

Oldsmar Elementary Media Center

Mission

The mission of the Media Center is to help children develop the skills they need to be self-directed learners --

- who can access information using all types of media,
- gather and analyze the information accessed,
- and share their findings through multiple representations of concepts.

The media center strives to inspire the love of reading, and the excitement and self-satisfaction of becoming an independent learner.

The Media Center operates using an "open or flexible scheduled" program that allows students and teachers to enjoy the library information center as the need and desire arises. Today's Library Information Center must enhance, facilitate, and enrich the curriculum; serve as a central resource facility, and also provide an inviting and accessible place to promote lifelong reading and learning habits.

Instructional Role of a Information Literacy Specialist

The instructional role of the Learning Specialist is constantly evolving. According to the state, the Library Information Specialist is to provide students with an appreciation of literature, teach them the mechanics of the library information center's organizational systems and how they work, and teach them how to access sources of information. Reference sources are housed in the traditional print format, on computer software, CD-ROM, Online catalogs, and databases accessible through telecommunications. It is the Information

Literacy Specialist role to make students aware of all available sources and present this information in the context of classroom curriculum and the real world, so that its relevancy is immediately apparent. This is why the state fully supports an open or flexible scheduled library information center program.



Purpose of the Handbook

This handbook is designed to inform you of the services available to you and your students in the Media Center. I hope you will take some time to read it and if you have any suggestions for services or improvements, please share them with me. I value your input.

Flo McGee
Information Literacy Specialist

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## Library Information Center Hours

### Faculty Hours

7:30 am - 3:30 pm

### Student Hours

9:00 am--3:00 pm

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Student Passes

All teachers can request a set of passes (blackline master) for the library information center. **The maximum number of students to be sent at one time is four,** unless special arrangements have been set up. They are labeled to indicate the type of activity or assignment the student is to complete in the Media center. The student's library card is considered a pass. Cards should be kept in the classroom. Cards are color coded and kept for all elementary years. SASI keeps track of Internet Acceptable Use Policies now. Destiny will upload students info from SASI throughout the year. Their library card number is the student's student number.

Check in/out- The student is there to check out or return materials.

Research The student has been sent to do research or complete an assignment.

Free Time- The student has earned free time in the media center. Free time activities include reading, learning center activities, chess, and computer exploration time.

Labeled passes help us to monitor student activity in the library information center.

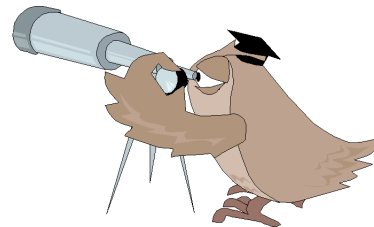


Scheduling

As the need arises, Flo will ask you to schedule your classes into the library information center for various programs. These will include:

- Orientation
- Research Skills
- Story Time
- Presentation Products
- Special Programs

We will work with the teacher to find times that are mutually convenient. A large scheduling calendar will be kept on the counter for the current month of activities. Please remember that a 90 minute reading block does include reading and what better spot to collaborate than with me in the library.



By the Classroom Teacher

Teachers are welcome to schedule classes and small groups into the library information center as follows:

- Research and Reference Work
- Small Group Skills
- Enrichment
- Special Programs
- Video Production
- Telecommunications

Teachers are discouraged from requesting the Media to schedule an entire class for book checkout. This will only be done with teacher taking the class responsibility. Small group checkout allows for more individualized and productive selection and should be done through the use of library information center passes or use of library cards. Teachers should use a **Request for Media Center Use** form whenever possible. However, if something comes up that provides an immediate opportunity for learning within the center, simply send a student to check on center availability.

Circulation

Circulation of print and non print materials is totally automated by use of the Destiny system. **Destiny** provides an efficient circulation system, generates a variety of useful reports and statistics, and includes an online catalog enabling all of us to search for information by author, subject, title, series, call number, and keywords. In other words you & your students can now find books at home in your PJ's!! The county address for [Destiny](http://destiny.pinellas.k12.fl.us) is <http://destiny.pinellas.k12.fl.us>, and then just find our school. I will show you how you can also borrow book we don't have from another school.

Student Circulation

Books are checked out to students for a one week loan period and may be renewed one time. Students in all grades will be taught to check out materials independently.

Students in kindergarten and first grade will be assisted with circulation.

Overdue notices will be generated by the center before each grading period and sent to teachers whose students have books overdue for one week or more. These students will not be allowed to check out books again until their overdue books are returned. The library information center does not charge fines for overdue books, but lost or damaged books must be paid for.

Reference Materials in print may be checked out by students for overnight use only. Reference books may be checked out no earlier than 1:00 pm and must be returned by 9:00 am the next morning.

Periodicals may be checked out of the library information center for one week only. Students who lose or destroy a magazine will be charged \$3.00 for any issue. The plastic checkout bags must be used and returned.

Faculty Circulation

Books are checked out to teachers for a 30 day loan period and renewed one time. Destiny will send out notices to teachers whose books are overdue for one week or more, but teachers may continue to check out materials. The notices will be sent to teachers as a reminder that materials should be checked in or renewed.

Reference Materials may be checked out for a two week loan period and cannot be renewed.

Professional Periodicals may be checked out for a two week loan period.

Laser Discs and CD-ROM discs may be checked out for 30 days if there is no one waiting to use the disc. Otherwise, an arrangement agreeable to all parties must be made.

Videotapes may be checked out for one week. We do encourage & enforce county policy towards the viewing of video tapes.

Software will be checked out and installed on an "as needed basis." Certain products will be installed permanently, others for a 30 day period. ****It is county policy (copyright) that personal software not be installed on school board computers.***

Audiovisual Materials/Computer related hardware may be checked out for a semester /school year period and may not be renewed. Please follow the additional procedures below.

To checkout computers, AV equipment that you plan to remove from the school, do the following:

- A) Fill out the property removal request form .(A copy is located in front office. See Flo or a member of the Tech Committee if you have trouble accessing this.)
- B) Bring the filled out form to Flo and have her sign as department head.
- C) Send the form to Administration for approval.
- D) They will return the approved form to Flo, or you may hand carry it to Flo.
- E) Once the completed form is given to Flo, you will check out the item(s) with her through the computerized check out system. Do not remove any items without permission and approval
- F) **This means you must plan ahead.**
- G) Items must be checked out between **7:30 am and 3:30 pm.**
- H) If Flo is not available for checkout, see Administration.

Please do not remove anything - planning to check it out later.

To check out items such as the Digital camera, video camera, LCD panels, for classroom use:

- A) Reserve equipment on Equipment reserve calendar located on Outlook. I will also keep a year hard copy calendar in the Media for this purpose.
- B) Return equipment at the date/time you stated.
- C) When more than one classroom requests use of the same equipment at the same time, teachers are requested to attempt to resolve this among yourselves. If you can't , then we'll come up with another system.
- D) Remember, you are responsible for equipment checked out to you. Make sure your students understand how to use the equipment or schedule a training session for them with Media before you begin allowing them to use the equipment.

** The scanner and Multimedia Station may be used by students only with an adults supervision. Podcasting,digital stories, animation, movie making will be taught to students throughout the year.

Reserving Materials

To reserve materials for student research or book reports, please complete a Request for Reserved Collection form. It is helpful if a copy of the student assignment is attached. These materials will then be pulled for you and placed on a reserved shelf for your students' use.

Requesting Materials

Teachers who would like materials pulled and checked out for them in their classroom are asked to complete a Request For Materials form. These materials will be pulled, checked out, and delivered to your classroom.

Equipment Repair

Any equipment in need of repair should be sent to the media center with a Request For Equipment Repair form complete with your name, room number, and a description of the problem. (Please tell us more than "doesn't work"!). Whenever possible, a temporary replacement will be provided.

Sick Computer/ Related Equipment

When your computer is ill, follow these steps:

- 1) Check all the basic things you can yourself. Loose connections? Applications still open? Printer selected in the chooser? Message on the screen?
- 2) If it's still sick then send me on **PLACES** a note to report a problem. Please fill out all info, including the property records tag #, etc. Or fill in a form & then place form in Media Mail box
- 3) At their earliest convenience a troubleshooter will attempt to repair your system. If they can't determine how to repair, then they will document the problem on your form and turn it in to Flo, with date & time noted.
- 4) Flo assumes repair responsibility, if still unsuccessful, report returned, date documented, item called in to the county repair service via TERMS. All Dell machine repairs will be made by county. Flo will submit the help request.

Troubleshooters

1. Flo McGee
2. _____
3. _____
4. _____
5. _____
6. _____

(* volunteers requested from wing, bldg. grade levels????)

Recommending Materials For Purchase

Teachers who wish to recommend materials for purchase by the library information center are asked to complete a **Request For Purchase** form, and drop it in the media box. When funds become available these forms will be used for ordering purposes. I truly value input in this area.

Copyright

All teachers and staff members are expected to be familiar with the provisions of the copyright laws currently in force under Title XVII of the United States Code. Each teacher ('97/'98) was given a copy of the **Copyright Guidelines for Educators & Staff 1993.**

This provides employees with the necessary copyright information to help them make informed copyright decisions. The guide is located on the county web site and PLACES.

FORMS

Throughout this handbook, you will see references to forms required. All forms will be available to you as blacklines that can be kept in your teachers handbook.

Film/Video Reservations

Pinellas County has a large collection of films and videos available for checkout. In the very near future you will be able to access and reserve video / DVD's using Destiny. Teachers may request their choices via the new Film/Video county internet system. A copy of

the instructions is available in the library information center and part of this handbook. **Teachers are responsible for returning materials to the pony bag by 3:00 pm the day before the due date listed on the video.** (This is because the date listed on the tape is the date the tape must be in the pony, and our pick-up is so early.) A list of late returns is kept in the district media services office and is reported to the principal.

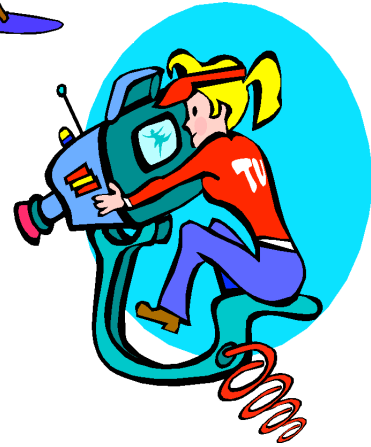
Oldsmar's Video / DVD Collection

We are currently building our collection of curriculum based video materials. An annotated list of all current titles will be posted in the library information center, and will be updated throughout the year. Videos are also on Destiny. The DVD collection will begin this year! We welcome class produced work to our collection.



Professional Library

The professional library is housed in the Library Information Center. All materials in this library are for teacher checkout only. All software, videos, Big Books, teaching models, professional magazines are housed here, as well as any other materials/manipulatives we have acquired to assist teachers in the classroom.



Television Production Studio

The Production studio is housed in the Media Center. **Its primary focus is student produced video production.** The equipment housed in this room may not be checked out, and should not be used unless scheduled for availability. **It is encouraged that classes come and use the studio.** Any teacher interested in using this equipment should schedule training & time with Flo. **Volunteers to help with the morning show are always welcomed.**

*My motto...
Students learn best by
doing... not viewing!*

*Creativity + Fun =
Learning*

Flo McGee, 2007

Watch for more exciting details..

