

WELCOME TO THE CEDAR GROVE MEDIA CENTER!



“Focus on Student Success”

The media center is the hub of the school and one of the most important spaces in a school. It is the charge of the media specialists to collaborate with teachers and to foster a learning environment that enables students to develop research and critical thinking skills for lifelong learning.

Our vision is to create a media center that is an integral part of each classroom. We see the media center as a warm and inviting place, used by students and teachers for informational purposes as well as recreational reading. The media center supports the curriculum with a wide selection of appropriate materials in various formats.

Our goal is to develop a program for the school where all users are effective in their selection, retrieval, analyzing, evaluation, synthesizing, creating, and communicating information in all formats and curriculum content areas. Our priority is to be service oriented and.....

- ❖ To work and plan cooperatively and collaboratively with faculty members.
- ❖ Provide resources in all learning formats.
- ❖ Offer large and small group instruction for students.
- ❖ Promote and encourage voluntary reading.
- ❖ Provide services to improve learning and enhance instruction in the use of media center resources and facilities.
- ❖ Encourage students and staff to be effective users of technology.
- ❖ Provide/facilitate in-service training of services, resources, and technologies needed to support the school program.
- ❖ Provide intellectual and physical access to material in all forms.
- ❖ Implement the Georgia Performance Standards Research, Reference And Information Literacy Skills.

We look forward to serving you this year. It is our hope that this handbook will make your use of the media center a pleasurable and beneficial experience for you and your students.

Media Center Use

- ❖ The media center is open from 8:15a.m. – 4:00 p.m. daily for students and staff. Students must have a pass from one of their subject teachers.
- ❖ Teachers are expected/encouraged to plan collaboratively with the media specialist as individuals or by team. Teachers are allowed to schedule small and whole group classes. The “Media Request Form” must be completed **48 hours** in advance before the requested time is placed on the media center’s calendar. The teacher must remain in the media center to assist with their class.
- ❖ In order to reserve equipment you must fill out the online Media request form **48 hours** in advance of date needed. **No equipment will be released without the proper form filled out and media specialist’s approval (This is for school accountability not to inconvenience).**
- ❖ **Teachers are expected to have back-up plan just in case equipment becomes unavailable and scheduled checkout has to be canceled.**
- ❖ Four to six students per teacher may come to the media center with a pass. The pass must have a **specific** purpose and **expected** outcome stated as well as the names of the students using the media center. Teachers are encouraged to check the media center’s calendar for availability the morning of the small group visit. If teacher do not check availability, small groups will be sent back to class if the media center is overcrowded.
- ❖ Students who come to the media center during their lunch period must obtain a pass from a teacher. If the media center is not available, students will be sent to the cafeteria.
- ❖ No food or drinks are allowed in the media center.

Acquisition of Materials

- ❖ Teachers are encouraged to make requests for purchase (wish lists) of any materials or equipment, which adhere to the purchase guidelines of the DeKalb County School System.
- ❖ Assistance will be provided to those teachers/staff members who would like to obtain a DeKalb County Fulton County Public Library.
- ❖ Please remember the Professional Library at the Instructional Services Center. The media staff is eager to assist staff members with ordering materials through school mail on any given subject.
- ❖ Teachers needing textbook for graduated studies can make a request to the media specialist. Please allow 7-10 days for materials to arrive in the building. Any book/resource unreturned must be paid for at the end of the school year.

Utilization of Material

- ❖ All materials have barcodes and will be checked out through the automated circulation system. Students and staff are not allowed to check out materials for one another or to use another patron's name.
- ❖ Current issues of magazines and newspapers must be used in the media center. Back issues may be checked out or given to teachers upon availability.
- ❖ Staff members should not attempt to repair audiovisual equipment. Please inform media personnel if materials or equipment needs repairing. This includes the **laminator machine**.
- ❖ **The Media Staff will laminate for the staff on Wednesdays only.** Please have all school related items turned in by 4:00 pm every Tuesday afternoon. Please plan in advance what you need laminated so that you will have your materials in a timely manner. All laminated materials will be ready for your pickup by 3:00 pm Wednesday afternoon. **The media staff does not laminate personal items or items that are intended for one time use.**
- ❖ It is essential that teachers plan with the Media Specialist regarding media center materials and resources before assigning units, research project or book reports. Materials will then be placed on reserve and designated with the teacher's name for student check out or use in the media center.
- ❖ AV materials should be reserved at least one day in advance of need time. **Please make sure these items are returned at the end of the day at 4:15p.m.** Please do not send students to check out or pick up AV equipment. This is for the teacher's protection and not to inconvenience.
- ❖ Staff member are expected to request posters for the poster maker at least 72 hours in advance. A request form is located in the media center. Only two posters per instructor will be allowed. (See also Jim Cherry's services, hours and fees listed in this document)

Video Streaming/Close Circuit TV/Comcast Cable Viewing

- ❖ The teacher **must** have written permission from each parent giving them or school permission to include their son/daughter videotaping.
- ❖ Teachers who schedule their own videotaping using school equipment is still liable and expected to have written permission from a parent to videotape/photograph their child/children.
- ❖ Teachers requesting a movie to be shown via Channel 3 or close circuit TV must have the prior approval of Ms. Black, Assistant Principal of Instruction. No movie will be shown without Principal Scott or Ms. Black's approval.
- ❖ **PER DEKALB COUNTY POLICY: No Video is to be shown in its entirety unless approved by a principal of instruction or the**

school's chief executive officer(Marcia Scott).....ALL VIDEOS ARE FOR FACE TO FACE CLASSROOM INTSTUCTION. All videos are to be previewed by classroom teachers before they are to be shown for classroom instruction.

- ❖ Please be aware that movies also have to fall under grade approval/content approval guidelines before it will be approve by media staff as well. Teachers must preview all movies (even if check out from the media center) before showing to a student/class.
- ❖ All movies that were not checked out from the media center must be approved through Ms. Black, instruction administrator before shown in any classroom.
- ❖ Movies that are duplicated against copyright laws are prohibited from the grounds of Cedar Grove Middle School.
- ❖ Videotaping of students also has a copyright rule attached. Please refer to this rule in the copyright law document given to you and posted on the CGMS website under the Media icon.
- ❖ **Please note that the Video form enclosed in this document is required to be filled out in completion.**
- ❖ Comcast Channel 24 is available for instructional use. **Any other Comcast viewings being local news, weather, or daily broadcast show** must be approved by Principal Scott or Ms. Black's before showing to any class/student.
- ❖ No programming should be viewed by any classroom teacher unless it is stated clearly in his/her lesson plans (and approved by Ms. Black).
- ❖ **TV's should not be on during instructional time unless students are viewing morning announcement via close circuit TV or approved programming. All approved programming must be approved by Principal Scott or Ms. Black's.**

Overdue Notices

- ❖ At intervals, homeroom teachers will be issued notices for students who have overdue materials. Please distribute the notices to the students who have overdue books or materials.
- ❖ Teacher and student check out periods are six weeks (42 days). If a student has an overdue book, the student will require clearing their record before they can check out materials.
- ❖ Reference material may be checked out by teachers only. Students are not allowed to check out reference. Teachers may reserve reference materials and checked them out for a limit not exceeding 48 hours unless arrangements have been made.
- ❖ Overdue fines will be charged to students. The fine is 10 cents per book per day that the book is overdue. Student fines for overdue books will not exceed \$2.00. Students must pay for all lost or damaged materials.
- ❖ Teachers are not charged overdue fines but must pay for lost materials.

Copyright

The library media specialists serve as the building level contact person regarding copyright questions. Teachers have the responsibility to become familiar with the copyright guidelines and are accountable for any violations of the copyright law. Violation of the copyright is a serious offense. Do not assume that copying materials is legal if it is not. If you are uncertain, ask publishers for permission to copy. We will be happy to assist you with this. Teachers may also refer to the copyright handouts that were distributed during the copyright in-service. Additional handouts are available upon request in the media center. When in doubt, see Media Specialist for questions/concerns. A copy of the DeKalb County School System's copyright law policy was given to all teachers during our annual Copyright In-service and a hard copy is located in the media center (see LMS). Check our CGMS website under Media Center as well.

Challenged Materials

Objection and challenge may arise concerning instructional media used in the school system. If such an event occurs please notify the media specialist immediately. If that person would like to file a formal complaint, we will give him/her the designated DeKalb County School System form. A procedure is in place to hear the objections and make decision on any challenged material. The challenged material may not be removed from the classroom or from circulation in the media center during the process. When in doubt, see Media Specialist for questions/concerns.

Internet Safety/Acceptable Use Policy:

Please refer to DeKalb County Schools Home page for rules and guidelines on acceptable use involving: Internet Use/Employee Computer Use and Website Publishing Guidelines: <http://www.dekalb.k12.ga.us/mis/aup/index.html>
See also: CGMS website for Internet Safety Tips under the Media Center's icon.

Reminder:

- ❖ Please do not post a student's photo on any website via Facebook, My Space, Classroom website etc... If you would like to display your classroom via Internet, do not include students.

Jim Cherry Teacher Center

Phase one of the Jim Cherry Teacher Center is now open!

Phase One services include FREE laminating, die-cutting, and button-making, by appointment, Monday through Friday. Our hours are 8:00 until 5:00 PM.

New location @ 1701 Mountain Industrial Boulevard; Stone Mountain, Georgia 30083. Call 678-676-2417 or 678-676-2400, for an appointment and directions. Please be aware that there is construction activity at Mountain Industrial Complex. Use caution as you drive through the complex. Let us help you make magic in your classroom!

The Jim Cherry Teacher Center provides a wide variety of resources and information to satisfy the diverse educational needs of teachers and administrative staff in the DeKalb County School System. In addition to books and journals, the professional collection provides access to alternative information sources. DeKalb County Employees must have a library card to check out materials from Jim Cherry. Please email **Valerie Ayer** to apply for your library card.

DeKalb County School System staff members get a \$3.00 credit on all materials except photo copies laminating when they show their DeKalb County School System ID. Laminating is free (up to 45 feet or 30 minutes) on Tues, Thurs, and Sat, with an appointment. Other days .25 cents per foot. Appointments are only taken one day in advance. Materials Loan Library includes instructional kits, audio-visual equipment, software, teacher certification study guides, adapted speech devices, tests, adapted toys, videos, and books.

The Metro-East Georgia Learning Resource System (GLRS) offers access to equipment for teacher-made materials. Special Education materials and services are available.

<http://plibrary.dekalb.k12.ga.us>

**Jim Cherry
Materials Production Center
1701 Mountain Industrial Blvd
Stone Mountain, GA 30083
678-676-2417**

Learning Resource Center (See Media Specialists for username/password)

Teachers can order videos, compact disks, sheet music, and single use computer formats from the LRC (Learning Resource Center) online web address is

<http://lrc.dekalb.k12.ga.us>

Please note that the library media staff needs specific details (information) and adequate time in order to provide the space, materials, and services that you are requesting. Therefore, it is strongly recommended that teachers consult and collaboratively plan with the Media Specialist at your earliest convenience during your planning time.

Remember that planning and collaborating early helps the library media staff to adequately meet the instructional and learning needs of all CGMS teachers and students!

Cedar Grove Middle School **Magazines**

ATLANTA MAGAZINE
BON APPETIT
BLACK ENTERPRISE
CONSUMER REPORTS
DISCOVER
EDUCATIONAL LEADERSHIP
ESSENCE MAGAZINE
FACES: PEOPLE PLACES & CULTURES
FOOD NETWORK MAGAZINE
GOOD HOUSEKEEPING
INSTYLE
MIDDLE SCHOOL JOURNAL
MONEY
NATIONAL GEOGRAPHIC MAGAZINE
NATIONAL GEOGRAPHIC SOCIETY
MEMBERSHIP
NEWSWEEK
OPRAH
PEOPLE
RACHAEL
REAL
SCHOOL LIBRARY JOURNAL
SCIENCE WORLD
SERIES MADE SIMPLE
SOUTHERN LIVING SPORTS
ILLUSTRATED
SPORTS ILLUSTRATED FOR KIDS
TIME MAGAZINE
TIME FOR KIDS
WOMAN'S WORLD



**REQUEST FOR VIDEOTAPING
CEDAR GROVE MIDDLE SCHOOL MEDIA
DEPARTMENT**

FILL OUT THE TOP PORTION OF THIS FORM AND RETURN THE ENTIRE SHEET TO THE MEDIA CENTER. THE MEDIA CENTER STAFF WILL RETURN IT TO YOU ALONG WITH YOUR TAPE WHEN YOUR REQUEST HAS BEEN APPROVED. AT THAT TIME, PLEASE NOTE THE THAT THE TAPE WILL BE THE PROPERTY OF THE MEDIA CENTER FOR ONE YEAR.

IF YOU NEED A TAPE ON A PARTICULAR LESSON OR SUBJECT AND CANNOT FIND A PROGRAM IN THE PBA'S MONTHLY LISTNINGS, CONTACT THE MEDIA STAFF TO DISCUSS CURRICULUM NEEDS. WE MAY ALREADY HAVE A TAPE YOU CAN USE IN THE SCHOOL'S COLLECTION.

Please complete this portion of the form and return 5 days before schedule recording.

DATE OF REQUEST: _____	DATE NEEDED: / /
REQUESTED BY: _____	DEPARTMENT/GRADE: _____
TITLE OF PROGRAM: _____	
DATE OF AIRING: _____	TIME PROGRAM STARTS: <input type="text"/> AM/PM
	END: _____ COMCAST CHANNEL _____
ADMINISTRATOR OF INSTRUCTION'S SIGNATURE: _____	

FOR MEDIA USE ONLY:

THIS IS A TAPE FOR A CLASSROOM PROGRAM AND MAY BE USED FOR EDUCATIONAL PURPOSES UNTIL ____/____/____. AFTER THIS DATE, THIS TAPE WILL BE ERASED.

____ SUPPORT MATERIALS ARE AVAILBALE FOR THIS PROGRAM. CONTACT THE MEDIA STAFF FOR DETAILS

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