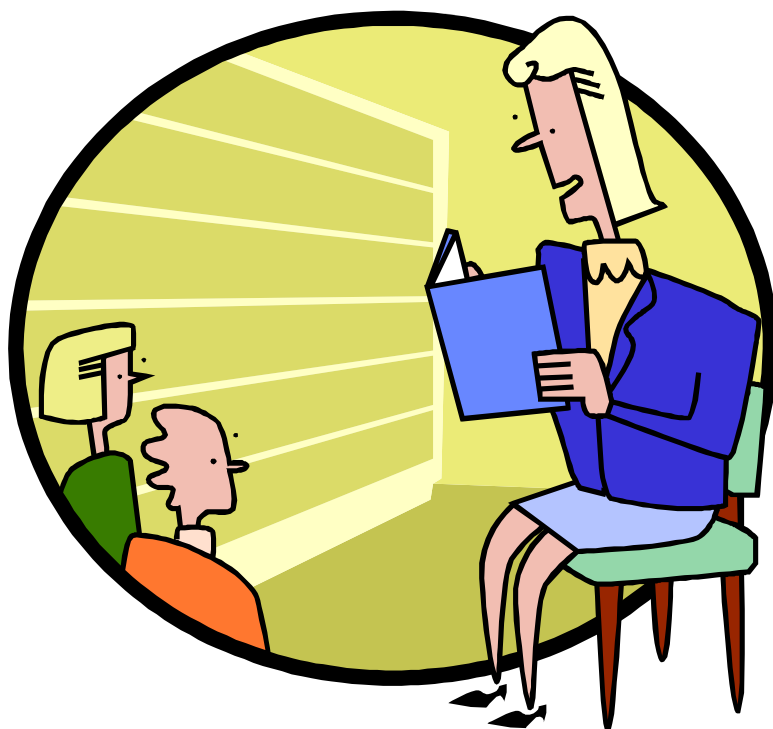


# River Ridge Elementary Media Center Handbook for Teachers 2006-2007



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# Mission and Philosophy

## River Ridge Media Center Mission

It is the mission of the River Ridge Media Center to enrich the curriculum and promote a lifelong love of reading and learning. By providing services, materials, access to information, and a welcoming and enthusiastic environment the Media Center stimulates and supports productive, focused learning.

## Columbia County Media Mission Statement

The purpose of the library media center is to support the philosophy, goals, and instructional programs of the Columbia County Schools. It is a service agency and a resource center and should be an integral part of the instructional program.

The library media specialist is responsible for the design and delivery of an effective media program. This program should emphasize a planning philosophy that stresses the specific needs of the school curriculum and the students. The media program should be changing and evolving in response to societal, economic, and technological demands on education.

## Philosophy of Material Selection

Children have the right to freedom in inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many different points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. To this end principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. No individual or group has the right to impose its point of view of concepts of politics or morality upon another member of a democratic society.

This handbook has been prepared in an effort to facilitate the use of our Media Center and all of the available resources.

# Media Action Plan

The most important step in meeting the instructional needs of students is planning. The construction of a Media Action Plan (M.A.P.) shall include the school principal, media specialist(s), and the media committee. The M.A.P. will directly reflect the objectives in the annual School Improvement Plan (S.I.P.) that relate to the media center and its services. All areas of the media program shall be evaluated annually. The media specialist shall be responsible for coordinating an internal evaluation with appropriate appraisal instruments.

A needs assessment will consist of needs extracted from the S.I.P. for the upcoming year, plus, any additional needs determined from past year's surveys, curriculum assessment, consideration file, etc. SACS standards should offer guidance in identifying media program needs and deficiencies, as well.

The Media Action Plan is based on the annual goals and needs determined in the needs assessment (step three) and a detailed plan of action for achieving each goal.

River Ridge Elementary's M.A.P. for the 2006-2007 school year is included in this handbook on the following page.

River Ridge Media Center  
Media Action Plan  
2006-2007

**ANNUAL GOAL:**

Increase the percentage of students scoring at or above 300 on the CRCT in all areas annually.

**PLAN OF ACTION:**

Increase reading and comprehension skills.

- Continue adding AR books and quizzes to collection.
- Focus on collaboration with individual teachers and grade levels.
- Develop LFS designed lessons for Media instruction.
- Continue programs to help get students excited about reading including: GA Book Award Program, River Ridge Reads clips on the news show, book fairs, and author visits.
- Collection development focus will be in the area of Social Studies to support the new textbooks, and in newly published picture and chapter book fiction.
- Purchase two Extenda's with extra computer peripherals to increase student access to computers in the Media Center.
- Media Specialist will coordinate Young Georgia Author's Competition.
- Continue open access to the Media Center

**FUNDING:**

AR quizzes will be funded through the administration at RRE.

Books and software will be funded from Library Books and Periodical Acct., Software, and RRE Library Fund.

GA Picture Nominees will be funded from RRE Library Fund.

Social Studies materials, recently published fiction in picture and chapter formats will be funded by RRE Library Fund.

Visiting Author visit will be funded by book fair profits.

Extenda and computer peripherals will be funded with book fair profits.

# Media Technology Committee

## **According to Board Policy Media Policy 160-4-4-.01 MEDIA PROGRAM (IFBD):**

Each school shall develop processes to implement the system media policy and procedures including a school media committee that makes recommendations and decisions related to planning, operation, evaluation and improvement of the school media program. This committee shall annually evaluate media services and develop a multi-year media plan for budget and service priorities.

## **The Georgia Media Specialist Evaluation Manual States:**

The building media committee is a vital component of the school media program. The committee should be composed of administrators, media specialists, representatives of instructional staff, students, parents, and community members (Public School Standards, 1989). The tasks performed by the media committee include providing feedback about needs, suggesting long-term goals, noting financial and time constraints, recommending media program goals and objectives, encouraging joint planning between instructional and media staff, and recommending policy modifications.

- ◆ Appointing members to serve on the school media committee is the responsibility of the principal, although the media specialist usually assists in this task.
- ◆ The media committee should meet as necessary to address the school media program.
- ◆ The media specialist seeks involvement and input from members of the media committee.
- ◆ The media specialist informs the media committee of needs assessment results and progress toward goals and provides professional expertise.
- ◆ The media specialist recommends media plans, policies, and procedures to media committee. A media plan should include rationale, service priorities, and budget priorities. (The M.A.P. in previous section is the media plan as described.)

***One teacher from K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup>, and Special Needs will be asked to participate on the committee for a period of one year. Teachers who served on the committee can remain on the committee the following year.***

The media specialist shall be guided by, but not limited to, the suggestions of the Media/Technology Committee. It is, and shall remain, the media specialist's responsibility to order all print, non-print and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.

# Accessible Media Centers

State law requires school media centers to operate on an open schedule. Columbia County schools operate with the open concept, with the media center existing to serve the learning needs of the students and staff of the school.

- ◆ Hours of operation before and after school ARE necessary to fulfill an open concept.
- ◆ Yearly closings of the media center for periods of time at the beginning and end of the school year is not permitted. Checkouts may be limited for the purpose of inventory, but the media center must remain open.
- ◆ Conducting meetings in the media center at any time during the school day is permissible only so long as the media center is not closed to student use.

The River Ridge Elementary Media Center adheres to Columbia County Board of Education policy on accessible media centers. An open schedule allows students and teachers to access the media center whenever an information need arises. It also allows teachers and the media specialist to collaborate and plan activities that integrate information and technology skills. Large group activities can be scheduled in the media center in order to best utilize resources available. Teachers must remain with his/her class during such activities.

## ○ Scheduling

Individuals are free to use the media center anytime during the day. Teachers must schedule small groups (three or more students) and whole classes to use the media center. Teachers wishing to schedule groups should use the calendar available in Outlook to sign up for a date and time, AND talk with the media specialist, email the media specialist, or put a note in the media specialist's box letting her know the number of students, equipment needed, and the purpose of the visit. If equipment and/or assistance from the media specialist is needed teachers should sign up 1 week in advance. 48 hours notice is needed for small groups or classes that do not need any type of special assistance.

## ○ Student Use

The media center is open Monday-Friday from 8:15 a.m. to 3:45 p.m. 180 days per year. Students may visit the media center before and after school without a pass. During school hours, students may visit the media center with a pass from their teacher. Upon arriving at the media center, students will sign in and present their pass. A teacher may send up to two students at a time. Teachers must make prior arrangements with the media specialist for groups larger than two students.

# Circulation Policy

Students and teachers are responsible for the care and return of materials checked out in his or her name. Students may not check out materials for other students; he or she may only check out materials for himself or herself. Borrowers are responsible for returning materials into the library on time and in good condition, and they will be held accountable for any lost or damaged items.

## ○ Student Checkout

**Students in K-1<sup>st</sup> grade:** 1 item may be checked out at a time for a period of one week.

**Students in 2<sup>nd</sup> grade:** 2 items may be checked out at a time for a period of one week.

**Students in 3<sup>rd</sup>-5<sup>th</sup> grade:** 2 items may be checked out at a time for a period of two weeks.

**Renewals:** Students may renew books one time for a period of 1 week unless special permission is obtained from the media specialist to renew a 2<sup>nd</sup> time.

### **Blocked Privileges:**

A student may not check out materials if:

- He or she has an overdue book
- He or she has a lost book for which he or she must pay
- He or she owes more than \$1.00 for damaged items

**Overdue Items:** No fines will be charged for overdue items. However, students are encouraged to return their materials on time so others may have a chance to use them. A student may not check out more materials if he/she has overdue items. Overdue notices will be given out every two weeks.

**Claims Returned:** If a borrower claims an item on his/her account has been returned, the borrower and the media specialist/media clerk will search the library shelves. If the item is not found within the library, the borrower is ultimately responsible for the items on his/her account.

## ○ Teacher Checkout

### **Checkout limit:**

No limit. Please be considerate and return items when finished with them.

### **Loan Periods:**

**Books/Professional Collection:** As long as needed with one year maximum

**Magazines:** Back Issues- 1 week

**Videos:** 2 weeks

**Circulating Equipment:** 2 days

**Standard Classroom Equipment:** 1 year

# Selection of Materials for the Media Center

The River Ridge Media Center strives to maintain a collection that supports the curriculum as well as the interests of the students. The media center houses materials in a variety of formats (print, non-print, audio-visual, and software) as well as materials that cover a wide variety of ability levels and viewpoints. The River Ridge Media Center adheres to the Columbia County selection philosophy as follows:

## Philosophy

*Children have the right to freedom in inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many different points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. To this end principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. No individual or group has the right to impose its point of view of concepts of politics or morality upon another member of a democratic society.*

The media specialist seeks suggestions and ideas from teachers, students, parents, and community members for developing the collection. However, the final decision for ordering materials for the media center is the responsibility of the media specialist.

\*\*Please see the Election of Instructional Media Policy from the System Media Handbook in the Appendix.

## o Gifts/Donations Policy

The River Ridge Media Center welcomes gifts to our resource collection. All donations will be acknowledged. All donations will be subject to the same selection criteria as purchased resources. If any donation does not add strength to our media center's collection and is not selected for inclusion in the resource collection, the gift material will be passed on to a more appropriate recipient.

\*\*Please see the Columbia County Policy on gifts and donations in the Appendix.

# Reconsideration of Materials

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected materials.

In the case of a complaint, the following procedure is in place to be followed:

1. Persons initiating complaints or intervening in the appeals process must be citizens of Columbia County, Georgia.
2. Complaints to Columbia County Board of Education staff members shall be reported to the building principal involved, whether received by telephone, letter, or in personal conversation.
3. The principal shall confer with the complainant about the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
4. If the complainant decides to pursue the issue, the principal shall courteously inform the complainant of the procedures for handling his/her concern. The principal shall date and sign a "Request for Reconsideration" form and give it to the complainant along with a copy of the System Selection Philosophy and a letter to the complainant. (See Request for Reconsideration form, System Selection Philosophy, and Sample Letter to Complainant).
5. The principal shall inform the Associate Superintendent and the system media contact person of the ensuing review process.
6. The complainant shall submit the fully completed form to the principal within ten (10) school days of the postmark date the form was issued. The principal shall send copies of the form and letter to the Associate Superintendent and system media contact person. If the formal request for reconsideration has not been received within ten (10) school days, the matter shall be considered closed.
7. Any formal complaint received within the last thirty (30) days of the school year may be referred for committee action the following school year.
8. Upon receipt of completed form, the principal shall call together a committee of five (5) to consider the complaint. The committee shall consist of members of the school library/media committee including the principal, media specialist(s), teacher, student (grades 7-12 at the committee's discretion), and community representatives/parents.
9. The committee shall:
  - a. Examine the material in its entirety. The questioned material shall be permitted to circulate among the school media committee members for evaluation.
  - b. Evaluate the material with consideration to its relevance to instructional objectives, the intended use of the material, age and maturity level of students,

professional reviews, literary merit, and any other criteria that impinge upon the material in question.

- c. Allow the complainant to address the committee for a ten (10) minute maximum oral presentation. Upon completion of the presentation, the complainant shall leave to allow the committee to deliberate in private.
- d. Discuss and deliberate the issue; vote by secret ballot on the proposed solution.
- e. Prepare written recommendations concerning the material and submit them to the principal within twenty (20) school days from the date the "Request for Reconsideration" form is received by the principal.

10. The principal shall notify the complainant of the decision of the committee by letter with copies to the system media contact person and the superintendent. The letter shall also inform the complainant of the right to appeal within ten (10) school days following the letter's postmark. A letter requesting an appeal shall be mailed to the system media contact person for review by the system media committee.

11. The decision of the committee is binding only at the school where the complaint is initiated. However, it is recommended that the school media specialist(s) notify all Columbia County media specialists of the challenge, as well as the outcome of the reconsideration and/or appeal process.

### ***Appeals to the System Media Committee***

1. Appeals to the system media committee must be made within ten (10) school days following the postmark of the school committee's decision. If an appeal is not filed within the time limit the case shall be considered closed.

2. The system media committee which will review the challenged material shall consist of six (6) members of the system media committee including the system media contact person (chairperson), Executive Curriculum Director, Curriculum Director, principal, media specialist, and community representative/parent. The system media contact person shall select the last three (3) members. The complainant may appear before the committee to make a ten (10) minute maximum oral presentation in support of his/her request for reconsideration of library media center materials. Upon completion of the presentation, the complainant shall leave to allow the committee to deliberate in private.

3. After careful deliberation by thoroughly examining all of the material, presenting all points of view, and considering all committee members' opinions, the committee shall make a decision by individual secret ballot, with the ballots being tallied immediately in the presence of the committee. Any subsequent appeal of the same item shall be reviewed at the discretion of the system media committee.

4. The complainant shall be informed by letter of the system committee's decision within twenty (20) school days from the date a letter of appeal is received by the system media contact person. A copy shall be sent to the superintendent and to the chairperson of the Columbia County Board of Education within ten (10) school days following the response letter's postmark.

5. The Board is the final local authority in all appeals. The final decision on any item challenged to the system committee is binding only at the school where the complaint is initiated. All initial complaints shall start at the school level.

### ***Appeals beyond the System Media Committee***

1. Appeals to the Columbia County Board of Education must be made within ten (10) school days following the postmark of the system committee's decision. If an appeal is not filed within the time limit the case shall be considered closed.
2. Upon receiving written appeal, the Superintendent shall notify the Columbia County Board of Education. The Board shall schedule a response to the appeal in a timely and expedient manner. All members of the Board shall have read the challenged material in its entirety.
3. The Superintendent shall write the parties involved in the appeal within ten (10) school days of the Board's decision.

## SAMPLE LETTER TO COMPLAINANT

Dear \_\_\_\_\_

We appreciate your concern over the use of \_\_\_\_\_ in our school. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending a copy of the county's "Selection of Instructional Media Philosophy." If you are still concerned after you review this material, please complete the "Request for Reconsideration" form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within ten (10) school days, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal

(ATTACHMENT 3A)

COLUMBIA COUNTY BOARD OF EDUCATION  
REQUEST FOR RECONSIDERATION

Date Issued \_\_\_\_\_ Signature of Principal \_\_\_\_\_

Item Challenged: \_\_\_\_\_ Textbook \_\_\_\_\_ Media Center Material

Material Type: \_\_\_\_\_ Book \_\_\_\_\_ Paperback  
\_\_\_\_\_ Video \_\_\_\_\_ Filmstrip  
\_\_\_\_\_ Music \_\_\_\_\_ Computer software  
\_\_\_\_\_ Other (Please describe)

Title of Item Challenged: \_\_\_\_\_

Author/Editor of Item Challenged: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_ Copyright date: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If the complainant represents an organization or other group:

Name of organization/group: \_\_\_\_\_

Complainant's position in the organization/group: \_\_\_\_\_

Questions for the complainant:

1. To what in the item do you object? (Please be specific – include pages or location) \_\_\_\_\_

2. What do you feel may be the result of the use of this item? \_\_\_\_\_

3. For what age group do you recommend this item? \_\_\_\_\_

4. What are the positive aspects of the item? \_\_\_\_\_

5. Did you read, view, or listen to the entire item? \_\_\_\_\_

6. Have you read any professional criticism of this item? \_\_\_\_\_

7. What do you believe is the theme of this item? \_\_\_\_\_

8. What would you like to see as the outcome of this reconsideration?

\_\_\_\_\_ Do not assign this item to my child.

\_\_\_\_\_ Withdraw the item from all students as well as my child.

\_\_\_\_\_ Other \_\_\_\_\_

9. In its place, what replacement item of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?  
\_\_\_\_\_

Signed (Complainant) \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the school principal. This form must be completed before the request for reconsideration can be processed. This matter shall be considered closed if the principal does not receive this signed and dated form within 10 school days of the postmark or date issued to the complainant.

(ATTACHMENT 3B)

COLUMBIA COUNTY SCHOOL SYSTEM  
SELECTION OF INSTRUCTIONAL MEDIA PHILOSOPHY

Children have the right to freedom of inquiry and access to information; responsibility for abridgment of that right is solely between an individual child and the parent(s) of that child. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many different points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. To this end principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. No individual or group has the right to impose its point of view of concepts of politics or morality upon another member of a democratic society.

# Services/Collaboration with Teachers

In accordance with the Georgia Media Specialist Evaluation Program; *Task III: Provides Services to Facilitate the Instructional Process, Dimension A: Provides and/or reinforces the instruction of information access skills, Sub-dimension 1: Plans with school staff to incorporate needed information access skills into the instructional program, Sub-dimension 2: Assists teachers in information access skills instruction, and Sub-dimension 3: Instructs students in use of media center;* the media specialist is willing to gather materials needed for projects, help teach aspects of lessons, and collaborate with the teacher to plan instruction.

The media specialist is excited and willing to work with teachers in various projects.

Examples include, but are not limited to:

Booktalks- giving them as well as helping students give them

Research Projects

Webquests

Web Worksheets

Storytime/Book Related Activities

Library Skills

Technology/Software Activities

Literature Circles

Please see the media specialist to schedule and plan lessons you have in mind.

# Reading Incentives and Library Programming

In order to make the River Ridge Media Program a dynamic force in the lives of the students at River Ridge Elementary School, the media specialist coordinates many reading incentives and programs throughout the school year.

- Accelerated Reader

The Accelerated Reader program is implemented school wide and is a required part of our reading curriculum. Students are guided in selecting books at the appropriate level of difficulty. Once they have read a book, students take a computer quiz on the book and immediately find out how well they've done. Teachers council students and set reading goals for each grading period.

There are several incentives for reaching goals and other reading milestones. There is an AR party at the end of each nine weeks grading period for students who reach their goal. River Ridge also has a dog tag program to award students as they earn AR points.

- Book Fairs

The River Ridge Media Center sponsors two book fairs a year, one in spring and one in fall, with the proceeds going directly to the media center. Each book fair includes a teacher preview party, a student preview day, and a teacher wish list that helps teachers build their classroom libraries.

- Visiting Authors

Each year our school receives a visit from a published author. Visiting authors are a great opportunity to get students excited about and motivated to read. Books for visiting authors to sign are sold through the media center before the visit, and are kept in the media center until the visiting author signs them.

Previous visiting authors include:

2005-2006: Kathleen Duey and Mike Artell

Visiting Author Scheduled for 2006-2007 school year:

Brod Baggert

- Special Programs

The media specialist will sponsor special reading programs and projects throughout the year (such as activities to support National Children's Book Week and Read Across America Day). Please see the media specialist if you would like to contribute any ideas or get involved in any way.

# Internet Policy

The World Wide Web is a tool that can extend student learning beyond the walls of River Ridge Elementary. There is valuable information on the Internet that can enhance student learning, but there is also information that is false, misleading, and unrelated to educational pursuits. Employees and students are responsible for knowing what River Ridge Elementary and the Columbia County Board of Education deems as acceptable use of the Internet. Columbia County Board of Education's Internet Policy is as follows:

## **BOARD PROCEDURE**

**Descriptive Code: IFBGA**

## **USE OF ELECTRONIC**

**Date: April 19, 2004**

## ***COMMUNICATION SYSTEM***

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The purpose of this procedure is to ensure that all uses of the Columbia County School System Technology Network are consistent with the goals and educational philosophy of Columbia County School System. The use of the Columbia County School System Technology Network includes computer hardware, software, local and wide area networks, media equipment, and access to the Internet. Due to the complexity of this system and the magnitude of information available through user access, the Columbia County Board of Education believes guidelines regarding appropriate use are warranted.

### **APPROPRIATE USE OF THE COLUMBIA COUNTY SCHOOL SYSTEM TECHNOLOGY NETWORK:**

User access to the Internet from any school/system computer shall comply with the district's USE OF ELECTRONIC COMMUNICATIONS SYSTEM Policy IFBGA. The superintendent reserves the right to designate administrative staff members to monitor all Internet activity by users including e-mail.

### ***STUDENT PROTECTION***

The Columbia County School System, in compliance with the 2000 Children's Internet Protection Act (CIPA), provides an Internet screening system, which blocks user access to a large number of inappropriate sites. This software works by scanning for objectionable words or concepts as determined by the school system. The Columbia County School System Department of Technology acknowledges that every effort is made to prevent access to inappropriate materials via the Internet, however, if a user accesses such materials, he/she must immediately disconnect from the site and notify a teacher or supervisor, and Technology personnel must be notified immediately as well. Columbia County School System does not assign student electronic mail addresses, and restricts unauthorized disclosure, use and dissemination of personal information regarding minors. Teachers and staff are expected to monitor all Internet activity of students.

The use of the Internet is a privilege. Inappropriate use may result in cancellation of this privilege by the system administrator. Users violating the conditions in the CCBOE's Policy/Procedure IFBGA shall be subject to revocation of these privileges and potential disciplinary actions including possible legal action.

### **TERMS AND CONDITIONS**

User access to the Columbia County School System Technology Network is provided for educational and communicational purposes consistent with the needs and goals of the Columbia County Board of Education. All users are required to sign the NETWORK RESPONSIBILITY AGREEMENT. Parents of students must sign and return this form to their child's school before the student will be allowed access to the Internet connection provided by the Columbia County School System Technology Network and to give/deny permission for limited

information about students to be included on system or school website. Staff members must sign and return this form to their immediate supervisor.

**INAPPROPRIATE USE OF THE COLUMBIA COUNTY SCHOOL SYSTEM TECHNOLOGY NETWORK INCLUDES BUT IS NOT LIMITED TO USERS:**

- Accessing, sending, creating or posting materials or communications that could be inconsistent with the district's educational needs and goals
- Sending verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images

***PAGE 2 OF 2 – PROCEDURE IFBGA – Use of Electronic Communication System***

- Placing unauthorized or unlawful information on the system that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial, discriminatory, or harassing attacks or knowingly or recklessly posts false or defamatory information about a person or organization. Please be advised that student's home and personal internet use can have an impact on the school and on other students. If a student's personal internet message creates a likelihood of material disruption of the school's operations, students may face school discipline and criminal penalties. Our school system takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff. Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Columbia County School System Code of Conduct as well as criminal penalties.
- Vandalizing the system including uploading/creating computer viruses/worms ("hacking")
- Using the system for financial gain, product advertising, commercial activities, or fundraising that has not been approved by the Board of Education
- Providing personal information such as phone numbers, addresses, social security numbers, etc. without proper authorization
- Violating state and/or federal laws including copyrights, confidentiality, computer fraud and abuse
- Engaging in non-educational games and monopolizing resource time and materials
- Using the identity or password other than the user's own

(Any user becoming aware of inappropriate use of the Columbia County School System Technology Network should report to his/her immediate supervisor. In the event of a claim that a student has violated this policy/procedure, the school system will provide the student with notice and an opportunity to be heard in the manner set forth in the Columbia County School System Code of Conduct.)

ADOPTED: 03/14/98

REVISED: 08/07/00, 01/22/02, 03/11/02, 10/14/02, 7/29/03, 3/8/04

Columbia County Board of Education

**\*\*Please see the Network Responsibility Agreement for Students of Columbia County Schools and the Network Responsibility Agreement for Staff of Columbia County Schools in the appendix.**

# Copyright

The media specialist acts as the copyright advisor for reproduction and use of copyrighted print, non-print and electronic information. The penalties for copyright violation are harsh and ignorance is not an acceptable excuse. You have access to *Copyright: A Guide To Information and Resources 3<sup>rd</sup> Edition* by Gary H. Becker through the Media Center web page. Look for the link titled Copyright Resource on the Media Center homepage. Below are some general copyright guidelines; please see the media specialist for any questions, clarifications, concerns, or assistance.

## Fair Use

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright act ([title 17, U.S. Code](#)). (U.S. Copyright Office)

One of the more important limitations is the doctrine of “fair use.” The burden of proving fair use falls to the educator using the material, so thorough knowledge of copyright law and associated guidelines is essential for librarians and educators using copyrighted works. (Simpson 13)

What is “fair use”?

There are four factors to be considered in determining whether or not a particular use is fair:

- the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Therefore, the safest course is always to get permission from the copyright owner before using copyrighted material. (U.S. Copyright Office)

For more information on fair use, consult the sources listed on the Copyright Resources page.

- Photocopying

Copyright Law allows Library photocopying under Section 107 Fair Use when meeting the following criteria:

1. Purpose and character of use
2. Nature of the work
3. Amount and substantiality of the portion used
4. Effect upon the potential market for the work.

- Internet

Before copying any music, video clips, clipart, etc. from the World Wide Web, teachers should first seek permission from the holder of the work (unless the site explicitly states the work is for free use).

- Computer Software

Educational institutions do not have the right to install a single program on multiple machines without holding valid licenses. This is a violation of copyright. Copyright infringement carries a criminal penalty of fines up to \$250,000 and up to 5 years in jail.

CD ROM programs that require installation must stay with the computer on which they are installed. Only CD ROMS which operate without installation may be circulated.

Media Specialists are expected to conduct periodic license audits. Illegal copies should be deleted from the computer and the principal should be notified.

- Video Tape

The guidelines for videotaping broadcast programming are contained in the "Guidelines for Off-the-air Recording of Broadcast Programming for Educational Purposes," ratified by the House Subcommittee on the Courts, Civil Liberties, and the Administration of Justice. These guidelines reflect the Negotiating Committee's consensus as the application of "fair use" to the recording, retention and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction.

- a. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.
- b. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

- c. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. “School days” are school session days – not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions – within the forty-five (45) calendar day retention period.
- d. Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- e. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
- f. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
- g. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- h. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- i. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines. (Circular 21 22)

## Sources

*Copyright Law of the United States*. United States Copyright Office. 1 June 2004.

<<http://www.copyright.gov/title17/>>

United States. Library of Congress. Copyright Office. *Circular 21: Reproduction of Copyrighted Works by Educators and Librarians*. September 1995. Web rev. June 1998. 1 June 2004

<<http://www.copyright.gov/circs/circ21.pdf>>

Simpson, Carol. *Copyright for Schools: A Practical Guide*. 3<sup>rd</sup> ed. Worthington, OH: Linworth Publishing, Inc. 2001.

# Equipment

Report damaged equipment immediately to the media specialist. If a bulb needs to be replaced, return the equipment to the media center. Ask for instruction in the use of audio-visual equipment if needed.

Equipment Available for Checkout From Media Center:

- 2 Digital Cameras
- 2 LCD Projectors
- 1 Overhead
- 2 Video Cameras

Equipment Available At RRE:

In the K and 1<sup>st</sup> Grade Work Room (200 Hall)

- Binding Machine & Combs
- Bulletin Board Paper
- Accu-Cut with Dies

In the 2<sup>nd</sup> and 3<sup>rd</sup> Grade Work Room (300 Hall)

- Wax Machine
- Copier
- Paper Cutter
- Risograph
- Laminator

In the 4<sup>th</sup> and 5<sup>th</sup> Grade Work Room (100 Hall)

- Poster Printer

# Appendix:

## Selection of Materials for the Media Center

### o Gifts/Donations Policy

BOARD POLICY  
PUBLIC GIFTS TO THE SCHOOLS/  
IMPROVEMENTS TO FACILITIES

Descriptive Code: KHE

Date: August 10, 1999

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Gifts/school initiated improvements which may serve to enhance and extend the work of the schools may be received by the district. It will be the general policy of the district to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. 1. Tangible or intellectual property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
2. 2. Contributions/or school initiated improvements of property or services that may involve costs for installation, maintenance or continuous financial commitment from school funds will be presented by the Superintendent for Board consideration and approval. This would include facility additions, modifications, renovations and site improvements.
3. 3. Contributions of small items which will have no initial or continuous costs to the school system, such as books, may be approved by the school principal.
4. 4. The Superintendent of Schools shall establish procedures to assure that gifts, donations or improvements will:
  - a. a. have a purpose consistent with school and system ideology;
  - b. b. not add to staff work load;
  - c. c. not have an undesirable or hidden budgetary impact;
  - d. d. not conflict with any school or public law;
  - e. not imply endorsement of any business or product.

#### IV. SELECTION OF INSTRUCTIONAL MEDIA

## Philosophy

*Children have the right to freedom in inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child. Columbia County School System accepts the obligation to provide for a wide range of abilities and to respect the diversity of many different points of view. Varied teaching strategies and learning activities will be considered in meeting this obligation. To this end principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness. No individual or group has the right to impose its point of view of concepts of politics or morality upon another member of a democratic society.*

## Objectives of Selection

*The objective of the media center is to make available to faculty and students a collection of material that will enrich and support the curriculum and meet the needs of the students and faculty served.*

*The main objective of the selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.*

## Responsibility for Selection

*Instructional Media: The school media specialist, assisted by the school media committee, shall select material for the school library media center. Suggestions from staff members, students and parents shall be considered. Final selection of instructional media for the library media center shall be the responsibility of the media specialist and the principal.*

*Instructional Equipment: The building level media specialist shall assist in selecting equipment to meet the needs of the instructional program with recommendations from the school media committee and approval of the principal. The school system administrators, department directors and coordinators select equipment carefully to fulfill the educational objectives under their supervision.*

## Criteria for Selection of Instructional Media

*The following criteria shall be used as they apply:*

Instructional media shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses.

Instructional media shall be chosen to enrich and support the curriculum and the personal needs of users.

Instructional media shall meet high standards in:

- **Artistic quality and/or literary style**
- **Authenticity**
- **Educational significance**
- **Factual content**
- **Physical format**
- **Presentation**
- **Readability**
- **Technical quality**

Instructional media shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.

Instructional media shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.

Instructional media shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

**Guidelines for the selection of instructional purchased videotapes are as follows:**

- a. Lawfully purchased (NOT RENTED) shall be selected according to criteria under CCBOE Policy IFBD and related procedure.
- b. Videotapes and DVDs for purchase shall be considered on the basis of the following:
  - overall purpose
  - timeliness, permanence, and relevance to today's world
  - appropriate level of user/popular appeal
  - importance of subject matter
  - quality of writing/production
  - contribution to the objectives of the instructional program
  - factual content
  - authoritativeness

- format
- cost

**Videotapes must not be used for recreation/entertainment.**

- c. Videotapes carrying the FOR HOME USE ONLY label may be used under all four of the following conditions:
- The performance must be in the course of “face-to-face” teaching activities – simultaneous presence of teacher and students in the same general place.
  - The performance must take place in a classroom or other place of instruction in a nonprofit educational institution.
  - The performance must be made from a copy of the work, which was legally made or acquired.
  - The performance must be directed by students or teachers of the institution. (Simpson 53)

Videotapes must be directly related to the curriculum and keyed to specific performance objectives contained in Columbia County course guides.

**Simpson, Carol. *Copyright for Schools: A Practical Guide*. 3<sup>rd</sup> ed. Worthington, OH: Linworth Publishing, Inc. 2001.**

**Guidelines for the selection of instructional rented/borrowed videotapes is as follows:**

Lawfully made and rented or borrowed videotapes NOT containing the FOR HOME USE ONLY label shall be selected according to criteria under Policy IFBD and related Procedure.

**Videotapes for rent or loan shall be considered on the basis of the following:**

- overall purpose
- timeliness, permanence, and relevance to today’s world
- appropriate level of user/popular appeal
- importance of subject matter
- quality of writing/production
- contribution to the objectives of the instructional program
- factual content
- authoritativeness
- format
- cost

Videotapes must not be used for recreation/entertainment.

b. Rented/borrowed videotapes NOT carrying the FOR HOME USE ONLY label may be used under all four of the following conditions:

- The performance must be in the course of “face-to-face” teaching activities – simultaneous presence of teacher and students in the same general place.
- The performance must take place in a classroom or other place of instruction in a nonprofit educational institution.
- The performance must be made from a copy of the work, which was legally made or acquired.
- The performance must be directed by students or teachers of the institution. (Simpson 53)

Rented/borrowed videotapes containing the FOR HOME USE ONLY label shall not be used in Columbia County Schools.

Videotapes must be directly related to the curriculum and keyed to specific performance objectives contained in Columbia County course guides.

Simpson, Carol. *Copyright for Schools: A Practical Guide*. 3<sup>rd</sup> ed. Worthington, OH: Linworth Publishing, Inc. 2001.

### Criteria for Selection of Instructional Equipment

*Instructional equipment should be selected on the basis of:*

- Portability
- Ruggedness
- Cost
- Operation
- Performance quality
- Design
- Maintenance and repair
- Manufacturer/distributor
- Service availability
- Compatibility with other equipment

### Procedures for Selection of Instructional Media

The media specialist serves as chairperson of the school media committee and makes final decisions on the selection of media and equipment.

1. Establish priorities based on short and long range plans. Consider budget.
2. Consider the Georgia Accrediting Commission, Southern Association of Colleges and Schools Standards, and system expectations. SACS standards include:
  - a. Minimum number of books required

- Elementary: A minimum of 10 books per student or 1500 books, whichever is greater. A media center is not required to have over 10,000 book.
  - Middle and High: A minimum of 10 books per student or 2000 books, whichever is greater.
- b. Periodicals: Middle and high schools must subscribe to a minimum of 35 periodicals annually and the selection must serve all grade levels. Periodicals available through non-print resources can be counted towards meeting 50% of the requirement.
- c. Non-print Resources: The materials selection shall include current electronic technological formats in support of the curriculum (e.g. online searches, CD-ROM programs, computer software, and laser disks).
3. Consult professional reviewing tools and selection aids. Among sources to be consulted are:
- a. Bibliographies - The following sources are helpful in building and maintaining a core collection:
    - i. ***Best Books for Children: Preschool through Grade 6, 6<sup>th</sup> ed.*** by John T. Gillespie, ed. and Corinne J. Naden, Reed-Elsevier Publishers, 2000. ISBN 0-8352-4099-1.
    - ii. ***Best Books for Middle School and Junior High Readers: Grades 6-9.*** by John T. Gillespie and Catherine Barr. Libraries Unlimited, 2004. ISBN 1591580838
    - iii. ***Best Books for High School Readers: Grades 9-12.*** by John T. Gillespie and Catherine Barr. Libraries Unlimited (not yet released as of this printing)
    - iv. ***Books for the Teen Age. 2004.*** New York Public Library (published annually) ISBN 0871047632
    - v. ***Caldecott Medal Books***  
<http://www.ala.org/ala/alsc/awardsscholarships>
    - vi. ***Newberry Medal Books***  
<http://www.ala.org/ala/alsc/awardsscholarships>
    - vii. ***The Middle and High School Library Catalog, 8<sup>th</sup> ed.*** H.W. Wilson, 2000. ISBN 0-8242-0996-6.  
Includes annual paperbound supplements. Also available as an online subscription product.

- <http://www.hwwilson.com/print/mjhscat.htm>
- viii. *Children's Catalog, 18<sup>th</sup> ed.* H.W. Wilson, 2001. ISBN 0-8242-1009-3. Includes annual paperbound supplements. Also available as an online subscription product. Grades 1-8.  
<http://www.hwwilson.com/print/childcat.htm>
- ix. *Senior High School Library Catalog, 16<sup>th</sup> ed.* H.W. Wilson, 2002. ISBN 0-8242-1008-5  
Includes annual paperbound supplements. Also available as an online subscription product. Grades 9-12  
<http://www.hwwilson.com/print/srhscat.htm>

b. Current Reviewing Media: The following sources should be considered for locating reviews of materials being considered for purchase. (Whenever possible, review sources are indicated on the MARC record in Tag 510.)

- i. *The ALAN Review: Assembly on Literature for Adolescents*  
<http://scholar.lib.vt.edu/ejournals/ALAN/alan-review.html>
- ii. *Booklist: Includes Reference Books Bulletin*  
<http://www.ala.org/ala/booklist/booklist.htm>
- iii. *Bulletin of the Center for Children's Books*  
<http://www.lis.uiuc.edu/puboff/bccb>
- iv. *The Horn Book Guide to Children's and Young Adult Books*  
<http://www.hbook.com>
- v. *Kirkus Reviews*  
<http://www.kirkusreviews.com/kirkusreviews/index.jsp>
- vi. *Library Media Connection*  
<http://www.linworth.com/lmc.html>
- vii. *Media and Methods*  
<http://www.media-methods.com>
- viii. *Media Review Digest*  
<http://www.pierianpress.com>
- ix. *School Library Journal*  
<http://www.schoollibraryjournal.com/index.asp>
- x. *Science Books and Films*  
<http://www.sbsonline.com>

4. Consider requests from administration, faculty, staff, students and parents.
5. Prepare and maintain a current consideration file. Check the consideration file against present holdings and "on order" items. (See example Consideration File in this manual.)
6. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria. See Gift Policy KHE.
7. *Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and*

*worn materials still of educational value. Refer to the Weeding section of this manual for guidelines.*

**8. *Other Resources***

- a. GLRS (Georgia Learning Resources System) provides human and material resources for direction and support to educators and parents of students with disabilities. <http://www.glr.org>
- b. Georgia Public Library Service provides book and periodical interlibrary loans from 249 participating libraries.  
<http://www.georgialibraries.org/lib>

**9. *Additional Considerations***

- a. A collection of local history should be maintained.
- b. Duplicate copies of books should not exceed five

FORM 1A – PROCEDURE IFBGA

NETWORK RESPONSIBILITY AGREEMENT FOR STUDENTS OF COLUMBIA COUNTY SCHOOLS

I understand and will abide by the above Terms and Conditions for use of the Columbia County School System Technology Network. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action pursued.

Student Name: \_\_\_\_\_  
(PLEASE PRINT)

Current Grade Level: \_\_\_\_\_  
\_\_\_\_\_

*Student Signature:* \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Faculty Sponsor (or teacher): \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_

PARENT OR GUARDIAN NETWORK RESPONSIBILITY AGREEMENT FOR STUDENTS IN COLUMBIA COUNTY SCHOOLS

**(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)**

As the parent or guardian of this student, I have read the Terms and Conditions for the use of the Columbia County School System Technology Network. I understand that these privileges are designed for educational purposes. I will not hold Columbia County Schools responsible for material acquired or problems related to the use of the material acquired on the network.

**I hereby (grant \_\_\_\_\_) (do not grant \_\_\_\_\_) permission for my child to utilize the Columbia County School System Technology Network and certify that the information contained on**

**this form is correct. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.**

Parent or Guardian Name (please print):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work activities, and/or achievements on their web sites. Such information about your child will be limited to photographs, student's first name, student work, and/or grade level.

\_\_\_\_\_

**All students (and their parents/legal guardians) attending CCSS should sign the Network Responsibility Agreement for Students of Columbia County Schools upon entering Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade. All transfer students or new students to CCSS should sign a Network Responsibility Agreement upon entering the Columbia County School System.**

**(Signed agreement form is to be placed in the student's permanent record.)**

REVISED 3/8/04

**NETWORK RESPONSIBILITY AGREEMENT FOR STAFF\*  
OF COLUMBIA COUNTY SCHOOLS**

I understand and will abide by the above Terms and Conditions for use of the Columbia County School System Technology Network. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action pursued.

CCBOE Staff Name: \_\_\_\_\_

\_\_\_\_\_

Position & Location: \_\_\_\_\_

\_\_\_\_\_

Staff Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**(TEACHERS AND STAFF, WHILE SUPERVISING STUDENTS, ARE EXPECTED TO MONITOR ALL STUDENTS' INTERNET ACTIVITY.)**

\_\_\_\_\_

All CCBOE staff are required to sign a Network Responsibility Agreement for Staff of the Columbia County Schools. Those CCBOE staff who transfer to another school or department should sign a new form at that particular school/department.

(CCBOE STAFF SIGNED AGREEMENT FORM IS TO BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE MAINTAINED AT THE SCHOOL/DEPARTMENT.)

**(\*This form may also be used for substitute teachers, student teachers, interns, lab students, etc.)**

