

## Ashburton Elementary School Media Center Staff Handbook 2008 - 2009



The **Ashburton School Library Media Center** houses a collection of about 13,000 books, CD-ROMS, videotapes, audiotapes, and more! The School Library Media Specialist and Media Assistant monitor the collection using an automated circulation system. This provides efficient check-in and check-out for the students and staff. The system also includes a catalog feature used by staff and students to search for needed materials.

There are 13 Dell PC computers and a scanner dedicated to student and staff use in the media center. These computers are used for student research and multimedia products. For research projects students have access to our extensive CD-ROM collection and the Internet using the Explorer web browser. Digital cameras teamed with a variety of software are used to create multimedia projects. Computers throughout the school, including those in our 29 Dell PC computer lab connect via our

network to the media center Patrons' Catalog.

A **communications studio** is adjacent to the media center. A morning news show produced by fifth graders is broadcast three times a week from our studio. Staff members may also use the studio to produce video programs that enhance and enrich classroom curriculum. The communications studio is also used to broadcast events to classrooms such as the student council election speeches and the PTA program at Back to School Night.

### **Mission:**

Our mission is to provide a unified media program which is integrated with Ashburton's schoolwide instructional goals and objectives.

### **Goals and Objectives of the Media Center:**

1. To provide a climate conducive to research and literary appreciation, which promotes learning for all students

according to abilities, needs and interests.

2. To plan with grade level and support teams for instructional use of the media center and media center materials.
3. To organize media center materials and equipment for optimum accessibility.
4. To plan training for staff and students that integrates the use of materials (both print and non-print) and equipment into all facets and levels of the Pre K-5 curriculum.
5. To continually review and update all materials and equipment.
6. To promote an interest in reading of all kinds.

**Staffing -- Permanent and Volunteer:**

The Ashburton Media Center currently employs one full-time, degreed and certified School Library Media Specialist. She is assisted by a full-time Media Assistant. The permanent media staff depends upon the volunteer service of parents and community members.

**Hours of Operation:**

Staff hours: 7:00 – 4:00 Monday through Friday  
Student hours: 8:30 – 3:05 Monday through Friday

**Circulation of Materials:**

**Staff – Media Center Materials:**

- Picture books for in-classroom use
- Items are checked out for one month but may be renewed. The media center staff will run quarterly reports that will list all items checked out.

- If desired, media center staff will pull materials relating to particular units. Two weeks notice must be given for the pulling of items. These materials will be checked out to the team leader and housed on the team level book carts.
- If desired, media center staff will pull books for student assignments and will have them available for students to check out during their weekly book selection time. Two weeks notice must be given for the pulling of items.
- When the media staff is not available to check-out items, teachers may write their names on a slip of paper and leave the items on the circulation desk. The items will then be delivered.
- In addition to books, the media center has the following available for staff check-out:
  - CD-ROM software
  - Books on tape
  - Videos
  - Kits

**Professional Books and Journals:**

The media center maintains a modest collection of professional books.

The following professional journals are available for check-out from the media center:

- Book Links
- Booklist
- Instructor (Primary)
- Learning and Leading with Technology
- Mailbox (Preschool)
- Mailbox (Kindergarten)
- Mailbox (Primary)
- Mailbox (Intermediate)
- School Library Journal

- Teaching Children Mathematics

**Staff – Textbooks:**

- All textbooks have barcodes and are checked-out to individual teachers.
- A barcode tracking sheet is provided for you to record student names for individual books.
- If students leave throughout the year, return the textbooks to the media center.
- Throughout the year inform the media center staff of lost books. A bill will be prepared for the student.
- Have students cover their books with brown paper. Do not use any covers that are sticky.

**MCPS Video Orders**

The media center has a catalog of all videos available from the MCPS video library. To order videos fill out 3 copies of the video request form (MCPS Form 365-37). This form is available from the media staff. An electronic version of this form can be found in the First Class folder “MCPS Information Folder”. Click on MCPS Forms, Click on Chief Operating Officer, Click on 365-28 Form that is dated 6/6/03, Read the directions carefully to open or download. Forms must be turned into the media staff by the 15<sup>th</sup> of each month for videos needed in two months, e.g. forms for videos needed in November must be turned in by September 15<sup>th</sup>. Forms for videos due in September and October may be processed in June.

All videos are to be placed in the designated box in the teacher workroom by 3 p.m. on the date due.

**MCPS Professional Library**

For professional materials not available from our own collection, check out the

Professional Library Catalog on the Internet. To access the catalog from the Ashburton web page click on “Teaching and Learning with the Internet” and then select “MCPS Professional Library Catalog.”

(<http://spectrum.mcps.k12.md.us/winnebago>) You will need your four digit employee ID to reserve materials that will then be put in the pony for you.

**Circulation by students:**

**Circulation of materials by Kindergarten - Fifth Grade Students**

The circulation period for books is one week. Most books may be renewed after the one-week loan period.

- Kindergarten- 1<sup>st</sup> grade • 1 book at a time
- Second • 2 books at a time
- Third - Fifth • 2 books at a time, plus additional books for research and assignments

**Third, Fourth, and Fifth Grade Magazine Circulation:**

Grades three through five can check out magazines. The circulation period is one week and students must also check out a book along with one magazine. Students with any overdue materials are not allowed to check out magazines. Due to the fact that we have a limited number of magazines, students who do not return their magazines within the one week circulation period may not check out magazines again for a time agreed upon between the Media Specialist and the student.

**Reference Materials - Overnight Circulation:**

Third, Fourth and Fifth grade students may check out reference materials (such as encyclopedias) overnight to support a classroom project.

### **Lost and Damaged Books:**

Students and parents are responsible for the books that are checked out from the Media Center. Replacement fees are charged for books that are lost or returned damaged beyond repair. Refunds will be given if materials are returned during the same school year they were lost.

### **Direct Instruction:**

Students in PEP and Kindergarten visit the media center on a fixed weekly schedule. PEP students have a story time for twenty minutes and the kindergartners receive a 30 minute curriculum integrated lesson with a book exchange. Students in grades one through five visit the media center on a fixed weekly schedule for a 10 minute book exchange with their classroom teacher. In addition, first through fifth grade students come to the media center on a flexible schedule that integrates classroom curriculum with the materials and equipment available for student use in the media center.

### **Book Exchange:**

Teachers are asked to stay with their students during their book exchange to assist the students with appropriate book selection. The media center staff will be available to help students locate specific books while promoting media center skills.

### **Media Center Instructional Classes**

The Media Specialist will plan the instructional program with the grade level teams. The specialist will provide instruction and support for students and staff in:

- AGOPPE Research Model
- Research projects that are integrated with curriculum units

- Media skills and orientation classes
- Multimedia projects
- Literature appreciation

### **Discipline:**

Students are required to behave according to the same standards expected of them by their classroom teachers.

### **Equipment:**

Each classroom teacher will receive the following equipment for use in his/her classroom for the school year:

- Promethean Board
- ELMO
- Listening station or tape recorder (if desired)
- Dell PC computers

Except for computers, if any equipment breaks, return it to the media center with a note indicating the problem. If possible we will provide a replacement. If your computer has a problem, please send an email message to the media specialist. The message must contain the following information: your room number and a clear and detailed description of the problem.

### **Equipment carts are not to be used for storage space.**

Additional equipment that is shared by the entire staff is:

- 6 cases of 32 Promethean Activotes and an Activwand
- 6 Promethean Activslates
- 2 laptop computers
- 2 digital video cameras
- 6 digital still cameras
- 5 WACOM drawing tablets
- 5 quick web cameras
- 5 computer microscopes

- 1 flex-cam microscope

This equipment is located in the editing room of the TV Studio. A sign-out sheet needs to be completed for the still digital cameras and the laptops. Other equipment can be checked out at the circulation desk. Digital cameras must be returned by the end of the school day.

The school's laminating machine is located in the media center work room. During the teacher in-service days the machine will be on the entire day and the film will be changed as needed. During the school year laminating will be done by teachers (self-service) from Mondays through Fridays; 8:00 a.m.-9:00 a.m. AND 3:00 p.m.-4:00 p.m.

#### **Computers and Computer Lab:**

Each classroom will have at least two Dell PC computers. The AV computer connects to the TV. If there are any problems, please direct all questions and problems with your machines to the media center staff.

Staff and students will receive user login names at the beginning of the school year. The Media Specialist will handle all problems with these accounts.

All staff and student work will be stored on the school server.

#### **Printing Tips**

Every computer is set up to print to 2 different printers. Always check where you are sending your print jobs. Your classroom printer only prints to the computer on the cart. It is a stand-alone printer and will not print to any other computer in your classroom. For large print jobs (more than 5 pages), do not use your classroom computer. Send

these jobs to a laser printer. New ink cartridges for your classroom printer may be obtained by returning the empty cartridge to the media center staff. Each teacher will be allotted a number of cartridges. Print only what is necessary. Make sure you are choosing the right printer.

#### **Computer Lab:**

All classes will be assigned a computer lab time. PEP and Kindergarten classes have 30-minute time slots; all other classes are given 45-minute time slots. A binder, which contains the weekly schedule for the entire year, will be kept in the lab. Classroom teachers may sign up for additional lab time using the schedules in this binder.

#### **Do not have substitutes take your class to the lab.**

After using the lab make sure all computers have been returned to the user login screen, push in all chairs, leave each mouse on the appropriate mouse pad, and the bean bags should be left green side up on top of the computer.

Teachers may add paper to the printers. Paper is stored in the cabinet located in the front of the room. If the printers are not printing, **immediately** report this problem to the media staff.

*All other hardware and software related problems should be sent in an email message to the media specialist. A form for reporting hardware and software problems is located in the T-shared folder. The name of the document is "Hardware/Software Problems". Fill out this form and e-mail it to the media specialist.*

**First Class:** All teachers must have a First Class (email) Account which is set up by the Help Desk (301-517-5800).

**Communications Studio:**

The Communications Studio is located off of the Media Center. You may sign up to use this room as a recording studio or as an additional space for groups. The sign up sheet is located on the door into the studio that is inside the media center.

**Collection Development:**

Please feel free to suggest any types of materials that you think our media center should purchase. A “wish list” database of suggestions is kept throughout the year, and is used for purchasing. On your request include the title, author, publisher and ISBN.

The media center houses a file cabinet filled with publishers’ catalogs which can be used for ordering textbooks and other classroom supplies. When giving textbook requests include the title, publisher, cost, quantity and a copy of the page from the publisher’s catalog.

**Ashburton's Home on the Web:**

Ashburton's home on the web is:

**<http://www.mcps.k12.md.us/schools/ashburtones>**

The Web Page committee and the Media Specialist and Media Assistant maintain our website. This website is a place for school information and is used as a springboard to instruction.

**Classroom Library Collections**

All instructional materials used by students need to be approved. Many of you have purchased books using your

own funds. It is imperative that any books you purchase be approved for student use. If you have any concerns about the appropriateness of a book please see the media center staff.

**Copyright Policies**

**Software/CD-ROMs** - The Media Specialist will receive, process, maintain, and keep the appropriate records for all software. The Media specialist will check out software to appropriate staff, and copies of appropriate licensing agreements will be kept on file in the media center. (EGB-RA page 9).

Individually purchased software or CD-ROMs may not be used unless you donate the software to the school and have the original licensing agreement that came with the software. The software must also be approved to run under the Tech Mod 03 set up.

**Videotapes**

**Rented Videotapes** – Copyright laws strictly protect videotaped movies. Under no circumstances should tapes rented from a video store or “club” be shown to a school assembly or class.

**Purchased Videotapes** – If a lawfully purchased videotape does not bear any prohibition against its use in public performance, either on the box, label or copyright inscription on the tape itself, it may be used in a strictly defined “face-to face” instructional setting, but only if the appropriate evaluation and approval of that program is on file with evaluation and selection. Use only those videotapes that can be checked out from the media center or requested through the MCPS video library.

