

Perry Middle School

Media Handbook

2021-2022



I. Mission Statement

The Perry Middle Media Center will positively impact student achievement and facilitate success for the entire school community by implementing evidence-based practices, providing high quality support services, nurturing a love for reading and providing reliable resources in an environment welcoming to all stakeholders.

II. Goals

- To help students acquire the information literacy skills that will empower their academic and personal growth.
- To provide access to information resources and materials that support the curriculum, serve as a resource for differentiated instruction and meet the intellectual interests of students.
- To provide students, faculty and staff with modern and up-to-date materials for academic development, research and personal enjoyment.
- To support fellow teachers through collaborative planning, teaching and providing necessary assessment resources.
- To provide students, faculty and staff with access to modern computers, laptops and other technology applications.
- To provide an organized environment conducive to learning and the exploration of personal interests.
- To encourage students, faculty and staff to utilize available resources to locate, evaluate, and apply information to solve problems.

III. Media Center Hours

The Media Center is open each school day from 7:00am until 3:00pm.

IV. Media Center Staff

The Perry Middle Media Center is staffed by Mrs. Quishawna Henderson, Media Specialist.

V. Purpose of the Building Media & Technology Committee:

The building media committee addresses media concerns at the school level and provides input to the system media committee. Members of this committee should include an administrator, a media specialist, and representatives for teachers, students, and the community. Since the role and structure of each committee is defined by teacher needs and the school's instructional program, committee composition may differ from school to school, even within the same system.

The building committee:

- Develops procedures for implementing the system's instructional media and equipment policy.
- Analyzes instructional goals at the system and building levels.
- Establishes media program objectives and priorities based on instructional goals.
- Develops immediate and long-range plans for the media program.
- Recommends priorities for media budget proposal.
- Participates in evaluating and modifying media services.
- Assesses available media resources as related to instructional needs.

- Recommends media policy revisions.
- Establishes procedures for the participation of the total school community in media selection.
- Recommends procedures that insure accessibility to media services for all.
- Encourages cooperative planning among administrative, instructional, and media personnel.
- Responds to formal challenges regarding materials used in the school through an established procedure.
- Recommends procedures to increase copyright compliance.
- Assists in identifying and planning media or technology-related staff development activities.
- Provides information to the school and community about available resources and services.
- Recommends procedures for establishing and maintaining cooperation with other agencies, i.e., public library; and
- Recommends applications of technology for inclusion in the media and instructional program.

VI. Professional Collection

The PMS Media Center maintains a professional resource collection, which addresses all areas of the curriculum. Videos, supplemental materials, training materials, guidebooks and resource kits are among the items available. The professional collection is located behind the circulation desk and is available on any school day.

VII. Student Collection

Our Media Center offers fiction and non-fiction materials to address curricula goals and personal interests. Students can access reference materials such as encyclopedias, almanacs, and atlases.

VIII. Online Collection

E-books are available online for student and teacher checkout year-round through SORA, First Book and Destiny. E-books can also be accessed through the Houston County Public Library System. Please see Mrs. Henderson for login information.

IX. Selection of Media Materials

The Media Center welcomes feedback from all stakeholders including students, faculty, staff and parents. Please use the link on the Perry Middle Media Center webpage to submit all suggestions.

Our goal is to provide a fair and balanced representation of all curriculum areas and recreational interests and to provide modern, high-interest materials. We strive to make a variety of media available including print and digital resources.

The Media Committee makes certain to take into consideration the needs, desires and interests of all recommendations.

X. Circulation Policy

It is our mission to gain new readers.

Students can check out up to three books. If additional materials are needed to complete a school assignment, please see Mrs. Henderson for a case by case evaluation and recommendation.

Students are asked to be considerate of the materials, treat all materials with care and return them promptly to allow access to other patrons.

Faculty and staff can check out resources necessary for instructional purposes. All faculty and staff are asked to return materials in timely manner to allow access to other patrons.

XI. Sensitive Materials

Students must have a signed permission form to check out books from the 8th grade only shelf. These books contain material which may be sensitive in nature to some and have more mature content.

XII. Damaged and Lost Materials

Students and faculty, who damage or lose Media Center materials, are required to pay for the repair or replacement cost of the materials. Materials includes print, video, software and audio items.

Barcode labels or spine labels removed from a book will result in a fine of \$2.00 per label for replacement.

Students and teachers are held accountable for all items checked out in their name. Responsibility is not mitigated even if library materials are entrusted to a friend, sibling or another teacher. If a material is lost or damaged by another person while checked out under a student's or teacher's name – the person who checked the material out is still responsible for making restitution for the material.

Please contact Mrs. Henderson about any concerns there may be over accountability or payment. Our primary interest is to maintain the access students and faculty have to the Media Center, and we're happy to work with you on any concerns.

XIII. Overdue Books

Students can check out fiction and non-fiction books for a period of 3 weeks. Students are given a 3-day grace period. Fines accrue at the cost of \$0.05 per school day.

XIV. Personal Objections and Reconsideration of Media Materials

Some personal interest items may not serve a particular patron and/or family, and we make every effort to honor such concerns. When/if this is the case, parents can limit access to specific materials for their child by simply sending a note to Mrs. Henderson with the student's full name, homeroom teacher, the specific materials you wish to be restricted, the date and your signature.

Any patron wishing to attest the appropriateness for the entire Media Center will need to contact Mrs. Henderson for specific help and information.

XV. Copyright Policies and Procedures

Current information can be found on the Perry Middle Media Center webpage.

Appeal Form For Instructional Materials

(Media, Supplementary Materials, Textbooks, Core Materials, And Digital Resources)

Type of Material _____

Author/Producer _____

Title _____

Publisher/Distributor _____ Copyright Date _____

Grade Level at which resource is currently used _____

Appeal initiated by (Your Name) _____

Mailing Address _____

Phone _____ Email Address _____

Does the person making this request represent him/herself personally or a group or organization? (Check one as applicable)

_____ A group or organization _____ Representing self

Please identify your organization if this complaint is on behalf of an organization.

Please answer the following questions. If you need more space, please utilize additional sheets.

1. Have you read, viewed, or listened to the material in its entirety? _____

2. What do you find objectionable? Please be specific using page numbers of the work as appropriate. _____

3. What do you think is the main purpose of this material? _____

4. What good features do you identify in the work? _____

5. For what age group or grade level would you recommend this material? _____

6. In the place of this material, please recommend other material which you consider to be equal or superior quality for the educational purpose as intended. _____

7. Do you wish to make an oral presentation to an Appeal Committee? _____

8. What request do you make for this material? Please make a selection below.

Media Material or Supplementary Material _____ Textbook, Core Instructional Materials

_____ Remove the material from the school

_____ Restrict use by students

_____ Place material at another school level

_____ Other _____

School where appeal is being filed _____

Signature of person initiating appeal _____

Date _____