

Central High School



Media Center

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2009

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2010

HOURS:

6:55am - 3:30pm

Contents

Library Policies Overview

Class Visits

Individual “Pass” Visits

*Library Pass

Appropriate Computer/Internet Use

Use of the Network Drives

Equipment Checkout

*Student Equipment Form

Videocassette/DVD Usage

*Video/DVD Usage Form

*Parent Letter for “R” Movies

Duplication and Other Services

Special Events in the Library

Club MEDIA

Teacher Supplies Provided/Supplies for Sale

Library Policies Overview

The library is open from 6:55 a.m. - 3:30 p.m. Students may visit the Media Center before school, after school and during lunch for personal purposes without a pass. However, at times access may be denied for the following reasons:

- The Media Center fills up quickly before school. When the Library has reached capacity, “Stop” signs will be placed on the doors and the entrance will be roped off.
- Lunchtime library users must choose either to eat lunch or visit the Media Center. The Library will be roped off 5 minutes after the beginning of each lunch wave. No further lunchtime users will be permitted in, and the students already in the Media Center must stay for the remainder of the lunch wave.
- When the 2:40 bell rings after school, the Library is again roped off. At that time, all students should be either at their assigned location or have left campus. The only students accepted after that time **MUST** have a pass from a teacher stating that the child was with that teacher up until then.

Students may check out up to 10 items of library materials at any one time. Fines for overdue materials are \$.10 per day beginning with the first day the material is overdue and can accumulate up to half the cost of the material. Monies owed to the library must be paid for before a student will be allowed to borrow other materials. Students who owed fines at Phenix City Intermediate School or South Girard School must clear their records before they may check out from the Media Center.

Class Visits

- Teachers may reserve the downstairs computer lab for ½ of a block or the upstairs computer lab for the entire block. Lab schedule can be viewed at <http://pcboe.net/chs/mediacenter/labsched.htm> (updated daily).
- There can be a maximum of **3** classes in the library at a time.
- The fourteen “lettered” computers on the floor are not included in lab reservations. These are left “unreserved” for students on passes.
- Classes coming to the Library must wait quietly **OUTSIDE** in the hall until teacher and all class members arrive. Class will then enter as a group.
- Teacher is to be present in library **AT ALL TIMES** to supervise the class; this is **NOT** to be considered an extra planning period or a time to run errands. Teacher aides are **NOT** considered proper supervision in the library.
- Teacher will assign students to computers prior to the visit. Students should use the same computers during subsequent visits. Assignment sheets should be turned in to Media Specialist before the class comes to the library. A photocopy may be made for teacher use on subsequent visits.
- Library orientation is available with at least 1 week’s notice. A “Virtual Library Presentation” featuring literary research is available at http://pcboe.net/chs/mediacenter/library%20tour_files/frame.htm.
- Teachers should not schedule a library visit on a day they are planning to be absent. Likewise, teachers should have a backup lesson plan in case of illness on a scheduled library visit day. Experience has shown that work does not get done when a substitute teacher brings a class to the Library.
- Classes are expected to behave in a courteous manner while visiting the library. Standard library behavior is expected—keep the noise level low, walk not run, push chairs in when you leave. It is the teacher’s responsibility to insure that this happens.
- Classes in the Library at the end of the block may not queue up at the door until the dismissal bell rings. Downstairs lab users must wait at the bottom of the stairs. Upstairs lab users must remain inside the lab room.
- While teachers have discretion with noise levels in their own classrooms, in the library it is the Media Specialists who set the behavior standards. Classes that refuse to enter and work quietly will be asked to leave the library and will forfeit library and/or computer time for the day. Repeated infractions may result in a class’s inability to visit the library.

Individual “Pass” Visits

- Use library pass, emergency pass or **handwritten pass with the same information** (plastic pass not accepted) to send students to the Library. Library passes may be requested at the front library desk.
- Pass must include date and time sent, student’s name, purpose for coming to the Library, and teacher signature. Teacher’s plastic hall pass, a favorite paperweight or class ornament is not a substitute for a library pass.
- The purpose for a pass visit should be a school assignment. Any other activity during the visit is cause for expulsion from the Library and/or disciplinary action.
- If several students are named on a pass, students must arrive in the Library together. No detours to the restroom or lockers so the group straggles in one at a time.
- Passes from substitute teachers are NOT accepted. Please inform your substitutes of this.
- Students must sign in and sign out at library front desk. This includes newspaper/yearbook students, who may have a “press pass.” (Note: This lets us know who is in the Library at any one time and is useful during Lockdown Drills or when the office needs a student.)
- Students are expected to stay on task and not interact (talk) with other classes in the library.
- Limit the number of students sent from your class to 4 at any one time.
- If the library is full, students may be returned to class.
- Students may NOT be sent to the Library to take a makeup test.
- Students on passes should leave the library 5 minutes before the end of the class period and return to class. Therefore, please do not send students to the library at the very end of the block.

LIBRARY PASS

For _____ to:

- check out or check in a book.
- research in books and/or magazines.
- research using computer (Internet).
- use computer applications (Josten's, word processor, spreadsheet, etc.).

Subject of research: _____

Date: _____ Time _____

Teacher _____

Misbehavior can result in the loss of library privileges and disciplinary action.

If the Library has reached capacity (in the judgment of the librarian), student may be returned to the classroom.

Left the Library:
Date: _____ Time _____

Librarian _____

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Left the Library:
Date: _____ Time _____

Librarian _____

Appropriate Computer/Internet Use

Class Visits

- While using computers, students are to stay on topic during the entire stay. There should be no Internet shopping, no music videos, no video games, no instant messaging, no email. These guidelines are in effect even if the student has completed the assigned project. Teachers should prepare another assignment in anticipation of this.
- Librarians reserve the right to remove offending student from computer, contact the student's parents, and/or write a disciplinary referral.
- Headphones will not be checked out to students **UNLESS the teacher has arranged IN ADVANCE for the class "tub of headphones" checkout.** (Even these will NOT be checked out to any students who have overdue library materials or unpaid fines.) **These headphones are ONLY to be requested for educational activities/programs/websites which have a listening component.** Students who choose to add sound to a PowerPoint or who are allowed to listen to music during or as they work may bring headphones or earbuds from home.

Pass Visits

- During pass visits, which occur during class time, students should be on school-related work. Checking email, playing games, Internet shopping, and listening to music/watching videos are activities that can be done on the student's time (before school, after school, during lunch), NOT on the teacher's or class time.
- Headphones will NOT be checked out to students on passes. Students may bring headphones or earbuds from home.
- Librarians reserve the right to remove offending student from computer, return student to classroom, contact the student's parents, and/or write a disciplinary referral.

Use of the Network Drives

- The network drives for teacher documents are the communal “T” drive and the personal “H” drive. Teachers may save class material in their folder to avoid losing information due to a computer crash. Since these documents can be sensitive it is imperative that no teachers allow students onto a teacher computer for any reason.
- The network drive for student documents is the “S” drive. Teachers may create a folder for their students to save their work.
- VERY IMPORTANT: Since this drive is visible to all students, there have been cases of mischief and vandalism to documents on this drive. After each class visit, teachers should copy this information to their folder on the teacher drive for additional security.
- Safest recommendation is for students to save their information in more than one location. Suggestions include “S” drive, personal media (floppy disk or flash drive) and as an email attachment to themselves.

Equipment Checkout

- Due to the expense and limited availability of equipment, students will need a Student Equipment Form signed by the sponsoring teacher, borrowing student, and student's parent/legal guardian before equipment (primarily but not limited to video and digital cameras) is checked out.
- Student Equipment Form is valid only for the date(s) specified by the teacher. Neither student nor teacher should consider this form a "blanket" permission form for the entire school year, for other teachers' projects, or for personal use.
- Students owing money to the school will not be allowed to check out equipment.
- Equipment is checked out for one day to students and the overdue fine is \$5.00 a day.
- The digital and video cameras will be checked out to teachers for **THREE DAYS ONLY**, due to the popularity of this equipment. The cameras can be "booked" in advance so that they will be available at a particular time or for a particular event.
- Teachers should come in person to pick up equipment. If this is impossible, a student must bring in a **WRITTEN** note to pick up equipment for a teacher. Librarian will keep the note.
- Laptop computers are no longer available for checkout to either teachers or students.

Student Equipment Form (Video Camera, Digital Camera, Etc.)

As equipment is both limited in quantity and heavily used, it is checked out for one day only. If the student needs it longer, it must be brought to the library and renewed daily. Efficient use of the equipment is necessary—if someone else places a reserve on something checked out, that item cannot be renewed. The overdue fee for equipment is \$5.00 a day.

Student _____ requires the use of _____ (type of equipment) to complete a project in my class. The equipment is needed on this date: _____.

Teacher Signature _____ Date _____

I understand that:

- this equipment is checked out for one day only.
- I must bring this equipment to the library and recheck it if I need it longer.
- I must return this equipment if someone has placed a reserve on it, ***even if I have not completed my project.***
- the overdue fee for this equipment is \$5.00 a day if it is returned late.
- I am responsible for replacing this equipment if lost and/or stolen and paying for repair if damaged while it is checked out in my name.
- I must have a clear financial record in the Office and Media Center.

Student Signature _____ Date _____

I have read the information and conditions above and give my child permission to check out equipment.

Parent Signature _____ Date _____

Office Init. _____ Media Center Init. _____

Videocassette/DVD Usage

Many teachers choose to incorporate videos and/or motion pictures into their lesson plans.

The link to all Media Center holdings, including videos/DVDs, is <http://www.pcboe.net/chs/media.htm>. When searching the catalog, search results will include whether the item is available or not at that particular time.

In the event that the Media Center does not own exactly what is needed, another option is to use the online source United Streaming (<http://streaming.discoveryeducation.com/>). To create an account, please contact Mrs. Heller.

Another source for curriculum supplemental materials is Channel One Connection (http://www.channelone.com/teachers/channel_one_connection/). Each month a different title list is downloaded to the Channel One head unit. You may request a personal copy of these titles by letting Mrs. Heller know which ones you want and provide enough recordable DVDs to hold the programs. Please read the program usage rights information on the website.

If outside videos (personally owned or rented from another location) are used, please consult the following pages this packet.

- **Request for Classroom Motion Picture Viewing Approval form.** To have a title approved, this form must be submitted to the Principal *with at least 3 days notice*.
- **Letter for parents requesting permission for their child to view an R-rated motion picture.** A sample Parental Permission Letter is attached for title approved by the administration with this rating.



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THOMAS M. VICKERS, JR.
ASSISTANT PRINCIPALS

VIDEO/DVD USAGE FORM

Teacher _____

Blocks Video/DVD Will Be Utilized _____

Title of Video/DVD _____

Rating of Video/DVD _____

Date Video/DVD Will Be Utilized _____

Length of Time Video/DVD Will Be Utilized for Instruction-

Describe How the Video/DVD Will Be Utilized for Instruction-

Approved _____ Jan Funderburk, Principal

NOT Approved _____ Jan Funderburk, Principal

[date]

Dear Parent:

A teacher utilizes many instructional tools to interest students and enhance learning. The audiovisual format lends itself well to those purposes. At times theatrical films can be of great use to illuminate facets not seen in such resources as documentaries.

In this class [name] I would like to show [film title] on [date]. I feel that this film can benefit the class by [list reasons/justification].

Since [film title] has been rated "R" by the Motion Picture Association of America, parental permission will be required for all students in the class.

I hope that you will grant permission for your child to view this motion picture. Please indicate your choice and sign on the attached form below. Forms must be returned by [date].

Thank you.

Sincerely,

[teacher name]
[title/class]

[administrator name]
[administrator title]

.....

My child _____
_____ does _____ does not

have permission to see the motion picture, "[title]".

Parent Signature _____ Date _____

Duplication and Other Services

- Please adhere to the 24-hour notice for photocopy and laminating service.
- At times the Library Aide has produced immediate photocopies, but this is not a service that can be expected at all times. Staff absences, library activity, equipment malfunction, and other duplicating jobs prevent immediate service. Please plan ahead.
- The Library Aide is normally assigned to the Photocopy Room from 8:00a.m. - 2:15 p.m., with a half hour for lunch. Immediate photocopies **CANNOT** be made during times the Photocopy Room is unattended.
- The machine to the left of the photocopy room is for teachers to make their own photocopies or to prepare copy-ready masters to turn in for photocopy service on the other machine. Each person's photocopy allotment is programmed into the machines and is divided between the two machines based upon past usage statistics. Adjustments will be made if photocopier habits of teachers change.
- When copy orders are turned in, it is assumed that the master has been proof-read. If there are errors on the master and it is not discovered until the photocopies have been made, no credit will be given to the copy account.
- Teachers who request copies for club activities which they sponsor should write the name of the club prominently on the copy request form so that the copies will not be charged to the teacher individual allotment. These copies will be billed to the club for payment.
- All duplication will be made on white paper. If colored paper or card stock is desired, it should be purchased by the teacher from Teacher Allocation Money or other funds.
- Unless otherwise requested, copies will be made front-to-back to conserve paper.
- Transparency film for the photocopiers **MUST** state that it is for plain paper copiers. Infrared transparency film **WILL MELT** in the photocopier. Teachers will provide their own blank transparencies.
- Students are not allowed to use the photocopier, laminator, or GradeMaster (Scantron) reader.
- Teachers are expected to grade their own GradeMaster (Scantron) tests. Library staff does not provide this service.
- At the beginning of each term, select up to 3 students from each class to be trained on leaving duplication requests and picking up photocopies. Use one of these students consistently throughout the term to save time. (If the duplication to be picked up is less than 2,500 sheets, only **one** student should be sent.)
- The laminating machine is key-operated only by the Library Aide and is done once a day, at approximately 1:00 p.m. Please make sure that your items are delivered by that time in order to be completed the same day. Also, please limit your lamination requests to school-related items only.
- Please note that while laminating service is free to teachers, students are charged at the rate of .50 per foot. If assignments require lamination, please notify your students of the charge before sending them to the Library.

Special Events in the Library

- The Library can be reserved and closed during the school day for special school-related functions, provided that no classes have been previously scheduled for the time desired.
- It is the responsibility of the reserving organization to arrange for food, displays, and decorations. At the conclusion of the event, the Library should be left clean and all furniture restored to its original layout.
- During special events the Library may be closed to students on passes. Use of the computer labs **MAY** be possible by classes, depending upon the event.

CLUB MEDIA

- The teacher work area downstairs is for the use of all teachers, especially those who “float” and those who are displaced from their classrooms by floaters. Available are computers, printers, vendor catalogs, and the Professional Collection.
- Each workstation has STI Teacher Classroom, in addition to the software available on other library computers. All computers have CD writers.
- Computers have the program “Deep Freeze” installed; teachers must save to a floppy disk, CD, flash or the “T” or “H” drive, not to the hard drive.
- Printers should be used to print masters for duplication, not class sets which should be duplicated on the photocopier.
- Please use the telephone in this room in order to keep the Library telephone free for library business calls.
- In the event that all computers in Club Media are in use, any of the student computers on the library floor may be used if you use your teacher sign-on to Windows.

Teacher Supplies Provided/Supplies for Sale

Teachers are provided one ream of paper per term free of charge.

Teachers may purchase Scantron-compatible forms from the Media Center with their Teacher Allocation. Cost is actual price of forms.

Other supplies sold in the Media Center are:

- Pencils (wooden) .25
- Pencils (mechanical) .50
- Pens .25
- Floppy Disks .50
- CD-Rs 1.00
- CD-RWs 1.50
- Notebook Paper .25/25 sheets
- Index cards, Lined (3x5) 1.00/pkg 100
- Floppy Disk Protector .50
- Folders .50
- Eraser Tips .10
- Notebook Calculator 2.00
- Flash Drive, 1G 10.00