

Feagin Mill Middle School Media Center Program

FMMS Media Center Philosophy

The Feagin Mill Middle School Media Center Program is an integral part of the school's total instructional program. The primary goals of the media center are to facilitate and support the learning process in our students through information literacy. The program strives to develop life long learners by teaching basic skills of access through a variety of information sources, both print and non-print.

Supporting the Mission of the FMMS Media Center

Specific objectives designed to achieve the mission of the Feagin Mill Middle Media Center are:

1. To acquire resources to support the curriculum and the needs of students
2. To organize materials for effective use
3. To guide students in their selection of materials
4. To work cooperatively and constructively with instructional and administrative staff
5. To provide learning experiences which encourage users to become discriminating, conscientious, and skilled creators of information.
6. To provide leadership, instruction, and consulting assistance in the use of information technology.
7. To schedule the use of the facility for maximum benefit to the instructional program.
8. To help students develop a love of reading.

FMMS Media Center Equipment

The media center offers the following:

- Over 16,000 entries in the media collection
- Twenty- five computer workstations
- Video and digital cameras
- Video distribution capabilities
- Audio-visual equipment

The media center is fully automated through the services of Surpass. Students have access to Safari (automated card catalog), and the Accelerated Reader program. Patrons may utilize Microsoft Office Suite and the Internet.

Feagin Mill Middle School Media Staff

Media Specialist- Jenny Bloser

Operating Hours

Monday -Friday
7:15 -3:15

Students visit bi-weekly with Language Arts classes.

***Note- With the exception of media assistants, students will not be permitted to come to the media center before 7:15 each day.**

Student Check Out

General Collection books - 2 weeks
Reference/Reserve books - overnight
Magazines- overnight

Overdue Fines

General Collection books - 10 cents/day
Reference/Reserve books - 25 cents/day
Magazines- 25 cents/day

Copies

The library has a student printer which may be used by students to make copies of needed material(s). Printouts are available for \$.10 per page for text only and \$.25 for text and pictures

Staff Check Out

Staff members may check out media and books for the length of time needed. Sets of encyclopedias, dictionaries, almanacs, atlases, reference books, and general collection books on a requested subject may be checked out for classroom use. Teachers are expected to share books/materials with other teachers if more than one teacher is teaching the same objective. Teachers may request that books be put on **reserve** in the media center.

Scheduling the Media Center and/or Media Specialist's Services

Time in the media center is scheduled through Mrs. Bloser, and is placed on the media center calendar on the Sharepoint Intranet Portal. To insure that necessary preparations can be made, teachers are asked to complete a short form giving a brief description of planned activities and needed materials.

a. **CLASS VISITS** - Media center use and research are encouraged and should be scheduled in advance so that adequate work space and materials can be made available. Teachers must remain with their classes and are responsible for the discipline of their

students. Because of obvious reasons, media center use should not be part of substitutes' plans unless arranged in advance with the media specialist

b. **INDIVIDUAL STUDENT PASSES** - Students must have a pass to come to the media center during school hours. Please give a brief explanation of the purpose of the visit on the pass. Students may stay a maximum of ten minutes without a specific assignment. No more than five (5) students should be sent at one time without a teacher accompanying them. In situations where class visits are scheduled, fewer than five students at once may become necessary.

Policy for Audio Visual and Equipment Scheduling

All equipment except overhead projectors is reserved daily by using the "Equipment Use" sign-up calendar. Overhead projectors may be checked out on a yearly basis. All equipment is bar coded and must be checked out by media staff. Teachers must pickup and return equipment, as per HCBOE policy. Please be sure to keep all remotes with the equipment. Equipment should be returned to the media center by 3:00 p.m. each day. Equipment is stored in the EQ-AV storage room.

When using AV equipment with bulbs, **always** let the bulb cool before turning the machine off. **Students should never be allowed to operate or move AV equipment**

***Missing equipment should be reported to the media specialist immediately.**

Periodicals

Magazines:

The media center holds current subscriptions to over fifteen (15) magazines. The titles have been chosen to complement the curriculum as well as to provide sources of information and recreational reading. Students are allowed to check out magazines overnight.

Newspapers:

FMMS Media Center holds subscriptions to both the *Macon Telegraph* and the *Houston Home Journal*. Current newspapers are kept in the media center for use; however past issues may be used by teachers to supplement classroom instruction, or for use with student projects/activities.

Internet Policy and Access

Internet access is available in the media center, the exploratory, academic labs, and in classrooms. To use the Internet, a student must receive a copy of the county Internet policy and return a permission form signed by both a parent and the student. Students must also sign the Internet Log before using the Internet in the media center.

Guest Speaker Policies

Guest Speakers are a great resource to enhance instruction. Approval for use of guest speakers must be obtained by submitting a “Guest Speaker Request Form” to the principal. These forms are available in the media center.

Requests for Materials to be ordered

Teachers are requested to identify needs as they arise during the year and inform the media specialist. The media specialist keeps a **Consideration File** and solicits input from staff and students.

Orientation

Orientation for students and staff members concerning media center policies and procedures will be conducted at the beginning of each school year and reviewed during the year if deemed necessary.

Cooperative Planning

Each grade level and/or department is encouraged to meet with the Media Specialist every nine weeks. The purpose of the meeting is to inform the Media Specialist of the areas of study for the upcoming nine weeks. This will enable the Media Specialist to bring to the teachers’ attention print/non-print materials that might enhance the subject areas being taught in the classroom.

Copyright Regulation

Video Use

A “Video Use Request” form **Must** be completed each time **any** video is used. The form must be signed by the principal or assistant principal. All videos must be previewed before use. A substitute teacher should not show a video unless the tape has been previously viewed by the teacher. All video tapes must be checked out on the computer.

Video Tapes:

To satisfy copyright provisions, videos must be “legally obtained” and “legally used.”

“Legally Obtained”

Our county interprets “legally obtained” as purchased by a school with a school purchase order, rented, or purchased by a teacher or staff member. If your school has purchased a video with a school purchase order, it may be shown in your school even if the disclaimer states that it is for home viewing only.

“Legally Used”

Legally used” is interpreted as meeting the following conditions: A video must be shown in face-to-face teaching situations. The teacher may not start the video and leave the room. The teacher may not show the video for entertainment purposes or for reward. The viewing must be restricted to educators and students. If visitors are present, the video may not be shown. The teacher must show that the video is an integral part of the lesson and document video use in lesson plans. **The legal test for this compliance is the lesson plan, not the permission form.**

If you transmit a tape via the distribution system, each teacher who shows the video must document video use in lesson plans. A teacher-owned videotape may be shown at school and used over the electronic distribution system. The school distribution system can only be used for strictly “educational” videos. It can not be used for commercial (shown in theater) videos. Permission to use the teacher-owned tape must be granted by the principal/assistant principal. Teachers may rent videos to show in their classrooms; however, a permission form must be completed.

Off- Air Programming:

There are two types of off-air recordings: designated educational programming and commercial television programming. Unedited commercial television off-air recordings (with the copyright notice included) may be used for a period of ten school days. During that time a teacher may repeat the viewing as many times as necessary. The teacher may keep the off-the-air tape for a period of 45 calendar days for preview; however, he or she may not show it after the ten school days have past. At the end of the 45 days, the tape must be erased. A teacher may not use off-the-air broadcasts year after year. Only the ten-day period is legal. Educational programming (with copyright notice included) may be used for the period of time specified by the owner of the copyright, usually one year. There is no fair use of any tape recorded from a premium channel (ex. HBO, The Disney Channel, Show Time, etc.), unless it is designated as educational and guidelines for use are given.

Video Streaming

When downloading videos and video clips, the original intent of the video clip must be maintained. Any clip can be shortened, but no other alterations to it including editing the sound or adding images within the video clip may be made. Ancillary materials may be altered and revised but must contain a prescribed statement indicating that revisions have been made.

Computer Software

Software can not be loaded on multiple computers without appropriate licensing. All computer software requests must be made to the School Technician.

Print Media:

A **single copy** (for class preparation/research) may be made of:

Chapter in a book
Article in a periodical or newspaper
Short story, essay, poem
Chart, diagram, graph, drawing, cartoon, picture

Multiple Copies (1 copy per pupil in course-classroom use)

You must meet the tests of:

1. **Brevity**- poem not more than 2 pages
prose – less than 2500 words or 10% of work if over 2500 words
1 chart, graph, etc. per book or periodical
2. **Spontaneity**- there wasn't time to obtain permission from the copyright holder.
3. **Cumulative effect**- for only 1 course-not year after year unless you get permission. Not more than 7 instances of multiple copies in a course per term.
You can't use this as a substitute for a cumulative work.

Copies may not be made of consumable materials unless the materials have been ordered and use is needed before they arrive.

Note- The Media Centers of Houston County School System comply fully with PL 94-553 concerning responsibilities, obligations, and limitations of copyright. The School Board will not provide legal support in such a case where the person has been notified that the potential infringement existed and the individual still has pursued utilizing the materials in such a manner as to result in infringement.

For additional information on copyright policy, refer to the *Houston County Board of Education Policies Handbook*

Laminating

Laminating by the media center staff will be conducted two days each week. Teachers are welcome to laminate classroom materials should they need these resources prior to the days scheduled for laminating. The primary purpose for lamination is preservation. "One time" use materials should not be laminated.

Media/Technology Committee Selection Procedure

The media/technology committee is appointed and serves a one year term. The members of this committee include the principal, media specialist, and representatives from teachers, students, and the community. The media specialist coordinates the committee and calls all meetings. This committee serves as a liaison between the media center, the school, and the community. Duties of the committee include but are not limited to developing long/short term goals, submitting budget priorities, reconsidering challenged

materials, evaluating the media program, and considering copyright questions The committee meets bi-annually or as needs arise.

Procedure for Selection of Materials

In selecting materials for purchase for the library media center, the School Media Committee will evaluate the existing collection and the curriculum needs. The following criteria will be used as they apply to any materials:

1. Materials shall support and be consistent with the Houston County curriculum objectives of specific courses.
2. Materials shall meet high standards of quality in factual content and presentation.
3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
4. Materials shall have aesthetic, literary, or social value.
5. Materials chosen shall be written by competent and qualified authors and producers.
6. Physical format, medium, and appearance of materials shall be suitable for their intended use.
7. The materials selected shall be used in compliance with current copyright laws.

Disposition of Materials

Selection is an ongoing process, which shall include the removal of materials no longer appropriate, and the replacement of lost and worn material still of educational value.

Lost or Damaged Materials

Students will be expected to cover the cost of replacing a damaged or lost book. Check out privileges will be suspended until the book has been found or the replacement cost of the book or damaged material has been received. Replacement cost for a lost book will be requested after a search by the student and the media center staff has been made.

Repair of Materials

If any equipment or materials fail to work properly during use, please bring them to the media center with a note explaining the problem. The media center staff will have the equipment repaired.