

Shirley Hills Elementary School

MEDIA CENTER HANDBOOK

2014-2015

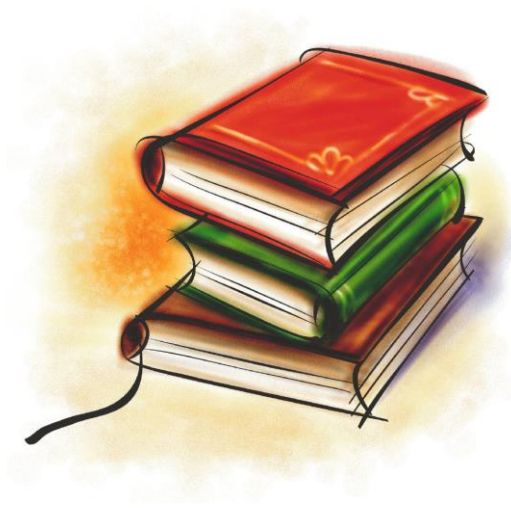


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Welcome from Ms. Susan Haeusler

Hello to all my fellow teachers, staff, and administrators. I am excited about another year at SHES. I have put together this handbook for you with some general information about the media center and the services I offer. I am proud to say that our library is aligned with the CCGPS, and I am currently working on getting additional CCSS materials we need. You should find everything you need to teach each subject here in the media center. If there are any materials you can't locate or would like for me to order, please do not hesitate to ask. Below you will see a list of duties I perform that are not related to the media center. ***You can come to me for information regarding any of these items in addition to any of your media or technology needs.***

- SHES Website Administrator
- SHES Sharepoint Administrator
- SHES Classworks Administrator
- SHES general technology helper (troubleshooting minor problems)

I hope you all have a wonderful year, and I look forward to working with you.

Shirley Hills Media Center Information 2014-2015

Media Specialist: Susan Haeusler (Ext. 37229)

Circulation Desk is Ext. 37828

* You can also call the library from your classroom phone by dialing *600.

Inventory Available for Check-Out:

- Library books, including professional books for teachers
- Videotapes and DVD's
- Book/Cassette or CD sets including audio books
- Guided Reading Program (GRP) sets, each has 6 paperback books + teacher's guide (K-5)
- A cooking lab with small appliances and cooking utensils
- Educational Board Games: Pictionary Jr., Secret Square, several Bingos, and Global Pursuit, etc.
- Class sets of calculators (10 per set)
- Flip Video Camera (for school use only and by adults only)
- Follett Shelf e-books

Please feel free to browse the collection. We welcome requests for new materials and equipment anytime.

Teacher Workroom Items (NO checking out):

- Ellison machines and die-cuts for alphabet letters and various shapes
- Paper cutter
- Book binder (bring your own book-binding combs)
- Laminator
- 12" Stapler
- Heavy Duty Stapler
- Industrial 3-hole punch
- Coverbind system

Media Center Services

I am here to serve and support the faculty and students. I will be glad to help in any way I possibly can to make sure that your school year is successful and runs smoothly. Some services are listed below, but if you need anything, just let me know.

1. Lessons on various topics
 - I will collaboratively schedule with you a variety of media and technology lessons throughout the year.
 - I will teach the media center curriculum and standards designed for Houston County media specialists. I will schedule class lessons according to the Houston County Media Curricular Calendar.
 - You are also welcome to bring your class to the media center and teach a lesson yourself, if you'd like.

2. Assist teachers with selecting books, AV materials, apps, and internet sites that will supplement the curriculum.

Flexible Scheduling:

The media center will follow a flexible schedule in accordance with Georgia State laws and Houston County board policy. The schedule will reflect the needs of the faculty and media specialist at SHES.

Acceptable Use Policy

It is the intention of the media center that students are allowed access to all forms of research materials. Therefore, students will be allowed to use the computers in the media center for research on the internet. However, despite the county's extensive firewalls and security measures, there is no guarantee that students will not accidentally come across inappropriate materials due to the breadth of the World Wide Web and internet.

The Houston County Acceptable Use Policy is located in the Houston County Schools student handbook. It is imperative that you read it thoroughly and follow the guidelines set forth by the county. I have also provided some information that pertains specifically to SHES.

SHES Media Center Internet Guidelines

Students may log onto the internet in the media center only if they have a signed AUP from their parents/guardians **(teachers should provide a list of students who DO NOT have a signed AUP)**. We will only allow three computers to be connected to the internet for research at one time because we need the others so students can use the card catalog.

No student is to use the internet without direct adult supervision.

Any internet use must be restricted to research for educational and curricular purposes. Students who violate this rule will be disciplined as the administration sees fit.

Should a student accidentally come across an inappropriate website, he or she should immediately tell the media specialist or his/her teacher so that we can prevent it from happening again.

All students must have a signed AUP (internet) permission form (found in the student handbook) in order to use the internet at SHES.

Using the Videos and DVD's in the Media Center

Videos should not be used for entertainment purposes or time-fillers. Any video shown to the class must be a supplement to the curriculum you are currently teaching. This includes enrichment, remediation, and clarification of lessons.

1. Videos are the same as any other AV materials in that they must be in your lesson plans and must follow your educational objectives for that lesson.
2. Any non-school owned video that you wish to show in your class must be pre-approved. You may complete a non-school owned video form and submit it for approval to Ms. Haeusler at least 3 days in advance of the day you wish to show it in the classroom.
3. All videos must be previewed by the teacher before showing the video to students. Please make sure that the video is grade-level appropriate and directly relates to the curriculum. No videos with profanity, sexual content, violence, or other inappropriate materials may be shown.
4. When you check out a video from the media center, please be sure to rewind it (VHS only) and place it back in the storage case. Please return all videos as soon as possible—especially holiday and seasonal videos. Scheduling is sometimes very close, and we want everyone to be able to view the videos.
5. If several classes want to see a video at the same time, the media center will broadcast the video over the distribution system.
6. Do not take a video or other item from the media center without checking it out through the circulation desk. We need to be able to locate items in case you forget to return them.

Shirley Hills Cooking Lab

The following items were purchased with PTO funds to start a collection of items to aid teachers with classroom cooking activities. The items are stored in the cabinets in the media center workroom. The items are barcoded or numbered and should be checked out with the media center. As a courtesy to others, we request that items are returned clean and in the box or bag in which they were stored.

PLEASE DO NOT SEND STUDENTS TO CHECK OUT LARGE ITEMS.

Toaster oven (small)
Toaster oven (large)
Stand mixer with glass bowl
Crock pot (6 quart)
Sandwich/snack grill
Indoor grill
Electric juicer
Electric skillet (big enough for pancakes)
2 extra burner coil hot plates
3 hot plates
Covered sauce pan (3 quart size to use with extra burners)
4 sets of measuring spoons (6 pieces per set) Check out set
2 sets of measuring cups (dry—4 pcs.) Check out set
4 peelers
2 apple corers
Pizza cutter
Can opener (manual)
Covered mixing bowls (2 sets of graduated sizes) Check out set
Muffin pan (6-cup size, fits in toaster oven)
Collander and mixing bowl—check out as set
Clean-up kit (dishwashing liquid, brush, scouring pads)
Blue utensils (4-pc. Set) Check out set
2 wide turners
2 acrylic cutting boards
Toaster
Rolling pin

COPYRIGHT AND FAIR USE: Chart for Teachers

Work or Materials to be used for Educational Purposes	Fair Use Restrictions for Face-to-Face Teaching	Illegal Use without Explicit Permission from Creator/Author
Chapter in a book	<p>Single copy for teacher for research, teaching, or class preparation.</p> <p>Multiple copies (one per student per class) okay if material is (a) adequately brief, (b) spontaneously copied, (c) in compliance with cumulative effect test.</p> <p>Copyright notice and attribution required.</p>	<p>Multiple copies used again and again without permission.</p> <p>Multiple copies to create anthology.</p> <p>Multiple copies to avoid purchase of textbook or consumable materials.</p>
Newspaper/magazine article	Same as above.	Same as above
Prose, short story, short essay, Web article	<p>Multiple copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.</p> <p>For works of 2,500-4,999 words, 500 words may be copied.</p>	Same as above
Poem	<p>Same as for first item.</p> <p>Multiple copies allowed of complete poem up to 250 words -- no more than two printed pages.</p> <p>Multiple copies of up to 250 words from longer poems.</p>	Same as above
Artwork or graphic image - chart, diagram, graph, drawing, cartoon, picture from periodical, newspaper, or book, Web page image	<p>Same as for first item.</p> <p>No more than 5 images of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less.</p>	<p>Same as first item</p> <p>Incorporation or alteration into another form or as embellishment, decoration for artistic purposes for other than temporary purposes.</p>
Motion media - film and videotape productions	<p>Single copy of up to 3 minutes or 10% of the whole, whichever is less.</p> <p>Spontaneity required.</p>	Multiple copies prohibited. Incorporation or alteration into another form as embellishment for artistic purposes for other than temporary purposes prohibited.
Music -sheet music, songs, lyrics, operas, musical scores, compact disk, disk, or cassette taped recordings	Single copy of up to 10% of a musical composition in print, sound, or multimedia form.	Same as immediately above
Broadcast programs	<p>Single copy of off-air simultaneous broadcast may be used for a period not to exceed the first 45 consecutive calendar days after recording date.</p> <p>Use by only individual teachers.</p> <p>Copyright notice required.</p>	<p>Same as immediately above.</p> <p>May not be done at direction of superior.</p> <p>May not be altered.</p>

This chart was adapted from Washington State University [Guidelines](#).

You may access another chart at the Georgia Standards website by holding CTRL and clicking the link below. [Copyright and Fair Use Guidelines](#)

Summary of Copyright Laws

The fair use provision of the copyright statutes allows you to use copyrighted works (videos, TV programs, books, CD's, and audiotapes) in your classroom as part of the ongoing educational program in face-to-face teaching situations. These materials **are not to be used solely as rewards or as entertainment** but must be part of an educational objective.

If you want to show a **TV program** that is not part of the school's collection, then you may tape it and show it if you follow the guidelines listed below.

1. Write the **date of taping** on the videotape label.
2. The tape may be shown once in a relevant teaching activity.
3. It may be repeated once for reinforcement.
4. These showings must be **within 10 days** of taping.
5. The tape may be viewed for teacher evaluation only from the 11th to the 45th days after taping.
6. The tape must be **erased after 45 days**.
7. If the tape is something we should get in our permanent collection, please ask Ms. Haeusler to purchase it.

Photocopy or other reproduction is not to be used for any purpose other than private study, scholarship, or research. Photocopied materials **should not become a permanent part of your lesson plans**. If you plan to use copied materials more than once, buy your own copy of the original if it's not available in the school. Do not copy anything to keep if it says that it is copyrighted. We have many teacher activity and unit books and magazines that give permission for copying.

Bulletin board and wall decorations should not be copied from cartoon or book characters because the artist has copyrighted his/her drawings. **Be especially careful of copying Disney characters.** Disney guards its products and will sue if people misuse Disney's images. The other areas of care are music and drama. Do not copy sheet music or plays without permission.

It is also **illegal to change the medium**—in other words, you should not copy a CD onto a tape and use the tape at school. If you record a book onto a tape, it is to be used only temporarily, and not added to your permanent collection. If you want a permanent tape, then you must purchase it.

Shirley Hills Media Center



Dear Parents,

I am excited about the year we have planned for your child at SHES this year. Please stop by whenever you get a chance; the doors to the **SHES media center** are **always open to parents**. You may use our resources, assist your child, or volunteer in the media center. Below are a few media center policies you and your child should be aware of this year.

- Students in **Pre-K and Kindergarten** may check out **one book** at a time. Pre-K students will leave their book in the classroom throughout the school year. Kindergarten students will be allowed to take books home after the first 9 weeks.
- Students in **1st - 5th grade** may check out **two books** at a time.
- Students may also use the **Follett Shelf e-books** in addition to the library books.
- All books must be kept at least overnight.
- Library books may be kept for **one week (PK-K) and two weeks (1st-5th)**.
- Students are responsible for taking care of the books and returning them on time. If a student has an overdue book, he/she must return the book.
- If the book is lost, we ask that you pay for or replace the book before checking out another book.
- If a student returns a book in damaged condition, we ask that you pay to replace the book, but check-out privileges will not be suspended.
- If you need to pay for lost or damaged books, please contact me.
 - I am willing to work with parents in order to allow students to have books. If more than one book is lost or damaged in a school year, the student will no longer be allowed to take books home; his/her library book will remain in the classroom.
- Please discuss with your child the importance of reading and caring for books as well as returning them to the media center when they are due.

Thank you for your support of Shirley Hills Elementary School and all its programs.

Susan Haeusler
 Media Specialist
 susan.haeusler@hcbe.net (478) 929-7824 EXT 37229

I have discussed this letter with my child, and we understand that we are responsible for the materials borrowed from the media center.

Parent Signature: _____

Student Signature: _____

Homeroom Teacher: _____
 (Keep on file in the classroom)