the diverse educational needs of teachers and administrative staff in the DeKalb County School System. In addition to books and journals, the professional collection provides access to alternative information sources. DeKalb County Employees must have a library card to check out materials from Jim Cherry. Please email Valerie Ayer to apply for your library card. DeKalb County School System staff members get a \$3.00 credit on all materials except photo copies laminating when they show their DeKalb County School System ID. Laminating is .25 cents per foot. On but Tues, Thurs, and Sat, with an appointment you can laminate free. Appointments are only taken one day in advance. Materials Loan Library includes instructional kits, audio-visual equipment, software teacher certification study guides, adapted speech devices, tests, adapted toys, videos, and books.

The Metro-East Georgia Learning Resource System (GLRS) offers access to equipment for teacher-made materials. Special Education materials and services are available. <http://plibrary.dekalb.k12.ga.us>

Jim Cherry  
Materials Production Center  
1701 Mountain Industrial Blvd  
Stone Mountain, GA 30083  
678-676-2417

**Metro-East Georgia Learning Resources System (GLRS)** operates a progressive Materials Production Center for making posters, buttons, ribbons, and a variety of other items to enhance instruction.

The [Professional Library](#) supports educational information seeking with a large collection of books, ERIC documents, and access to journals in print, microfiche, and online. Staff members are encouraged annually to submit recommendations for additions to the print and non-print collections of the Professional Library and the LRC. **The Learning Resources Center (LRC)** supports the Pre-K through grade12 curriculum with an outstanding collection of CDs, DVDs, videos, laser discs, audio books, audio cassettes, sheet music, and computer software. Items can be ordered daily by staff members individually, or with assistance from Media Center staff, through

the use of LRCNet and Medianet. Teachers are assigned a client code number through LRC upon request. The password for all is *booking*. The loan period for materials is three days. Delivery and pick up are by courier. (Instruction for the use of the LRCNet and Medianet is provided by the media specialist).

Educational Media has provided ***NoveList***, a database available online to all DeKalb students, parents, and staff. It is a rich database of fiction titles covering all genres with six ways to search. Updated quarterly, the database can be used to identify the "next good book", enrich reading activities, and link to the public library where the books may also be available. The site may be found by going through **GALILEO** and its quarterly password available through the media staff.

## **Fernbank Science Center**

[Fernbank Science Center](#) offers a wide variety of instructional materials and programs. Visits to Fernbank and visits by the science center staff can be arranged through the school's science representative. Media kits and exhibits can be ordered through the media specialist and kept from one to three weeks.

## **Inter-Library Loan**

Although there is no formal arrangement for sharing resources between schools in the DeKalb System, through our system-wide *Destiny* circulation/catalog there is cooperation between schools throughout the county. Schools within a cluster loan materials when necessary, and on occasion personal contacts are made between media specialists who are familiar with another collection in order to obtain something needed by a teacher or student. Requests for loans can be made individually through the First Class Library conference site. The [Professional Library](#) also provides interlibrary loans.

## **Instructional Media Processing**

IMP processes new materials ordered by schools for which there is no cataloging information sent, and processes materials which are distributed by the system to the schools.

## **Bryant Instructional Center**

[William Bradley Bryant Instructional Center](#) provides technical and instructional support through a web site offering access to various system departments and resources.

## **Georgia Children's Book Awards**

Rock Chapel School participates in the Georgia Children's Picture Book Awards Program each year. Twenty primary books are ordered and sent to the school. These books are read to K-3 children in classes signed up on the flexible schedule. After all activities are done, and books read, students vote on the one book that is their favorite. The Rock Chapel winner is then forwarded to the University of Georgia to help determine a state winner. Upper grade students can participate in the Helen Ruffin Reading Bowl held in February utilizing the Children's Book Awards.

## **PUBLIC LIBRARY SERVICES**

Communication between library media specialists and public librarians is a key to students' success in the research process and in fostering the love of literature. To facilitate these processes, the ***School Assignment Alert Form***, which announces class research assignments, and information concerning summer reading programs are available to teachers through the media center. Even though students can utilize any public library, Rock Chapel's community library is the [Lithonia - Davidson Public Library](#).

## **STATE SERVICES**

The state provides the [GALILEO](#) database, as well as the [united streaming link through Georgia Public Broadcasting Education site](#). Another resource that is a one-stop web-based curriculum and instructional resource for educators is the [State Board of Education site](#) along with the [Georgia Performance Standards](#) as the core. This web site provides enhanced databases, web links for K-12 standards, lesson plans, teaching tools, media resources, a theme-based collection and Georgia treasures.

**A. Roberson, Media Specialist**  
**Rock Chapel Elementary School**

## USING THE "ONLINE" LIBRARY MEDIA

### CALENDAR/REQUEST FORM

To better assist you with your instructional planning and reserving time/equipment/resources in the library media center, please review the calendar. Check it often to see what classes/events/etc. have been reserved in the LMC.

#### **How to use the Calendar to request time/space/resources in the LMC.**

1. Log into First Class
2. Click on "red school house"
3. Click on "EROL" Media Center
4. Click on Calendar to check for availability. You may view the calendar by week, month, or day to determine who/what has been reserved.
5. You are only allowed to view the calendar; you do not have rights to change or modify calendar. To reserve a space, carefully read below:
6. Click on **Media Center Calendar Request** and fill out the form Completely.
7. Your request (click the Send email icon)
8. Please **DO NOT** assume that your requested time is fine unless you hear from the media staff.
9. Please give the Media Staff a **72 hours** notice for visits and resource request.
10. Please note that all equipment is due back to the Media Center by **3:00p.m.**

Please note that the library media staff needs specific details (information) and adequate time in order to provide the space, materials, and services that you are requesting. Therefore, it is strongly recommended that teachers consult and collaboratively plan with the Media Specialist at your earliest convenience during your planning time. Remember that planning and collaborating early helps the library media staff to adequately meet the instructional and learning needs of all RCES teachers and students!

A. Roberson, Media Specialist  
Rock Chapel Elementary

# MEDIA REQUEST FORM

**Media Center Request : CommunityNET**

File Edit Format Message Collaborate View Help

Send Print Delete Cut Copy Paste Check Spelling Attach

**Unsent Message**

From: **ANNETTE Y. ROBERSON**

To: **ANNETTE Y. ROBERSON**  
Jane Doe

Description: Media Center Request

Start Time/Date: Mon, Aug 31, 2009 1:00 PM

End Time/Date: Mon, Aug 31, 2009 1:30 PM

**Calendar Date Request**

**Room Booking**

Books  Storytime  VHS Vid...  DVD Vid...  Software

Audio  Periodic...  Referen...  All Media

**Equipment Booking**

Computers  Laptops  Other

LCD Projector  Camera / Camcorder

**Details / Comments:**

I would like to bring my class in for storytime and book checkout.

**Administrative Approval Response (Do Not Use)**

Approved  Not Approved

**Details / Comments:**

I have placed you on the calendar for 8/31 at 1:00 - 1:30.

100%

# Discovery Education Streaming



## What is Discovery Education Streaming?

Discovery Education Streaming is a large web based multimedia library of K-12 educational videos, video clips and images. It consists of 5,000 full-length videos segmented into 50,000 content-specific clips tied directly state and national standards. The libraries are correlated directly with state and national standards, and are searchable by keywords, subject/topic, grade level, and curriculum standards. There are lesson plans, quizzes, and teacher materials that accompany many of the videos. Even if you don't want to use the video clips, check out the 23,000 images.

## Useful Features!

- Search video library by: keyword, subject, grade level, state standards, all available titles, and advanced options.
- Choose from a full video title or short concept clips to stream and/or download for classroom instruction or for use in multimedia presentations.
- Access a calendar of historical events directly linked to video clips.
- Create your own 'Play lists' to bookmark video clips for quick and easy use in lesson planning or in the classroom.
- 

## How Do I Access It?

### There are two ways you can start using Discovery United Streaming:

1. Stop by the media center and ask about Discovery United Streaming. The Media specialist will be sit down with you help you log on to the site and give you instruction, guidance or helpful hints if needed.
2. Get your schools 8 digit '**passcode**' from one of your Media Specialists, then Log-on to <http://gpb.unitedstreaming.com>.

Enter your school's 8 digit 'passcode' in the "New User Passcode" area. You will then be prompted to set up your personal account, with your own username and password. Please make sure to use your first and last name, and enter your DeKalb county email address. You will be sent your password information via email, and if you forget your password, their online system will prompt you with a "key question."

3. Once you have a username and logon, that is what you will use to logon to the site.

## ONLINE ORDERING OF MATERIALS FROM THE LEARNING RESOURCES CENTE (LRC)



### Ordering from LRC is easy! Follow these simple directions at home or at work.

Type in web page address: <http://lrc.dekalb.k12.ga.us>.

**HINT:** Bookmark this address by clicking on "Favorites" and the "Add." Using the bookmark will prevent retyping the address each time.

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. Instructions are provided which will guide your selection. Five-digit numbers are listed in the online catalog for each item and are considered the title number. There are also "Pick" buttons to send items directly to the shopping cart.

After the login screen appears type in your four-digit client number. The quickest means of obtaining a client number for a first time request is by contacting the media center staff. Type in password: **booking**. Your name and school should appear on the bottom of the screen. Type up to three item numbers then click "Add title" and wait!

When the titles appear on the media shopping cart screen, click on the down arrows under "Showdate" to select month and day, or use the pop-up calendar. Select the date you need the item to be delivered in your schools daily courier service. The "First" listed in the "showdate" column is a default meaning the first available date that an item can be delivered to your school. In the "Endshow" column, the standard lending time is four days; if you need to keep longer, type in up to six days, or use the pop-up calendar. Call LRC if you need help.

Click on "Test availability" on either of the two buttons displayed and wait. When the next screen comes up the materials that are available for the chosen dates will have a green checkmark. Notice that the return date is listed. You may change the date of any item which has a red "X" to denote unavailability, and try again. **HINT:** when you check again for availability, you may also type in the title number a list of your orders will appear on the screen. Print the order. Logout when you are finished to prevent unauthorized use of the client number.

You will receive confirmation copy of your order from LRC via First Class e-mail. Help the library media center by returning your items in the courier on the day they are due. Please tear off or write "**R**" on the label to assure proper delivery back to LRC.