



# **Media Plan**

**2023-2024**

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Evaluation instrument: School Librarian Evaluation Instrument Summative Assessment Form

### **Hours**

Students may visit the media center daily between 8:00 AM and 3:00 PM.

Students are more than welcome to visit the media center after school, but a parent must accompany them or, if they are staying after school for tutoring, etc. they must bring a pass from the supervising teacher.

Teachers may use the media center from 8:00 AM to 4:00 PM. If you need to come later than 4:00 to check out materials, please just leave your materials with a note and we will check them out to you the following morning.

### **Circulation of Materials**

**\*\*All classrooms must attend a brief media center orientation in the fall. A schedule will be available through Google for signup when the media center opens.\*\***

**All students in grades 1-5 are allowed to check out up to 2 books at a time.** If you want your students to check out fewer than 2 books, just let us know and we will adhere to your limit. **Please send students in groups of 4 or fewer.**

Students are allowed to check **as many times in a day as needed.**

Teachers are asked to please help make sure the students are reading the books before returning them to the library.

Kindergartners may check out 1 book at a time until the kindergarten teacher requests a higher limit. We also rely on the kindergarten teachers' judgment whether to allow their students to take their books home. Whatever you tell your class the rule is, we will support you. We have learned from experience that it's a good idea to wait until after the winter break to take them home, but it's up to you!

Students may visit the media center whenever necessary throughout the day for research or quiet reading, but they must bring a pass from you stating the purpose of their visit.

Students are allowed to keep their books for a 2-week period. We do not charge overdue fines. Please encourage students to return or renew overdue items so that others may use them. If a student finds a lost book s/he has already paid for, please advise them to turn it in and we will refund their money.

### Scheduling Your Class

The Media Center operates on a flexibly scheduled basis. Please meet with me to plan the lesson so we can best support your curriculum objectives before you sign up. Teachers are expected to stay to help with these integrated lessons. If you need to step out for a moment, however, we understand.

The media center is also open for you to bring your own class to research, read quietly, participate with another class for “Book Buddies”, or anything you can dream up and clear with the media staff. Please sign up with the Media Specialist in advance. You will oversee your class during these activities. Think of these times as “renting” the library facilities—at no charge!

### The Library Collection

The Mary Lee Clark Media Center houses much more than just children’s books. We also have a professional collection of books. The reference section includes two sets of encyclopedias, dictionaries, thesauri, almanacs, and atlases. Our school receives a local paper, *The Tribune and Georgian*, which is printed on Thursdays. The educational video collection is housed in the back storage room, grouped in sections according to subject matter.

While there are two sets of encyclopedias housed in the media center, they are old. Replacing the set would take all the money we have for books from the budget. Therefore, we rely on GALILEO for Britanica School Elementary Encyclopedia. The online encyclopedia is current, relevant, and accessible to all students. Students like the interactive features at GALILEO. Teachers can use Google Classroom within GALILEO.

The main collection consists of the **Fiction** (Chapter Books) section on your left as you enter. These books are arranged in alphabetical order by the author’s last name. The call numbers for this section include “FIC” and the first three letters of the author’s last name. Thus, the call number for all the Harry Potter books would be “FIC ROW”.

The middle section on the left is our **Everybody** section. These are picture books, also arranged in alphabetical order by the author’s last name. Call numbers for these would include “E RYL” for picture books by Cynthia Rylant. Although the “E” stands for Everybody (in the olden days this was referred to as the Easy section), there are books in a wide range of AR levels in this area.

The last section consists of **Nonfiction** (factual) books. These books are in numeric order from 0 to 999, and then by author’s last name—the Dewey Decimal system. Thus, a book with the call number “398 DEP” (a fairy tale by Tomie DePaola) would come before a book with the call number “398 MCD” (a fairy tale by Gerald McDermott).

Additionally, books with AR levels 0.1 – 2.9 are arranged by level in an effort to help the students find books quickly.

### Collection Management

Orders are placed twice a year with new books based on teacher recommendations, student interests, curriculum, and standard needs, as well as books that are nominated for the GA Book Award, Newberry and Caldecott nominations and winners. Within the orders, the media specialist tries to obtain a wide range of diverse books. The media specialist considers AR and Lexile reading levels and tries to ensure there is an adequate number of books that meet the needs of all readers.

Weeding the collection is ongoing. Torn, worn out books are discarded. If the book is still relevant, the media specialist tries to replace the book with the same title. If the book is beyond the recommended copyright age, the book is discarded and replaced with a book with a more recent copyright.

Students have access to MyOn at school and home. MyOn is a subscription/license-based program for students to read books online. MyOn has books for all age ranges and interest levels. Students can have the book read to them or they can read it themselves.

### Accelerated Reader

All our AR books are marked with a color-coded label on the spine, so students can narrow down their search without having to pull the book from the shelf. We have written the actual reading level on the label, and there is a label on the front of the book that lists the full title, author, point information and Lexile level. The color-coding system is as follows:

0-0.9 Pink  
1-1.9 Yellow  
1-2.9 Red  
3-3.9 Blue  
4-4.9 Green  
5-5.9 Orange  
6-12 White

Please make sure your students know their reading range before they come to the media center. This will save time and energy for you, the students, and the library staff. Younger children may need you to write it down for them. Try to explain to them that “1.1-1.5” really means 1.1, 1.2, 1.3, 1.4 and 1.5! This is a tough concept.

Please help us refer to these as “book” or “reading” levels, not grade levels. A third grader might feel a little better about reading a 2.8 level book than s/he would about reading a “second grade” book.

Teachers new to MLC can always get help from the media specialist to help learn the basics of AR and STAR.

### DESTINY

Destiny is our online catalog system. This program allows you and your students to look up an item in the media center's collection from the convenience of your classroom or the lookup stations in the media center to see if we own a particular book and whether it is checked out. You may also search by Lexile and AR levels. Destiny is very user-friendly, but please feel free ask the media center staff for a brief training session if you aren't comfortable with the program. Remember, searching this type of catalog is a handy tool for you and your students, so it is important that you can help them use it!

### Books

There is a *flexible* limit of 30 items that may be borrowed by a faculty member at any given time. If you have an emergency, we will try to accommodate you. However, we do not have enough materials for teachers to check out stacks and stacks of books at a time. The loan period for faculty members is one month. If you wish to allow a student to check out a book in your name, we must have that request in writing/email.

### Laminating

Please remember that lamination costs approximately 10 cents per foot. Do not laminate something that will not be used year after year. Let's do our part to help the budget and the environment.

### Movies

You may only show G rated movies unless approved by the media committee and you have parent permission for their child to watch the movie. While we have a Swank Movie Public Performance Movie Site License, we still need to make sure any movies we watch support the curriculum and are included in your lesson plans.

### Research Papers/Book Reports

Please let the media center staff know if you are planning any research projects or book reports. We can let you know about the availability of items, suggest additional resources for you, help teach research skills, and generally try to make the process go more smoothly.

### Equipment

We have a digital camera and a video camera available for checkout. Please sign up for these items the day before you will need them so that the battery can be charged properly. We will be happy to train you on how to use them. If you need training, please stop by after school and we will assist you.

### Technology

If you have computer problems, please try a few troubleshooting techniques before you report it to the media staff. Rebooting the computer can take care of many issues.

While many of us are using Google Drive for storage, you can also back up your files to your i: drive. See the media specialist for more information on how to get to the i:drive.

There is at least one technology “geek” on each grade level. Be nice to that person, because their room is a lot closer to yours than the media center. If you or your grade level techie cannot fix the problem, please email the problem to the media specialist or media center paraprofessional. We will come as soon as we can, but that may not be as quickly as you would like! If we cannot fix the problem, you can put in a technology request or we will put in a technology request for you.

### Classroom Equipment

If you have trouble with other equipment, such as your smartboard or document camera, please email the media specialist, media paraprofessional, or put in a tech ticket for assistance.

### Routine Tasks of Media Specialist and Media Paraprofessional

Lead daily morning announcements through Google Meet.  
Story time with kindergarten and assist them in computer lab.  
Story time with Pre-K and Special Education Classes.  
Story time with 3<sup>rd</sup> grade, books based on curriculum.  
5<sup>th</sup> grade book club.  
Quarterly Reading Challenges.  
Reading goals achieved stickers.  
Sight words recognition on morning announcements.  
Update school website as needed.  
Update school Facebook page as needed.  
Assist students with technology issues.  
Plan and execute two scholastic book fairs a year.  
Attend county level and district level Media Specialist meetings.  
Attend online webinars as appropriate.  
Create school yearbook.  
Monthly Marlin Read Aloud book give aways to kindergarten students.  
Assists students when help is needed finding that “just right book”.  
Run AR reports for teachers as needed.  
Assist parents with AR Home Connect.

## **Copyright Information**

Educators have a special copyright privilege called “Fair Use,” as defined below. However, we are responsible for respecting the US Copyright Law and the Fair Use guidelines. Because teachers want to bring materials into their classrooms at the “teachable moment”, we may be tempted to infringe upon copyright law. When such temptation arises, remember that teachers may be (and have been) sued for copyright violation. Finally, how can we encourage students to become law-abiding citizens if we ourselves are not?

### **Fair Use Criteria and Guidelines**

1. What am I copying? Is it fair to copy a work of this nature?

For example, it is not fair to make copies of a “Weekly Reader.” The publisher intends schools to buy classroom sets of this magazine for each class that will use it, not one classroom set to copy and distribute to the whole school.

2. How much am I copying? Copying should not exceed 10% of the total work.

For example, if a book has 100 pages, you should not copy more than 10 pages. Don’t get into complicated equations involving the number of chapters and if the moon is full. Use the number of pages formula.

3. What are my purposes for copying? Are they educational?

For example, copying one haiku poem from a collection of poetry to show as an example to your class is educational. Copying that same poem to share with your bridge group is not.

4. Under what conditions am I copying? What are the effects on potential market sales?

For example, if you cannot find a copy of a book because it is out-of-print, it will not affect sales of that book if you copy a key passage. However, if you copy Harry Potter #5 for your class, while you won’t be putting JK Rowling in the poorhouse, you will be affecting the possible future sales of the book. Don’t do it.

**In order to claim “Fair Use”, you must meet all four of the above criteria!**

## **Photocopying**

You can legally make copies of any of the following:

### **Single copies of:**

1. a chapter of a book
2. an article from a magazine or newspaper
3. a short story, short essay or short poem whether or not from a collective work
4. a chart, graph, diagram, drawing, \*cartoon, or picture from a book, periodical or newspaper.

**Multiple copies of:** (Not to exceed more than one copy per pupil in a class. All copies must bear the copyright notice.)

1. a poem or excerpts from poems less than 250 words
2. a complete article, story or essay of less than 2500 words
3. prose excerpts of 1000 words or 10% of the work, whichever is less
4. one chart, graph, diagram, \*cartoon or picture per book or magazine issue
5. excerpts from children's books containing up to 10% of the work in text.

\*You cannot copy any copyrighted, syndicated cartoon character! Garfield, Mickey Mouse, etc.

### **Limits to photocopying:**

1. copying is made for one course only
2. one work from a single author
3. no more than three authors from a collective work
4. no more than 9 instances of such multiple copying in one class term (school year)
5. copying shall not be used to create or replace or substitute for anthologies or collective works
6. copying of "consumable" works (workbooks, when copied to replace purchasing) is absolutely prohibited
7. the same item may not be reproduced term after term
8. no charge to students beyond actual photocopying