

Black's Mill Elementary School Media Center

Policies and Procedures

2022 - 2023

Media Center Hours

Teacher check out: 7:35am - 3:35pm

Student check out: 8:15am - 2:45pm

The Media Center will be closed for check out during BEAR Time.

If at any time the Media Center doors are not open and the Closed sign is displayed, students should not enter.

Teacher Check Out

Teachers may check out books and materials from 7:35am-3:35pm or until the Media Specialist leaves for the day. Teachers may come to the Media Center to choose and pick up books or send a message to the Media Specialist about needed materials and these will be delivered to the classroom.

Student Check Out

All students must go through media center orientation before they can check out a book. Second through fifth grade students may come to the library between 8:15am-2:45pm to check out books. These students may check out up to two books at a time. Students must check in with their teacher before coming to the media center. Teachers may send up to 5 students from their class to check out at a time. Kindergarten and first grade students will check out books when visiting the media center for classes with their teachers. These students may check out one book each at a time. Kindergarten visits will begin in September.

Parent Check Out

Parents may check out books between 8:15am-3:30pm. Please share this information with any parents who would like to check out books or help their child check out books.

Media Center Classes

Teachers will sign up their classes for Media Center lessons throughout the year. The Media Specialist will send out sign up forms via email. Kindergarten and first grade classes will sign up and visit for lessons every other week. Second through fifth grade classes will sign up and visit for lessons once a month. Lessons will cover Georgia Performance Literacy Standards as well as AASL Standards and Digital Citizenship. Teachers will remain in the Media Center during lessons to monitor the circulation desk.

Interlibrary Loan

All Dawson County Schools participate in interlibrary loan. Interlibrary loan is for teachers only. If you are in need of a book or material that BMES does not have in the media center, please contact the media specialist and she will contact the other schools and make arrangements to obtain the material. If you lose or damage an interlibrary loan book, you are responsible for paying for the replacement cost of the book or material.

Overdue Procedures

Overdue notices will be put in homeroom teacher's boxes every two weeks. Overdue notices are **confidential information** and should be sent home with students. Students are responsible for reimbursing the school for books that are lost or damaged beyond repair. Bills for replacement will be sent home with the student after two overdue notices have been sent home. Any inquiries should be addressed to the Media Specialist.

Book Challenges

If an individual challenges a book that is in circulation in the BMES Media Center, the material may be reviewed by the School Media/Literacy Committee in order for a decision to be made regarding the continued circulation of the book in the BMES Media Center.

Book Room

Teachers may visit and select books and benchmarking kits from the Guided Reading Book Room at any time. It is the responsibility of the teacher to keep up with these materials and return them to the Book Room in a timely manner. *Any F & P materials that have been barcoded as part of Media Center materials in circulation, should be scanned and checked out before leaving the Media Center.*

Online Catalog

Dawson County Schools use Destiny, an online catalog, to manage all library materials. As a teacher you may log in to Destiny to view materials available at each school. Your username is firstname.lastname and the password is media. The Destiny web address for Dawson County is <https://dawsoncountyschools.follettdestiny.com>

iPad Apps

Teachers may request apps to be added to the iPads. Please preview the app before requesting it to make sure it is age and school appropriate. Teachers should contact the school ITC or Media Specialist to get the apps added to the iPads.

Laminating

The Media Specialist will turn the laminator on upon arrival and turn it off before leaving each day. Teachers may come to the media center to laminate items throughout the school day. If a teacher does not know how to use the laminator, he or she should ask the Media Specialist for assistance.

Copyright

The Dawson County School System is committed to observance of the Federal/State Copyright Laws and publisher licensing agreements.

Educators shall be responsible for educating students concerning the legal, ethical, and practical problems caused by illegal use of materials.

All employees in violation of Federal or State Copyright laws and/or district policy, rules and regulations, and procedure shall be held responsible.

The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, computer software and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven for the law; and public schools are subject to its provisions just as are other agencies and businesses. However, there are exemptions that provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as "fair use." These exemptions, while helpful in facilitating instructions, do not apply for non-instructional purposes such as reward or motivation.

In order to adhere to copyright laws, it is deemed essential that employees of the Black's Mill Elementary School abide by the following regulations:

Televisions Programs and Videos

- A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home use only.
- A videotape rented from a video store may not be shown at school.

- A purchased videotape may be used in the school only for face-to-face instruction by an individual teacher, not for entertainment, unless a public performance license has been obtained.
- Under "Fair-use" guidelines, a television recording may be shown to students no more than two times within ten (10) school days of the broadcast date, and the second showing may only be for instructional reinforcement. The tape may be held for an additional 35 calendar days for preview-to-purchase purposes only. After this allowable use, the tape must be erased.
- Students are not allowed to record programs at home and bring them to school for viewing in the classroom.

Computer Software

- Dawson County School equipment must not be used for making illegal copies of software.
- The use of illegally copied software in schools or offices is prohibited.
- Software licensing agreements of copyright holders must be observed.
- Multiple loading of software is prohibited unless written permission has been obtained.

Print/Graphics

- The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, any standardized test materials, etc., is specifically prohibited by the copyright law, unless specific written permission is obtained from the copyright holder.
- Copying from printed publications such as a poem, a chapter from a book, and/or a short article from a periodical are limited to a single copy for research use.
- Teachers or students may not make multiple copies of copyrighted materials.

Music

- Music recordings may not be reproduced from album to cassette, unless specific written permission is obtained from the copyright holder.
- Music for use as background music of a slide presentation is permitted only if the presentation is required for instructional purposes and not for entertainment.
- Sheet music may not be copied unless the music is on order and has not yet been received by the teacher. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.

Media Center Expectations

