

# Mossy Creek Middle School

## Media Center Handbook





## **Mossy Creek Middle School Media Handbook**

The Mossy Creek Middle School Media Center Program is an integral part of the school's total instructional program. First, we believe that our students need instruction in information literacy skills so that they can efficiently access, use, and communicate the ever-increasing information available in our world today. Second, we believe that, because students who like to read will read, it is important to help students develop a love of reading. Third, we believe that the media center collection should support the curriculum and instructional program of the school.

### **Mossy Creek Middle School Media Center Mission Statement**

"The mission of the Mossy Creek Middle School Media Center is to guide, motivate, and inspire our students toward becoming productive and educated citizens who are effective users of information technology and lifelong readers."

The Mossy Creek Middle School Media Center is a fully functional, fully accessible Media Center containing over 8,800 entries including books, videos, audiotapes, DVDs, CD-ROMs, and other audiovisual materials. The Media Center is fully automated through the services of Surpass. Patrons have access to the Microsoft Office Suite and the Internet through 13 computer workstations. Scanners, digital cameras, and a video camera are available to provide students with the resources needed for project development. A wide selection of Reading Counts books supports the school-wide Reading Counts program. An extensive professional library is available for the faculty and staff.

### **General Information**

Media Center Staff:	Marianne Chapman, Media Specialist
Hours of Operation:	Monday – Friday, 7:10 am – 3:15 pm
Circulation Policies:	A student may check out 3 books at a time for up to 2 weeks. A fine of 10¢ per day will be charged for overdue books (25¢ per day for overdue reference books). Magazines can be checkout overnight and have a 25c fine if overdue.

## What Can the MCMS Media Center Staff Do for You?

- 1. Conduct media center tours**—This introduction to the media center covers check-out procedures, media center rules, and available resources-both print and non-print. Tours are conducted during all Language Arts classes at the beginning of each school year. Special tours for specific purposes can be arranged.
- 2. Teach information literacy skills**—We believe that embedding information literacy skills in the curriculum is the most effective way of really teaching them. We will work with you to fit instruction of these skills into your classroom instruction.
- 3. Develop bibliographies**—We can provide lists of A-V materials and books on various subjects. (Advance notice is needed to compile these).
- 4. Pull books on a certain subject**—for classroom use or to put on reserve.
- 5. Bookmark websites for student research and projects.**
- 6. Order books and A-V materials to support your curriculum**—I have a budget, but I'll order as much requested material as I can.
- 8. Read aloud to your class or give a "book talk".**
- 9. Assist you in planning or carrying out units - Ex.** help with exciting introductory activities, skills “mini-lessons”, project ideas, project rubrics, etc.
- 10. Assist you in incorporating more technology in your instruction.**

## Media Center/Computer Lab Scheduling

Use of our computer labs is scheduled online through calendars on Sharepoint. Time in the media center is scheduled through Ms. Chapman. Check the media center calendar on Sharepoint and email her the dates you'd like and assistance you need from the media staff. All Language Arts classes are scheduled for checkout every other week - dates are indicated on the media center calendar in Sharepoint. Because we do not have a media clerk this year, only one class at a time can be scheduled for the media center. Individual student access to the media center must also change due to the lack of a media clerk. The media center will be open to individual students from 7:10 am to 7:25 am, 2:40 pm to 3:15 pm, and during AOT every day. Small groups may visit the media center with agendas during these times and during the school day **if there is no scheduled class in the media center.** It will be much appreciated if you will send a brief note with the purpose of the group visit. Students may stay a maximum of 10 minutes without a specific assignment. No more than 5 students should be sent at one time without a teacher accompanying them.

## **Equipment Scheduling**

Each classroom is equipped with a DVD/VCR combination and an LCD projector, Teachers (no students) must pickup and return equipment housed in the media center, as per HCBOE policy. This equipment is bar coded and must be checked out by the media staff. Overhead projectors may be checked out on a yearly basis. Equipment is stored at the media center main desk.

Equipment Available from the Mossy Creek Middle Media Center:

2 Cassette players

2 CD players

22 Overhead projectors

1 video camera

1 slide projector

2 digital cameras

Staff members may check out media and books for the length of time needed. Sets of encyclopedia, dictionaries, almanacs, atlases, reference books, and general collection books on a requested subject may be checked out for classroom use. The Professional, Video/DVD, and A-V collections are located on the far wall of the media center.

## **DVD/Video Use**

A "DVD/Video Use Request" form must be completed any time a dvd/video is used. This form can be found on Sharepoint. Check with an administrator for details.

To fulfill copyright requirements, dvd/video use must be directly related to instruction and must be documented in lesson plans.

All dvds/videos must be previewed before use. **A substitute should not show a video unless the teacher has previewed it.**

## **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 Mrs. Busbee. These forms are available in the Media Center.

## I Keep Bookmarks Website

Since HCBOE policy does not allow student “free rein” surfing on the Internet, we have found that a school “I Keep Bookmarks” website is invaluable for student research on the Internet. This site can be used both at school and at home. Folders for each subject - by grade level - and a Connections folder have already been created on our school site. Individual teachers may add a folder with his/her name and then enter website addresses for student use. Here are the basic steps for using this website:

- Go to the school website: <http://www.ikeepbookmarks.com/mossycreekgators>
- For obvious reasons, this site is password-protected – so you must login. Click on Login and put in the password: **check with Ms. Chapman to receive the password.**
- (NOTE: DO NOT give the password to students!!!!!!)
- Click on *Edit* in the **Yellow** section to add a folder with your name.
- Then click on your folder and click on *Edit* in the **Green** section to add web addresses
- If you have questions or need help, just contact Ms. Chapman.

## United Streaming

To set up a new account:

- Go to <http://gpb.unitedstreaming.com>
- Enter the following passcode into the “New User” section **E363-63B1**
- Create your own username and password by completing the template
- Log in with your username and password

## Copyright Basics

The system level individual responsible for providing copyright information and dealing with copyright clearance is the Coordinator of Media Services. The school level individual responsible for copyright is the media specialist. The Media Centers of the Houston County School System comply fully with PL 94-553 concerning responsibilities, obligations, and limitations of copyright. The HCBOE 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. The Georgia Code of Ethics for Educators mandates adherence to copyright law and reporting violations as duties of all Georgia educators. *Fair Use* is an affirmative defense for copyright violation – it is not actual law. It legitimately provides for educational use of copyrighted materials, but caution should always be used in its application. *Copyright: A Guide to Information and Resources, 2nd Edition* by Gary Becker is used by our system as a copyright source. Legal opinions from organizations such as the NASSP are also used. Websites like [www.techlearning.com](http://www.techlearning.com) or [www.halldavidson.net](http://www.halldavidson.net) can also provide help. You can find a simple chart at [http://www.techlearning.com/techlearning/pdf/db\\_area/archives/TL/2002/10/copyright\\_chart.pdf](http://www.techlearning.com/techlearning/pdf/db_area/archives/TL/2002/10/copyright_chart.pdf) Other copyright information is available from Ms. Chapman. Asking for permission from copyright holders if you have a real need to do something that probably breaks the copyright law is another alternative. They can approve any use of their materials and they will often approve educator requests. Ms Chapman will assist you in contacting copyright holders.

## Copyright Specifics

### Videos/DVDs

To satisfy copyright provisions, videos must be “legally obtained” and “legally used”. Our county interprets “legally obtained” as purchased by a school with a school purchase order, rented, or purchased by a teacher or staff member. Videos obtained in these ways may be shown in the school even if the disclaimer states that it is for home viewing only. “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 or 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. Videos should be previewed before being used in the classroom. If a video is not owned by the school, a “Video Use” permission form must be completed and approved by an administrator. Videos and DVDs may be distributed using the school distribution system – check with Ms. Chapman.

### 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 days. During that time a teacher may repeat the viewing as many times as necessary. A teacher may keep

the off-air tape for a period of forty-five calendar days for preview; however, it may not be shown after the ten school days have past. At the end of the 45 days, the tape must be erased. A teacher may not use the off-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 unless it is designated as educational and guidelines for use are given.

### **Video Streaming**

Downloaded videos and video clips may be retained for as long as PeachStar Education Services continues to subscribe to the Video Streaming Service. The original intent of the video clip must be maintained. Any video 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. The statement and other copyright regulations are found on the following

website:<http://www.gpb.org/peachstar/www/pdf/Streamingpolicy080702.pdf>

### **Computer Software**

Software can not be loaded on multiple computers without appropriate licensing. All computer software requests must be made to Mrs. Thigpen.

### **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:

- Brevity – poem – not more than two page  
prose – less than 2500 words or 10% of work if over 2500 words  
1 chart, graph, etc. per book or periodical
- Spontaneity – there wasn't time to obtain permission from the copyright holder
- Cumulative effect – for only one course – not year after year unless permission is obtained. Not more than seven instances of multiple copies in a course per term. This can not be used 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.

## **Black Line Master-type Materials**

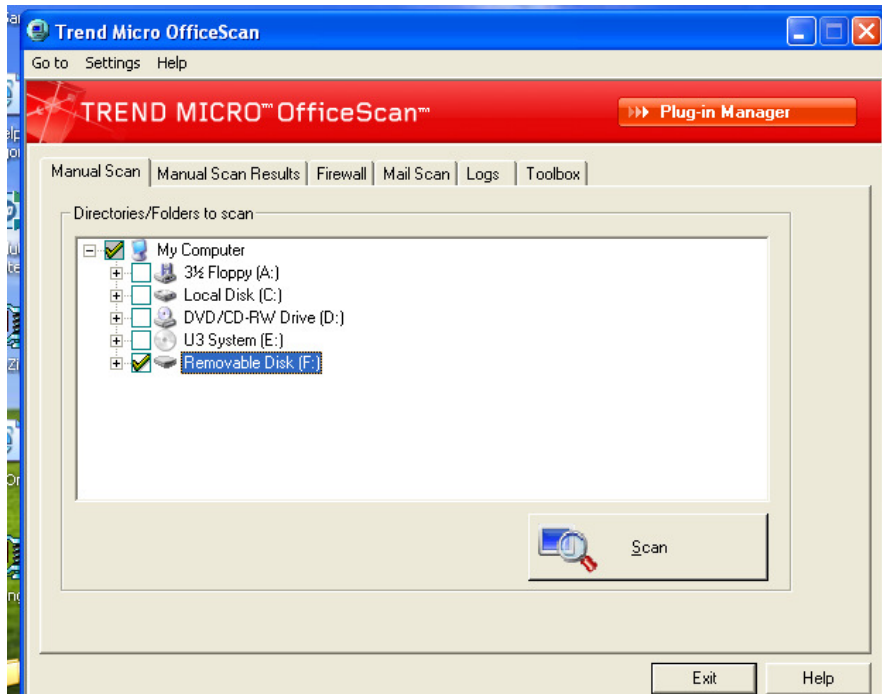
- Be sure to check copyright statement (usually on the title page) in “blackline master” type resources – they are usually limited to one teacher, not a whole department.
- Frances V. Coleman, former media clerk at MCMS, called and spoke to Sharon Coletti, creator of the InspirEd Social Studies materials. Ms. Coletti told Frances the following about legal copyright use of the InspirEd materials:
  1. One classroom set of desired student pages may be duplicated and kept. More than one teacher may use the sets, but only one teacher may use a particular set at one time.
  2. Classroom sets can not be transferred from school to school. The school that purchased the materials should keep all copies.

## Steps in Scanning a Flash Drive for Viruses

1. Insert flash drive into either of the two ports on the front of your computer CPU.



2. At bottom of your computer screen, click on Start, Programs, Trend Micro OfficeScan Client, Office Scan Client
3. Click on the box by Removable Disk (F:); then click on Scan at the bottom of screen



4. When scanning is complete and no security risks are found, click on Exit at bottom of screen. If you have any problems contact Ms. Chapman.
5. To safely remove flash drive after scanning, click on Safely Remove Hardware icon at bottom of computer screen and follow directions given

