

Newton County School System

# Media Services

Policy and Procedure Manual

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## Contents

Introduction .....	5
Newton County Library Media Services.....	5
Philosophy.....	5
Newton County Media Services Personnel Structure.....	5
Mentor Program .....	5
Professional Development.....	5
Board Policy .....	6
Staff and Committee.....	6
Role and Responsibilities of the School Media Specialist.....	6
Role and Responsibilities of School Media Paraprofessional .....	7
Role of the Building Media/Technology Committee .....	8
Library Media Specialist of the Year Award.....	9
Collection Development and Maintenance .....	9
Overview .....	9
Collection Analysis Process.....	10
Selection Process .....	10
Selection Criteria.....	10
Reviewing Materials.....	11
Consideration File .....	11
Collection .....	11
Weeding and Discarding .....	11
Book Discard .....	12
Equipment Surplus.....	12
Material Maintenance .....	12
Challenged Library Media Center Materials Procedure .....	13
Inventory.....	14
Media Inventory.....	14
Budget.....	14
State and Federal Funding .....	14

Other Sources of Funding .....	15
Handling Replacement of Lost and Damaged Items.....	15
Fines .....	16
Program Management and Development .....	16
Facilities .....	16
Scheduling.....	16
Media Center Programs.....	17
Special Events .....	17
Equipment.....	17
Professional Development.....	18
Local School.....	18
System Level .....	19
Professional Library/Media Organizations .....	19
Conferences in Georgia.....	19
Other Professional Resources.....	19
Ordering Materials.....	20
Books and AV Materials.....	20
Vendors.....	20
Magazines and Newspapers .....	20
Supplies .....	20
Cataloging and Processing .....	20
Cataloging .....	20
Processing Materials.....	20
Books and Materials.....	20
General Materials Designation .....	21
Exceptions .....	22
Circulation .....	22
Procedures .....	22
Copyright.....	22
State and County Provided Technology Resources .....	23
Renaissance Learning.....	23
Safari Montage.....	24

GALILEO.....	24
Discovery Education.....	24
Movie Licensing.....	24
State Curriculum Standards .....	25
Evaluation .....	25
Evaluation of the Media Program.....	25
Media Specialist Evaluation .....	25
Appendix .....	27
A: Newton County School System Three Year Media Plan .....	27
B. Newton County School System Annual School Media Plan.....	28
C. Newton County School System Request for Reconsideration of Instructional Media .....	30
D. Copyright Adherence Form: Individual.....	32
E. Copyright Compliance Form: School.....	33
F. Copyright Adherence Notification .....	34
G. County Contacts .....	35
H. Media Center Book Inventory Report .....	36
I. Non-School Owned Videos Used In the Classroom .....	37
J. Teacher Request for Media Services .....	38
K. Suggestions for Opening a New Media Center .....	39
L. Suggested Checklist of Tasks .....	41

## **Introduction**

The Media Services Policy and Procedure Manual is designed to be a guide for media specialists in Newton County. It also provides a structural guideline for administrators when collaborating with and planning for media services. It reflects current trends, educational themes and technologies. Continuous updating will be necessary to maximize the usefulness of this document.

## **Newton County Library Media Services**

Newton County Library Media Services consists of the Library Media Specialist at each school and the Director of Media and Technology for Newton County School System. Media Services is a unified group of diverse individuals who meet regularly for continuing education and program development.

## **Philosophy**

We believe the media center is the information hub of each Newton County school. It exists to support the curriculum and to serve all students, teachers, and staff. Accessibility to students and staff along with collaborative planning between media staff, teachers, and administrators are key components to optimal use of media resources. The collection should reflect each school's particular needs and is diverse and varied in content and format. We believe a love for reading and an appreciation of books is a vital ingredient in an outstanding program. The media program emphasizes the need for students to use current technologies to access, evaluate, and effectively use information.

## **Newton County Media Services Personnel Structure**

At the county or district level, there is one director who governs media services and technology. Newton County Library Media Services will have a leadership team comprised of two elementary and two secondary Library Media Specialists. Team members will rotate. The leadership team meets monthly to plan monthly meetings and trainings. The team also serves as a resource for other Media Specialists and acts as a liaison between Media Specialists and the Director of Media Services. Monthly meetings are held to keep media specialists informed. Within a school building, media specialists report to their assigned building administrator.

## **Mentor Program**

Newton County Media Services provides mentorship to Library Media Specialists who are new to the county. Mentors will contact mentees on a regular basis to answer questions or provide assistance. Mentors will also specifically assist with Newton County initiatives and "seasonal" issues including but not limited to Book Fairs, Inventory, and the Helen Ruffin Reading Bowl. Mentors will ensure that mentees know county contacts and understand the handbook.

## **Professional Development**

Newton County Media Services provides ongoing professional development for its members.

## Board Policy

The local Board of Education media policy can be found in the Newton County Board of Education Policy Manual. Click [here](#) for the Instructional Materials Center policy and [here](#) for Selection and Adoption of Materials.

## Staff and Committee

The media center staff is composed of one or more media specialists. Larger schools generally have one or more media paraprofessionals, depending on the population. The staff should provide leadership and develop a program that reflects and supports the educational goals and objectives of the school. A harmonious working relationship with students, faculty, administration and community is essential to a good media program.

## Role and Responsibilities of the School Media Specialist

The head of the school media program is a media specialist selected on the basis of managerial and administrative competencies, coupled with a wide knowledge of media and expertise in instructional design. This person is responsible for developing, administering, and implementing a full media program. The duties of the school media specialist include but are not limited to:

- Working with the system media coordinator to mesh the local school media program with other school media centers and libraries in the community.
- Providing leadership and direction in the use of literature and information resources throughout the school by serving on the school leadership team.
- Planning cooperatively with teachers and the administration to integrate literature and information literacy skills into the curriculum.
- Providing leadership in cooperative planning for school media and technology with the media/technology committee and technology support staff at the system and school levels.
- Developing and providing instructional opportunities using information technologies for students and staff.
- Providing information concerning, and complying with, copyright laws.
- Developing, administering, and managing programs and facilities for the use of information resources and technologies.
- Developing, evaluating, and revising policies, procedures, and services of the media center and its program.

- Ensuring effective organization of the media center and its resources, utilizing print and non-print resources.
- Managing the budget and selecting, ordering, and cataloging resources consistent with system policies and school curriculum.
- Providing supervision and leadership for the media staff.
- Administering and maintaining a center and a program that provides a positive learning environment.
- Managing the school's Helen Ruffin Reading Bowl Team

### **Role and Responsibilities of School Media Paraprofessional**

The media paraprofessional is an essential part of the total school media program. Specific duties of the paraprofessional are determined by the media specialist based on the particular needs of the local program. The duties of the school media paraprofessional include but are not limited to the following:

- Assumes responsibility for the operation of the media center and supervision of activities in the approved absence of the media specialist.
- Operates and maintains media-related equipment.
- Assists in producing materials.
- Assists students and staff in utilizing and operating equipment.
- Supervises small groups of students in retrieving materials, finding information, and other activities.
- Repairs print and non-print materials.
- Processes materials according to established procedures.
- Explains location and arrangement of resources to students and staff.
- Assists students and staff in use of the center's catalog of resources.
- Prepares reports as directed.
- Assists students and staff in assembling resources for classroom use.

- Prepares displays and bibliographies for pre-selected items.
- Operates the circulation system and compiles circulation records.
- Assists in inventorying materials and equipment.
- Reshelves and maintains correct order of returned materials.
- Prepares current periodicals for shelving and maintains collection of back issues.
- Assists in maintaining an orderly, neat, and attractive atmosphere in the media center.

### **Role of the Building Media/Technology Committee**

The building media committee addresses media concerns at the school level and provides input to the system media committee. Members of this committee should include an administrator, a media specialist, teachers representing various grade levels and curriculum areas, a student, and a parent. This committee also reads any challenged materials and makes final judgment on a challenge at the school level. Since the role and structure of each committee is defined by learner needs and the school's instructional program, committee composition may differ from school to school, even within the same system. The building committee may do some or all of the following:

- Help to establish media program objectives and priorities based on instructional goals.
- Help develop short and long range goals for the media program.
- Recommend priorities for media budget use.
- Participate in evaluating and modifying media services.
- Identify available media resources as related to instructional needs.
- Recommend media policy revisions.
- Establish procedures for the participation of the total school community in media selection.
- Recommend procedures that ensure accessibility to media services for all patrons.
- Encourage cooperative planning among administrative, instructional and media personnel.
- Respond to formal challenges regarding materials used in the school through an established procedure.

- Recommend procedures for establishing and maintaining cooperation with others in the community.
- Recommend applications of technology for inclusion in the media and instructional programs.

### **Library Media Specialist of the Year Award**

The Newton County Schools Library Media Specialist of the Year program is designed to recognize the accomplishments and the contributions set forth by the Media Specialists in our district. To be considered for the Media Specialist of the Year, a Media Specialist must have been a Media Specialist in the district for the past three consecutive years, as well as not have been elected Media Specialist of the Year for the past five years. The program timeline is as follows:

October: All Newton County Media Specialists vote on their choice for Media Specialist of the Year. The six individuals who receive the most votes will move on to the next round of competition.

December: The top six individuals will present a “bullet list” to the entire group of Media Specialists highlighting the duties and tasks they carry out at their schools. From these six individuals, all Media Specialists will vote on their choice for Media Specialist of the Year. The three individuals who receive the most votes will move on to the next round of competition.

January: The top three individuals will complete an essay based on the Georgia Media Specialist of the Year application. In addition, the three finalists will be interviewed and observed by a panel. The panel will consist of one principal from each level (elementary, middle, and high), principals representing the levels of the three finalists, a county curriculum director, one or two community members, and the sitting Media Specialist of the Year.

February: The Newton County Media Specialist of the Year is announced. A reception honoring the Media Specialist of the Year will be planned at the winner’s school. The two runners-up will also be recognized at the reception.

## **Collection Development and Maintenance**

### **Overview**

The media collections of the Newton County Schools have 3 purposes:

1. to provide a balanced collection of materials to support instruction
2. to provide materials for personal interests and pleasure reading
3. to provide access to quality instructional technology

Collection development of the library media center is the responsibility of the media specialist and encompasses: planning, purchasing, and management of materials as well as accountability to the

governing organizations. The development of the collections is based on selections by certified media specialists and suggestions by the school's media committee. Specific criteria must be met for items to be added to the collection. Requests and gifts are honored according to the selection criteria.

In analyzing the overall collection development, the following questions should be affirmatively answered:

1. Does the collection meet the goals and objectives of the curriculum?
2. Is the collection appropriate for the age and abilities of the students?
3. Does the collection meet the needs of the patrons
4. Does the collection represent diverse religious, political, cultural, social, economic, and ethnic values of society?
5. Is the physical condition of the collection of good quality?
6. Is the collection accurate and current?

### Collection Analysis Process

Before adding to the collection, the media specialist should evaluate the existing collection, assessing strengths and weaknesses. A collection analysis report should be run yearly to critique the age and size of each area of the collection. The Follett Titlewise Collection Analysis will provide a more detailed analysis than statistics generated in Follett Destiny. See <http://www.titlewave.com> for complete instructions.

### Selection Process

#### Selection Criteria

The following criteria should be considered in purchasing new materials:

1. Supports the curriculum and/or provides for personal interests of patrons
2. Is appropriate for ages and needs of population
3. Receives positive professional reviews
4. Is durable
5. If applicable:
  - a. Allows for diversity
  - b. Helps represent different points of view
  - c. Is current and accurate

Consideration of intellectual freedom, the patron's right to read, and freedom from censorship by others should be a part of the formula for selection. The following websites address these areas:

Library Bill of Rights (<http://www.ala.org>)

Student's Right to Read (<http://www.ncte.org>)

## Reviewing Materials

Professionally recognized reviewing materials should be used as a guide in the selection process. The media specialist is encouraged to locate reviews or personally review items before purchasing. The following aids for selection are reliable and useful although not exhaustive:

- H. W. Wilson's Core Collection Catalogs
- Booklist
- School Library Journal
- The Library Media Connection
- School Library Monthly
- Follett Titlewave
- Online Reviews: [www.amazon.com](http://www.amazon.com), [www.barnesandnoble.com](http://www.barnesandnoble.com), etc.
- Suggestions from Georgia Media Specialist List Serv (See the appendix to subscribe to list.)

## Consideration File

Each media specialist should compile and maintain a consideration file of recommended print and non-print materials for purchase. This file should reflect suggestions from the local media committee, faculty, students, bibliographies accompanying adopted textbooks, workshops, seminars, conferences, and other credible sources.

## Collection

The media center's print and non-print collection should be current and comprehensive. Electronic resources such as GALILEO, Discovery Education, and Safari Montage are also included.

## Weeding and Discarding

Weeding should be a continuous evaluative process designed to discard obsolete and worn out materials and equipment. Weeding should be a thoughtful process. Library Media Specialists considering aggressive weeding should seek prior approval from their principals and should understand that no funding assistance for replacement books will be available from Newton County Media Services.

The following list suggests reasons for weeding:

1. Inaccurate or outdated information
2. Poor physical condition
3. Lack of circulation
4. Inappropriate for population being served

There is an option in Destiny Reports that is useful in determining how many times a copy has been circulated. Materials to be discarded should be removed from the circulation system. When removing an item from the Destiny catalog, a box is provided on the screen to check for weeding. This provides for an on-going list of items weeded from the collection and can be printed at any time from "Reports" in Destiny. This will be helpful in ordering new items to replace the weeded ones and will be needed when filling out the annual inventory report for the County Office.

When weeding, the following procedures should be followed:

1. Remove the existing barcode
2. Mark out all identifying information such as school name, Title I, etc.

### **Book Discard**

Books are picked up for discard by the Newton County Schools Service Center. Carolyn Hill from the System Service Center is the contact person as of April 2011. She will send an e-mail around the first week in May each year to inquire as to how many boxes you have that need to be picked up at the end of the year. Books should be packed in a box labeled as "Discard." If more than one box is required, the boxes should be numbered. This identifies the total number of boxes to be "discarded." If you have not heard from Carolyn Hill by the first week of May, contact her by email ([hill.carolyn@newton.k12.ga.us](mailto:hill.carolyn@newton.k12.ga.us)).

### **Equipment Surplus**

Each item of equipment that is to be surplusd should be numbered. This identifies the total number of items to be removed. A surplus form must be submitted electronically for all equipment being discarded and sent to the director of technology at the county office (Gary Shattuck as of April 2011).

The form is located on Media Services SharePoint. (Also, see Appendix.)

Once the Board of Education has taken action, the surplus will be collected.

The form requires item no., description, brand, model, and serial number. The item number must correspond with the number written on the surplusd item.

### **Material Maintenance**

Equipment needing repair and maintenance should be handled through the Technology Department. Submit a NOW Request to begin the process; the icon for the NOW Request is on every county computer's desktop.

Make every effort to repair and maintain books in house. Books needing more serious repair can be rebound. Choose books for rebinding that are frequently used, not replaceable, and are in poor repair. Be sure to change copy status to "out for repairs." Call the Bindery for specific instructions, and allow for cost of rebinding in budget allotment.

The Newton County School System sends books for rebinding to:

The National Library Bindery Company of Georgia, Inc.

100 Hembree Park Drive

P. O. Box 428

Roswell, GA 30077

Toll Free: 1-800-422-7908

Phone: 770-442-5490

FAX: 770-442-0183

e-mail address: [nlbga@mindspring.com](mailto:nlbga@mindspring.com)

## Challenged Library Media Center Materials Procedure

In order to meet the varying needs of students with differing abilities, backgrounds, and interests, instructional materials must reflect these differences. Despite the care with which these materials are chosen and reviewed, occasional objections and challenges may be made concerning their appropriateness. In this event, the procedures listed below are to be followed: (This includes all books and non-book materials circulated through the media center.)

1. Every effort shall be made by the principal or his appointee to resolve the objection to the satisfaction of the complainant.
2. If these attempts are not successful, the complainant shall request reconsideration of the challenged materials, using the questionnaire entitled "Request for Reconsideration of Instructional Media" (Appendix C). The completed form shall be submitted to the principal.
3. The principal shall meet with the local School Media Committee to consider the request and evaluate the material in question. The principal may make recommendations to the committee as is deemed necessary.
4. The local School Media Committee shall examine the material in its entirety. The following items serve as suggestions for the committee to use in its evaluation.
  - a. Professional reviews
  - b. Age and maturity level of students
  - c. Theme of the material
  - d. Intended use of the material
  - e. Literary merit or contribution
  - f. Consider material as a whole rather than passages out of context
  - g. Other considerations applicable to the situation
5. The local School Media Committee shall file a written report with the principal, who shall discuss the decision with the complainant.
6. If the complainant is not satisfied with the decision of the local School Media Committee, he may appeal for review by the System-wide Media Committee. If the action taken by this committee is unsatisfactory to the complainant, he may appeal to the Office of the Superintendent and then to the Board of Education.
7. The final disposition shall be interpreted to the complainant by the principal.

Possible decisions that can be made:

- No change in the status of challenged library media center materials.
- Withdraw the material from circulation.
- Withdraw the material from circulation and, if appropriate, reassign the material to a different age level (i.e. elementary to middle, middle to high).
- Place the material in special location to be used only with parental permission. When a student wishes to check out this material, a parent signature is required.

## Suggestions for Handling Challenges

- Never make any commitment or comment concerning the possible outcome of the challenge to the complainant.
- React in a calm and professional manner.
- Treat the challenge and the complainant with respect at all times.
- Immediately alert your principal of the challenge.
- Locate copies of all reviews of the material.
- Handle the challenge promptly.
- Carefully document all complaints, inquiries and responses.

## Inventory

There are two inventories that are to be performed every year. One is of the materials housed in the media center and is executed through Follett's Destiny. Most media specialists choose to complete the media inventory the last two weeks of school. However, the media specialist may choose another time that works best for him/her. Instructions for this inventory are below.

The second inventory is the state technology inventory which is managed by the County Technicians with assistance from the media specialist or STA. Information and instructions for the technology inventory are provided each year by the County Technology Director in January, and the inventory must be completed in February. The media specialist and the school technician complete a report required by the state. This report is submitted online.

### Media Inventory

Media Inventory is conducted through Follett Destiny. For complete directions on preparing for, conducting, and finalizing inventory using a variety of devices, follow the steps below:

1. Login to Destiny.
2. Select Help.
3. Search for "inventory checklist."

Should additional assistance be needed with the Dolphin or the Panther, follow the same steps above, but search for "setting up your \_\_\_\_." When Inventory is complete, send the completed Inventory form to the Director of Media and Technology (Appendix I).

## Budget

### State and Federal Funding

The Newton County School system receives funds from the state and federal government to be used for media programs. These funds are divided among the schools and each building administrator develops an annual budget including these funds. The Standards for Georgia Public Schools does not give a specified formula for allocations of funds to school media centers; however, media resource funds are included in the FTE formula to support instruction. The fiscal year runs July 1st- June 30th of the

calendar year. The school administration may require purchase orders to be submitted by June 30 for the coming school year.

It is the discretion of each principal as to the amount of state and federal funding allocated to the media program. It is also the decision of each principal as to how the funds are managed. The media specialist is encouraged to maintain a positive and open relationship with the administration and obtain a clear understanding of the school's budgetary process. Ideally, the media specialist should be given a specified amount for the annual media budget. The budget should reflect the goals outlined in the media plan, accounting for weaknesses, needs, and enhancements of the collection. The following areas should be considered:

1. Print and non-print materials
2. Equipment
3. Magazines and newspapers
4. Expendable supplies
5. Electronic data
6. Support agreements

### **Other Sources of Funding**

Other sources of funding could include but are not limited to:

1. PTO donations
2. Gifts and other donations
3. Book fairs
4. Grants
5. Library fees collected from overdue books, damaged or lost items

### **Handling Replacement of Lost and Damaged Items**

Money received from lost and damaged books does not filter through the county bookkeeping system. Lost Book money stays in a local account marked LOST BOOKS. The following outlines the specific procedure for handling these funds.

1. Check with the school bookkeeper to ensure that there is a specific line item in the school's financial record keeping for Media. If not, one needs to be created.
2. When money is collected for lost or damaged books, give the bookkeeper a copy of the receipt generated by *Destiny* or by you. Save a copy of the receipt for your records. Also, give a copy to the payee for proof of receipt.
3. When you are ready to reorder or replace the item, you should generate a P. O. from within your school. It may be more efficient to make one large order at the end of the year instead of creating several small orders throughout the year.
4. When you have received the merchandise and the invoice, sign off on the invoice with the following: O.K. to pay

Media Account

Date and Your initials

5. Give the bookkeeper the original invoice and make a copy for your files. Mark your copy to show that it is a copy.
6. If books are found after the fiscal year has ended, there will be no refunded money.

It is the responsibility of the media specialist to keep accurate financial records. It is important for the media specialist and the school's bookkeeper to communicate regularly to compare records for accuracy. Each media specialist should design a system that works for him/her whether in hard copy or electronic. Microsoft Excel is a good tool for record keeping.

<http://www.glc.k12.ga.us/password/trc/ttools/attach/mediaspec/MCBudget.xls>

### **Fines**

It is the policy of all Newton County media centers to assess fines for lost or damaged library books. Middle schools and high schools also charge late fees for overdue books. The media specialist should make every effort to obtain fines before sanctions are imposed. If fines cannot be secured, the media specialist can take certain measures. Measures may include: holding report cards, restricting student off campus activities such as field trips, restricting student activities on campus such as Field Day, book fair purchases, and classroom parties. Media specialists may also make provisions for a payment plan or a work plan for students when appropriate and with parent input.

## **Program Management and Development**

### **Facilities**

Because the media center is an integral and indispensable component of the school and curriculum, the facilities that make up this center are critical. The physical environment of the media center must include these concepts:

1. Accessibility
2. Flexibility
3. Environment
4. Design

### **Scheduling**

The media center as the school resource center should provide students and staff with easy and efficient access to all materials. Flexible, or open, scheduling, as required by state Standard 160-4-4-.01, allows individuals or groups to use the media center at the point of need. Fixed scheduling, or assigning classes a regular media center time weekly, monthly, or quarterly, limits the purpose of a resource center by restricting resources and regimenting staff time for selected users.

## Media Center Programs

Media center programs should be designed to link all users with materials, equipment, and resources in the most efficient manner possible. Planning and organization are encouraged to coordinate the many needs of the media program. See Appendix M for a suggested yearly calendar checklist.

In order to develop a functional, relevant, and dynamic media program, goals must be established to give the program direction and purpose. In the formulation of these goals, the media specialist should:

1. Be knowledgeable of the school's program objectives by establishing sound working relationships with administrators, faculty, staff, students, parents, and community members.
2. Consult state standards.
3. Establish goal priorities to meet needs and interests.
4. Continuously evaluate goals to promote current Best Practices.

Policies must be established to ensure the efficient day-to-day operation of the media center, to reflect user needs, and to comply with standards. Consult these resources for current standards that serve as guidelines for school media programs:

- [Southern Association of Colleges and Schools](#)
- [Georgia Department of Education](#)
- [Georgia Standards](#)
- [Common Core State Standards](#)
- [The 21<sup>st</sup> Century Learner](#)
- [Technology in Education](#)

## Special Events

In addition to supporting the curriculum, celebrating or hosting special events can spark interest in the media program. Some of these events include but are not limited to:

- National Library Week
- National Children's Book Week
- Georgia Children's Book Award
- National Poetry Month
- Book fairs
- Helen Ruffin Reading Bowl
- Teen Read Week
- Georgia Peach Book Award

## Equipment

Equipment in the media center should promote and ensure the utilization of all materials in the collection and should be selected on the basis of users' needs. The media specialist or other appointee should coordinate the purchase of all equipment, including new technology as appropriate for the entire school program.

Each piece of circulated equipment should be bar coded and entered into the computer. High-theft items should be secured at all times when not in use. Computers and printers are not circulated equipment and are inventoried by the school technician; therefore, those items are not bar coded by the media center.

Repair of audiovisual equipment, computers, laminators, and copiers is provided by the Newton County School System and Griffin RESA. Consult the county technology department for the latest procedure for reporting needed repairs.

## Professional Development

Professional development is vital for library media specialists to stay abreast of information literacy and technology skills as these are essential to 21<sup>st</sup> Century learners. Library media specialists must be able to empower students to access, evaluate, and apply information as they would in real world situations. Library media specialists must adapt to constantly changing avenues of information access and be able to convey what they have learned to all participants in the learning community. Library media specialists must be able to connect and collaborate with others in the library media professional learning community to remain relevant and proficient in their field. Professional development can be accomplished through various avenues including, but not limited to:

- Joining professional organizations
- Attending professional conferences
- Subscribing to listservs
- Connecting through social media
- Participating in monthly trainings offered by the county

## Local School

It is the responsibility of the media specialist to acquaint the staff and faculty with the availability and appropriate use of the materials and services of the school media center and the media support services offered by the school system. This may be done in the following ways:

1. Orientation sessions for new faculty and staff members (or all faculty and staff members) during preplanning
2. Distribution of a local school media center handbook
3. Communication throughout the year by presentations at faculty meetings, memos, newsletters, e-mails, and parent meetings
4. In-service meetings led by the media specialist or invited resource personnel
5. Working with individuals and small groups as needs arise

## **System Level**

Media Specialists will attend all system level staff development that pertains to media services.

## **Professional Library/Media Organizations**

[American Association of School Librarians](#)

[American Library Association \(ALA\)](#)

[Assembly on Literature for Young Adults \(ALAN\)](#)

Georgia Council of Media Organizations is made of three separate organizations-

GLMA, GLA, and GAIT. Each organization is separate and has its own membership fee.

[Georgia Library Media Organization \(GLMA\)](#)

[Georgia Library Association \(GLA\)](#)

[Georgia Association for Instructional Technology \(GAIT\)](#)

[International Society for Technology Education \(ISTE\)](#)

[Young Adult Library Services Association \(YALSA\)](#)

## **Conferences in Georgia**

Payment for conference attendance could come from either school professional development funds or media funds. Contact your principal and/or Linda Nevers (Professional Learning Secretary) with questions.

[Annual Conference on Literature for Children](#)

[Georgia Conference on Information Literacy](#)

[Georgia Council of Media Organizations Conference \(COMO\)](#)

[Georgia Educational Technology Conference \(GaETC\)](#)

## **Other Professional Resources**

[Foundations for the Future](#)

[GADOE Media List Service](#)

[GALILEO \(Georgia Library Learning Online\)](#)

[Georgia DOE](#)

[GADOE Educational Technology Training Center](#)

## Ordering Materials

### Books and AV Materials

Follow the procedures outlined by each company. Some companies allow you to over-order by approximately 20% to get all materials in one shipment. The price of processing, shipping, and handling should be included in the DO NOT EXCEED (DNE) total. Once a purchase order number has been generated, the order may be placed by either the bookkeeper or the media specialist. Orders are processed by the school bookkeeper and invoiced through the computerized budget system.

### Vendors

In Newton County Schools, media specialists have the option to purchase materials from any vendor or publisher. Seek recommendations from other media specialists.

### Magazines and Newspapers

Magazine orders may be placed with W. T. Cox Subscriptions, Inc. or other designated jobber. Renewal forms are provided by Cox each spring. The printout allows for renewals as well as additions and deletions. Newspaper subscriptions are budgeted under periodical funds. The orders are processed by the school bookkeeper and invoiced through the computerized budget system.

### Supplies

Consult the school bookkeeper for vendors and procedures. Supplies may include items such as paper, toner, tape, etc.

## Cataloging and Processing

### Cataloging

MARC records are available from most companies and can be imported into Follett Destiny. Materials that do not have a MARC record can be cataloged manually using the “add title” feature in Destiny Catalog. See Destiny Help or contact another media specialist for assistance.

### Processing Materials

When an order arrives from the jobber, invoices/packing slips should be checked against items ordered. When the media specialist is satisfied that the order is correct, the invoice is signed, dated, and returned to the school bookkeeper for payment. Any problems regarding over-shipments, substitutions, defective copies, or price discrepancies should be immediately referred to the vendor.

### Books and Materials

Checklist for processing books and materials:

- Stamped Ownership

- Special funding
- Barcode label and protector
- Barcode number in additional location in book
- Spine label and protector
- Plastic cover on dust jacket (optional)
- Security device (if used)
- Due date slip or pocket (optional)
- Accelerated Reader designation (if used)
- Marc records imported into the circulation system
- Bookplate to honor a donation

### General Materials Designation

In order to be consistent, the following designations are recommended for use with call numbers:

#### Print Material

FIC	Fiction
B	Biography
E	Everybody
REF	Reference
PRO	Professional
SC	Story Collection
PB	Paperback Book
BB	Big Books
920	Collective Biography

#### Non-print Material

AV	Audio/Video
AC	Audio Collection
VC	Video Collection
KIT	Kit
CF	Computer Software
EQ	Equipment

## Exceptions

Print materials: Classroom sets, holiday books, parenting collections, etc. are to be processed with the standard designation.

Non-print materials: Games will be designated “kit.”

All equipment will be designated “EQ.”

## Circulation

### Procedures

The currently adopted circulation/cataloging system is the Follett product, Destiny. Circulation policies should facilitate access to all materials and equipment in the media center. Procedures should be followed to provide for quick and easy checkout of items. Circulation procedures will vary from school to school; however, the following areas need to be addressed:

1. Book Circulation
  - a. Checkout procedure for students
  - b. Faculty checkout procedure (including substitute teachers)
  - c. Classroom loans for research assignments
  - d. Reserve books
  - e. Reference books
2. Magazines
  - a. As magazines arrive in the media center, they should be checked in so that there is a record that the issue arrived and the magazine then should be made available to users. Magazines should be marked with ownership stamp on the front cover.
  - b. Checkout procedure for students and faculty
3. Non-print Materials
  - a. Student checkout procedures
  - b. Faculty loan
4. Overnight equipment checkout by faculty
5. Fines

## Copyright

It is the intention of the Newton County School System to adhere to current copyright laws and guidelines. Employees and students are expected to follow provisions of the United States Code, entitled “Copyright,” and other federal legislation and guidelines pertaining to the retention, duplication, and use of copyrighted material. Copying which is not specifically allowed by copyright law, license agreements, proprietor’s permission, or fair use guidelines is prohibited.

Copyright gives all rights to the creator with certain limitations, one of which is Fair Use. Traditionally, the courts have considered copying for the purpose of teaching to be “fair use.” These guidelines clarify the rights of educators to copy materials for educational purposes and take into consideration:

1. purpose and nature of the use
2. nature of the work (types of material)
3. portion used in relationship to the entire copyrighted work
4. effect on potential market for or value of the work

There are several sources available to outline current guidelines, including Copyright: A Guide to Information Resources by Gary H. Becker; many schools own a copy of this book. In 2013, all media centers received a copy of Copyright for Schools: A Practical Guide (5<sup>th</sup> Edition) by Carol Simpson.

It is the responsibility of the media specialist in each school to:

- annually inform his/her faculty of the copyright policy of Newton County School System
- inform faculty that liability for willful infringement is placed upon the person making or requesting the copy, not the administration or media specialist
- keep on file Copyright Adherence Forms signed by all teachers and paraprofessionals (Appendix D)
- send to the County Media and Technology Director notification that the staff has been informed of copyright guidelines. (Appendix E)
- place appropriate copyright notices on or near all equipment capable of making copies (Appendix F)

## State and County Provided Technology Resources

### Renaissance Learning

The Renaissance Learning program is based on research-driven data. This program is a reading and mathematics program which builds vocabulary, reading comprehension, and evaluates mathematic fundamentals.

The program provides data for students needing Response to Intervention (RTI) and progress monitoring for low level readers. Students are expected to maintain 85%+ on quizzes that are on their reading level. The hosted web address is <https://hosted55.renlearn.com/48646>.

Teacher Responsibilities include:

- Allowing Time for Student Reading
- Allowing Time for STAR Reading and STAR Mathematics Assessments
- Allowing Time for AR Quizzes
- Monitoring Student Reading Logs
- Assisting Students with Reading Issues

- Printing Student Reports
- Student Record Report – Overview of Student Data
- Diagnostic Report – Diagnosis of Students At-Risk for RTI
- Progress Monitoring Report – Monitoring Student Growth

Media Specialist Responsibilities include:

- Training on Renaissance Learning Products Use and Implementation
- Troubleshooting Password Issues
- Assisting Students with AR Quiz Issues
- Encouraging Teachers/Students to Use it Appropriately and Effectively

## Safari Montage

### GALILEO

<http://www.galileo.usg.edu>

Through GALILEO, Georgia citizens have access to authoritative, subscription-only information that isn't available through free search engines or Web directories. A password is received approximately every quarter. This password is to be shared with staff and students to allow access to GALILEO from a computer outside the school system.

### Discovery Education

(formerly known as Unitedstreaming)

This is an internet site for teachers to either download or stream videos. Each teacher can sign up for an individual account:

1. go to [www.discoveryeducation.com](http://www.discoveryeducation.com)
2. Select the passcode/new user tab and enter the school's passcode
3. Click on "submit" to create a user name and password.

Once this account is created, a teacher can use the same account even if they move to a different school within the district.

Media specialists should have a school passcode to provide teachers. Contact the Director of Media and Technology for the passcode.

### Movie Licensing

NCSS has purchased a license from Movie Licensing USA. This allows schools to show movies from a selected list of studios (see list below) for non-teaching activities such as Family Movie Nights, Before- or After-School programs, Student Rewards, Holiday Events and more. This license provides protection from non-compliance with U.S. Copyright Law.

Please note the following stipulations:

- This license does cover outside organizations such as summer camps or after school programs that show entertainment videos in school facilities.
- This license does not cover rented videos.
- This license does not permit entertainment movies to be used when an admission fee is charged, other than to cover costs. In lieu of charging an admission, you may "suggest donations" and/or provide concessions.
- Outdoor showings are not allowed or covered under this movie licensing agreement.
- Movies may not be altered, duplicated, digitized or transmitted electronically in any form without specific permission from the copyright owner.

Movie Licensing USA represents the following studios: Walt Disney Pictures, Paramount Pictures, Warner Bros., Sony Pictures, NBC/Universal Pictures, DreamWorks Pictures, New Line Cinema, Lionsgate Films, MGM, Touchstone Pictures, Hollywood Pictures, Columbia Pictures, TriStar Pictures, Focus Features, Miramax Films, Warner Independent Pictures, Paramount Classics, Paramount Vantage, Fine Line Features, United Artists and Picturehouse.

For more information, please visit <http://www.movlic.com/k12>

## **State Curriculum Standards**

It is vitally important that Library Media Specialists know not only the Georgia Performance Standards (GPS) but also the Common Core State Standards. Transitioning from GPS to CCSS will begin in the 2011-2012 school year.

[Georgia Performance Standards](#)

[Common Core State Standards](#)

## **Evaluation**

### **Evaluation of the Media Program**

The media center is a vital part of the school because it supports the curriculum and the total instructional program. The varied resources of the media center are used to support and serve not only different teaching methods, but also students with a wide range of abilities. Continual assessment of the media center's objectives is important to the success of the instructional program and will lead to improved services for all users. (Appendix A, Appendix B)

### **Media Specialist Evaluation**

Building administrators will use the state evaluation form to evaluate media specialists. The form is found [here](#).



**Appendix**

**A: Newton County School System Three Year Media Plan**

**NEWTON COUNTY SCHOOL SYSTEM  
THREE YEAR MEDIA PLAN  
School Years 20\_\_ - 20\_\_**

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUDGET PRIORITIES	SERVICE PRIORITIES

**B. Newton County School System Annual School Media Plan**

**NEWTON COUNTY SCHOOL SYSTEM  
ANNUAL SCHOOL MEDIA PLAN  
School Year 20\_\_ - 20\_\_**

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

Mission Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Short Range Goals:**

1. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_

**Long Range Goals:**

1. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
Strategy: \_\_\_\_\_  
\_\_\_\_\_

**Service Priorities:** \_\_\_\_\_

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**Projected Itemized Budget:** \_\_\_\_\_

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**Program Evaluation:** \_\_\_\_\_

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C. Newton County School System Request for Reconsideration of Instructional Media

**NEWTON COUNTY SCHOOL SYSTEM  
REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL MEDIA**

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

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Type of Media                      Title of Media                      Copyright Date  
(Book, Film, Recording, etc.)

\_\_\_\_\_                      \_\_\_\_\_  
Author/Editor/Artist/Composer                      Distributor/Producer/Publisher

1. What brought this material to your attention? (Review lists, word of mouth, assignment? If a review or list, please be specific, giving name of publication, issue and page.) \_\_\_\_\_  
\_\_\_\_\_
2. Have you read, viewed, or listened to the entire item? \_\_\_\_\_  
Is the item a part of a set or series? \_\_\_\_\_  
If so, did you read, view or listen to all the set or series? \_\_\_\_\_
3. State specific objections to the material. (Use extra sheet, if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you consider to be the theme of this material? \_\_\_\_\_  
\_\_\_\_\_
5. What do you consider good about this material? \_\_\_\_\_  
\_\_\_\_\_
6. For what age group would you recommend this material? \_\_\_\_\_
7. Are you aware of the judgment of this material by critics? \_\_\_\_\_

8. Do you object to what you know about the author or producer? \_\_\_\_\_

9. Do you think the author's or producer's experiences are reflected in this material?  
If so in what ways? \_\_\_\_\_  
\_\_\_\_\_

10. What would you like the school to do about this material?

Do not require it of students.

Withdraw it from students under the age of \_\_\_\_\_.

Place it on reserve status to be used only with written parental permission.

Withdraw it from all students.

Other: \_\_\_\_\_

11. Other comments: (Use extra sheet, if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Identification of other group \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

**D. Copyright Adherence Form: Individual**

**COPYRIGHT ADHERENCE FORM  
NEWTON COUNTY SCHOOLS**

**I, the undersigned, acknowledge that I have been informed as to the copyright policy of Newton County School System and will to the best of my ability adhere to its provisions.**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

**E. Copyright Compliance Form: School**

**COPYRIGHT COMPLIANCE  
SCHOOL FORM**

**In accordance with copyright requirements, I certify that an orientation has been provided for all new staff members and documentation is on file verifying this fact.**

_____	_____
<b>School</b>	<b>Principal</b>
_____	_____
<b>Media Specialist</b>	<b>Date</b>

**Return this form to System Media Coordinator**

## F. Copyright Adherence Notification

UNLAWFUL COPYING AND VIEWING OF UNAUTHORIZED MATERIAL MAY SUBJECT THE USER TO  
COPYRIGHT INFRINGEMENT.

NEWTON COUNTY SCHOOL SYSTEM

THIS SCHOOL SYSTEM SUPPORTS

COPYRIGHT LAWS.

UNLAWFUL COPYING AND VIEWING OF UNAUTHORIZED MATERIAL MAY SUBJECT THE USER TO  
COPYRIGHT INFRINGEMENT.

NEWTON COUNTY SCHOOL SYSTEM

THIS SCHOOL SYSTEM SUPPORTS

COPYRIGHT LAWS.

## G. County Contacts

Shattuck, Gary

Director of Media and Technology

770 784-4940 or Ext.1229

shattuck.gary@newton.k12.ga.us

To address a technology concern after consulting the technician assigned to your building

Edge, Brandon

Network Administrator

Ext. 1210

edge.brandon@newton.k12.ga.us

Contact for all server concerns

Thomas, Scott

Network Engineer

Ext.1234

thomas.scott@newton.k12.ga.us

For all networking equipment concerns networkengineer@newton.k12.ga.us

Dinn, Craig

Network Engineer

dinn.craig@newton.k12.ga.us

Contact for Follett Destiny Library Automation system

Emergency Technology Contact

For all networking equipment concerns networkengineer@newton.k12.ga.us

Johnson, Polly

Billing Clerk

Ext.1110

johnson.polly@newton.k12.ga.us

To answer questions regarding invoices after consulting the school bookkeeper

Hill, Carolyn

hill.carolyn@newton.k12.ga.us

To pick up discarded books, equipment

Ghormley, Mike

ghormley.mike@newton.k12.ga.us

Infinite Campus:

Student information center, grading, attendance

Jackson, Melissa

jackson.melissa@newton.k12.ga.us

Instructional Technology assistance and questions

Please see the current year's list of media specialists and contact information in an email received from Amy Larrimore.

## H. Media Center Book Inventory Report

### Newton County School System Media Center Book Inventory Report

School Year: 20\_\_\_\_ - 20\_\_\_\_

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

1. Total number of all books at beginning of year \_\_\_\_\_
2. Books added during the year (purchased and donated) + \_\_\_\_\_
3. Books discarded - \_\_\_\_\_
4. Books lost - \_\_\_\_\_
5. Total number of all books at end of year = \_\_\_\_\_  
(add line 1 & 2 and subtract lines 3 & 4)
  - a. Paper-based books \_\_\_\_\_
    - i. Fiction \_\_\_\_\_
    - ii. Non-Fiction \_\_\_\_\_
    - iii. Reference \_\_\_\_\_
    - iv. Professional \_\_\_\_\_
  - b. eReader books \_\_\_\_\_
6. Student enrollment \_\_\_\_\_
7. Number of books per student (divide line 5 by line 6) \_\_\_\_\_
8. Media budget provided by school \_\_\_\_\_
9. Funds raised (i.e. Book Fair) \_\_\_\_\_
10. Total Media Budget (add lines 8 and 9) \_\_\_\_\_
11. Percent of Media Funds used on reading materials (books, eReaders, Periodicals , etc.) \_\_\_\_\_
12. Percent of Media Funds used to purchase Media supplies \_\_\_\_\_
13. Percent of Media Funds used on non-Media supplies (i.e. copy paper) \_\_\_\_\_

## I. Non-School Owned Videos Used In the Classroom

### Video Approval Form

When using videos for instructional purposes (not outlined in lesson plans) or for reward, the following information needs to be provided:

Today's date: \_\_\_\_\_

Date(s) of video airing: \_\_\_\_\_

Material title: \_\_\_\_\_

Is this video from the Media Center?      \_\_\_\_ yes      \_\_\_\_ no

If no, where did you obtain the item? \_\_\_\_\_

Is this video for instruction or reward\*? \_\_\_\_\_

Instructional Objective (with standard) OR Reward Reason:

\_\_\_\_\_

***\* Reward videos must comply with our purchased license. Please see the Media Center for details.***

An administrator's signature must be obtained before any viewing of the material takes place. When the form is completed, please return it to the Media Center.

\_\_\_\_\_

Teacher's Signature

\_\_\_\_\_

Administrator's Signature

## J. Teacher Request for Media Services

Today's Date:

Teacher: \_\_\_\_\_

Date and Period Requesting Services:

Check (X) one (or both) according to services needed:

ENTIRE CLASS

SMALL GROUPS (8)

(Unaccompanied by teacher, no more than 8 with advance notice)

CLASSROOM PERFORMANCE STANDARD(S): (Teacher)

INFORMATION LITERACY SKILL OBJECTIVE(s): (Media Specialist)

AUTHENTIC STUDENT WORK TO BE PRODUCED:

How can the media specialist help you? Check (X) the appropriate items:

1. Place books or other materials on reserve.
2. Select books to be checked out
3. Provide bibliographic information on books and materials available in the MC
4. Borrow materials not available locally
5. Teach skills needed for a particular activity in correlation with classroom curriculum or instructional objectives:

Media Specialist's Role:

Classroom Teacher's Role:

Notes: (Please attach rubric & lesson plan)

## K. Suggestions for Opening a New Media Center

Opening up a new media center can be an overwhelming job for any media specialist; however, with careful planning and good communication, it can also be an invaluable learning experience. The following is a guideline to help you get started.

What should happen before the end of the previous school year (April/May):

- Communicate regularly with your new principal to plan the layout of the media center. Remember that this is a once-in-a-lifetime opportunity to communicate to your principal your vision of the media center. Now is the time to think about the layout of the bookshelves, the position of the circulation desk, the number and placement of the computer stations, a convenient bathroom, etc. Every detail counts.
- Suggestion: When ordering, get FULL PROCESSING. It will cost more, but it will save you the aggravation of having to sort and manually place all the bar codes and labels.
- Order a security system. The two most popular library security systems are the 3M Security System and the Ketec RF Security System. 3M uses detection strips, gates, a resensitizer and a desensitizer. Ketec uses only gates and security tags.
  - Suggestion: Vernon sells the Ketec Dual Aisle System. Don't forget to also get the Radiofrequency security tags as well as the special Date Due grid card to deactivate the security. These items should be included in the supply order.
- Order in advance a scanner so that it will be available and ready when your books arrive. Give this supply order to your bookkeeper, so that the PO can go in on July 1 with the release of the new FY budget.
- What should happen during Pre-planning:
  - Begin ordering everything you think you'll need to get your media center ready for opening day:
    - Book pockets
    - Label protectors
    - Rubber stamps (Date, Received, Reference, Discarded, School name)
    - Book covers
    - Book tape
    - Bookends
    - Countertop stands
    - Wire book easels
    - Bulletin boards
    - Book trucks
    - Magazine binders
    - Polyboard trimmers (Bordette)
    - Hole punch
    - Mobile vertical paper dispenser
    - Die cut machine and letters
    - Laminator

- Corner mirrors
  - Paper Cutter
  - Misc. office supplies (staples, copy paper, pens, pencils, etc.)
- Recruit at least 3-4 volunteers to:
  - Place books on the shelves. Follett provides “Shelf ready books” which means that all the books are already in Dewey order. This can be accomplished in one day.
  - Stamp and place security tags and book pockets in every book. Depending on how many volunteers you have, this may take up to a week.
  - Import titles into Follett Destiny.
- Finally, don’t forget about the aesthetics. Decide the kind of atmosphere you wish to create. Will it be more like Borders or like a museum? After you’ve decided on a theme or a color scheme, then ask for money to purchase items to decorate your space.

## L. Suggested Checklist of Tasks

from Power Tools Recharged by Joyce Kasman Valenza

# Checklist of Administrative Tasks: An Annual To-Do List for Teacher-Librarians

## AUGUST

- Visit and sort summer mail. (Avoid being overwhelmed next month!) Try to get paid time for your support staff to help.
- Get bulletin boards in order.
- Assess facility for cleanliness to see if all equipment and furniture is in the right place. Retrieve missing and borrowed items. (Things tend to shift over the summer.)
- Check boxes against purchase orders.
- Create “Welcome Back” brochures and newsletters for students, teachers, and parents.
- Prepare the OPAC for circulation with the school district calendar.
- Prepare or update orientation lessons.
- Prepare list of online databases with remote access passwords for faculty and students. Check vendor invoices and correspondence for any changes since last year’s list.
- Send letters to invite back veteran volunteers.
- Recruit new volunteers.
- Distribute curriculum-mapping documents in classroom teachers’ mailboxes.
- Create or update forms and passes. Review any changes in policies or procedures and inform staff.
- Prepare orientation activities.
- Greet custodians and ask (gently) about any critical cleaning or furniture/equipment moving issues. Follow up with e-mail.
- Order materials for Banned Books Week.
- Examine samples of standardized tests looking for opportunities to design instruction keyed to information-type skills tested.

## SEPTEMBER

- Prepare for the grand opening!
- Schedule appropriate student orientations with faculty.
- Distribute an upbeat(!) newsletter for teachers with updated media and database lists and any forms they will need to get started. Invite collaboration!
- Stop by the local public library with appropriate resource materials.
- Check the public library schedule of events to promote with students and teachers.
- Prepare or update policies for circulation, computer use, etc.
- Get class sign-up conference sheets ready for *early bird* teachers.
- Orient and train new volunteers.
- Catalog and process new materials.

- Submit annual goals to principal.
- Approach principal (in-person or by memo or e-mail) with initial plans for any major events—book fairs, author visits, etc.—and include associated costs.
- Join any building/district committee that seems relevant to your mission or interesting to you personally.
- Recruit new and veteran student aides.
- Solicit new members for the Faculty Advisory Committee.
- Submit forms to ensure permission to attend state and national professional conferences.
- Prepare a list of professional magazines for faculty use—distribute Current Awareness Program reminder form.
- Greet the art teachers. Ask sweetly for any emergency supplies you may need. Solicit and welcome any displays of student work. Your facility will be much enhanced by any such exhibits!

**Bulletin Board Themes:** Welcome back, Labor Day, Hispanic Heritage Month, Banned Books Week, Study skills, Teachers' or students' favorite summer reads, Library Card Sign-up Month, International Literacy Day

**Literary Birthdays:** Richard Wright (4), Paul Fleischman (5), Jack Prelutsky (8), Jon Scieszka (8), Mildred Taylor (13), Tomie DePaola (15), Robert McCloskey (15), H. G. Wells (21), Stephen King (22), F. Scott Fitzgerald (24), William Faulkner (25), Shel Silverstein (25)

## OCTOBER

- Ask to attend the various department meetings.
- Determine any curricular changes to be addressed with new materials or instruction.
- Invite faculty in to examine new resources and discuss upcoming units and assist with weeding the collection in their areas of expertise.
- Conduct initial surveys relating to reading interests, user satisfaction, self-efficacy, creating a baseline for comparison later in the year.
- Catalog and process new materials.
- Orient new faculty members (host them during lunch, free periods, or after school). Discuss services and resources specific to their programs. Suggest future meetings to plan instruction.
- Host the first meeting of the Faculty Advisory Committee.
- Host a Teen Read Week activity.
- Attend parent night and PTA meetings. Prepare packets for parents that include introductory brochures, database password lists, your academic integrity policy, school style sheet, etc. Consider proposing author visits, grants, and book fairs to parents at these events.

**Bulletin Board Themes:** Teen Read Week, Halloween (bats, spiders, witches, etc.), Autumn, Harvest, Mysteries, International School Library Day, Computer Learning Month, Consumer Information Month, Discoverer's Day/Columbus Day, United Nations Day, National Book Month

**Literary Birthdays:** Karen Cushman (4), Frank Herbert (8), R. L. Stine (8), John Lennon (9), Oscar Wilde (16), Eugene O'Neill (16), Arthur Miller (17), Phillip Pullman (19), Bruce Brooks (23), Sylvia Plath (27), Dylan Thomas (27), Katherine Paterson (31)

## NOVEMBER

- Consider hosting a mock election with the social studies department.
- Browse fall/winter vendor catalogs for promising new titles to discuss with departments.
- Host an activity for Children's Book Week.
- Ask volunteers to read shelves.
- Offer to host a faculty meeting and request a few minutes to discuss and display new materials and databases.

**Bulletin Board Themes:** Thanksgiving, Immigrants/Pilgrims, Native American Heritage Month, Elections/politics, Harvest, Children's Book Week, Veteran's Day, American Education Week, Family Literacy Day

**Literary Birthdays:** Stephen Crane (1), Albert Camus (7), Bram Stoker (8), Fyodor Dostoyevsky (11), Kurt Vonnegut Jr. (11), Robert Lewis Stevenson (13), Daniel Pinkwater (15), Margaret Atwood (18), Charles Schultz (26), William Blake (28), Louisa May Alcott (29), Madeline L'Engle (29), C. S. Lewis (29), Jonathan Swift (30), Mark Twain (30)

## DECEMBER

- Buy small holiday gifts for volunteers.
- Consider a holiday reception, breakfast, or luncheon for volunteers.
- Distribute reminders about end-of-semester overdues.
- Prepare for holiday break by turning off all electronic equipment.

**Bulletin Board Themes:** Holidays (Christmas, Chanukah, Kwanzaa), Winter, Gifts, New Year, Human Rights Day (10)

**Literary Birthdays:** David Macaulay (2), Joseph Conrad (2), Walt Disney (5), Emily Dickinson (10), Melvil Dewey (10), Nostradamus (14), Jane Austen (16), Jerry Pinkney (22), Avi (Wortis) (23), Rudyard Kipling (30)

## JANUARY

- Update teachers about new materials.
- Follow up on midterm graduates—library obligations, etc.
- If teachers are retiring or leaving/transferring at midterm, send notices to inspire return of library materials.
- Second semester curriculum updates—meet with as many teachers as possible, especially new teachers, to discuss changes or refinements in curricular units.
- Update principal about progress toward meeting annual goals.
- Consider presenting at PTA meeting regarding improving student research, new electronic resources, etc.
- Host a *marking party*. Invite faculty to grade finals in the library. Offer snacks, music, a collegial environment.

**Bulletin Board Themes:** Martin Luther King's Birthday, Snowflakes, Winter Olympics, Resolutions, National Book Month, National Hobby Month

**Literary Birthdays:** J. D. Salinger (1), Isaac Asimov (2), Carolyn Haywood (3), J. R. R. Tolkien (3), Jacob Grimm (4), Sherlock Holmes (6), Zora Neal Hurston (7), Robert Cormier (17), A. A. Milne (18), Edgar Allan Poe (19), Virginia Woolf (25), Lewis Carroll (27), Lloyd Alexander (30)

## **FEBRUARY**

- Analyze focused sections of your collection for upcoming purchasing.
- Target teachers you did not collaborate with first semester for unit planning in the new semester.
- Celebrate Library Lovers Month.
- Order materials for National Library Week.

**Bulletin Board Themes:** Black History Month, Valentine's Day/Love around the World, Romance! Groundhog Day, Chinese New Year, Presidents Day, Job Shadow Day

**Literary Birthdays:** Jerry Spinelli (1), Langston Hughes (1), James Joyce (2), Ayn Rand (2), Joan Lowry Nixon (3), James Michener (3), Charles Dickens (7), Laura Ingalls Wilder (7), Jules Verne (8), Alice Walker (9), Judy Blume (12), Jacqueline Woodson (12), Jane Yolen (12), William Sleator (13), Chaim Potok (17), Robert Newton Peck (17), Toni Morrison (18), Amy Tan (19), W. E. B. DuBois (23), Wilhelm Grimm (24), Cynthia Voight (25), Victor Hugo (26), John Steinbeck (27), Donna Jo Napoli (28)

## **MARCH**

- Check budget, begin to reconcile purchase orders, and plan to spend any remaining funds. Funds sometimes freeze in March!
- Begin to solicit teacher input for consideration file for next year's budget.
- Host a Read-Across-America activity.

**Bulletin Board Themes:** Women's History Month, Beginning of spring, Wind/kites, Read Across America (March 2), National Craft Month, National Nutrition Month, Music in Our Schools Month, March Madness (basketball), Freedom of Information Day

**Literary Birthdays:** Dr. Seuss (2), John Irving (2), Sid Fleischman (16), Virginia Hamilton (12), Lois Lowry (20), Louis Sachar (20), Randolph Caldecott (22), Robert Frost (26), Tennessee Williams (26), Julia Alvarez (27)

## **APRIL**

- Begin developing budget for next year—examining categories for expenditure: supplies, databases, print materials, professional dues.
- Host a Book Fair celebrating National Library Week or School Library Media Month.
- Consider inventorying a section or two of your collection. Read shelves first.
- Get appropriate presents (or flowers) for your assistants and other very special administrative assistants in the school or district!

**Bulletin Board Themes:** Earth Day, April Fools Day, National Library Week, School Library Media Month, Zoo and Aquarium Month, Shakespeare's birth and death, National Poetry Month, Young People's Poetry Month, Rain, Flowers, Rebirth, Easter/Passover, School Library Media Month, National Library Week, TV Turn-off Week, World Book and Copyright Day, International Children's Book Day (April 2), Administrative Assistants' Day, National Volunteer Week, El Día de los Niños/ El Día de los Libros

**Literary Birthdays:** Anne McCaffrey (1), Hans Christian Anderson (2), Washington Irving (3), Maya Angelou (4), Richard Peck (5), Booker T. Washington (5), William Wordsworth (7), Gary Soto (12), Charlotte Brontë (21), William Shakespeare (23), Lois Duncan (28)

## MAY

- Begin your major campaign (notices, posters, letters home, etc.) to retrieve problem overdue materials. Remind teachers to return materials they no longer need.
- Set and publicize the last date for all loans and the last date for returns—regular loans? Graduating class? Interlibrary loan? Faculty?
- Work with Language Arts Department to finalize summer reading lists. Post reading list on Web page and share with public libraries and bookstores.
- Promote books on the summer reading list. Begin a summer loan campaign and set the date due.
- Create an overdue list and run overdue notices.
- Communicate with the office about consequences for students who neglect to return materials and procedures and send list of fines and lost materials.
- Distribute overdue notices to students and send friendly reminders to teachers with outstanding materials. Offer to extend loans to teachers for summer use.
- For elementary- and middle-schoolers, ask the local public librarian to promote the public library's summer programs.
- Begin to prepare annual report.
- Inventory supplies and equipment to assess needs for next school year.
- Check vendors' prices for regularly ordered items for next year's budget.
- Schedule summer cleaning projects with custodial staff.
- Examine consideration file and survey faculty by e-mail for final input on materials before preparing purchase orders.
- Assess subscriptions—magazines and newspapers, databases, standing orders—for level of use. Decide on renewals.
- Prepare purchase orders and enter orders in database.
- Reconcile any outstanding purchase orders with Central Office and with the vendors. Are there funds left? Should you transfer funds from one budget code to another? Can you transfer them to next year?
- Analyze results of standardized tests, and target areas of need for instruction in such areas as reading, writing, analysis, problem solving, information processing.

**Bulletin Board Themes:** Flowers, Spring, Mother's Day, Asian Pacific Heritage Month, Older Americans Month, National Teacher's Day, May Day, Cinco de Mayo, Physical Fitness Month, Memorial Day, National PTA Teacher Appreciation Week, Get Caught Reading Month

**Literary Birthdays:** Todd Strasser (5), Milton Meltzer (8), Caroline B. Cooney (10), Christopher Paul Curtis (10), L. Frank Baum (15), Paul Zindel (15), Bruce Coville (16), Gary Paulsen (17), Malcolm X (19), Arnold Lobel (22), Arthur Conan Doyle (22), M. E. Kerr (27), Walt Whitman (31)

## JUNE

- Conduct end-of-year surveys relating to reading interests, user satisfaction, skills self-efficacy. Compare with surveys conducted earlier in the year.
- Run statistical reports and complete annual report.
- Distribute annual report to building and main office administrators, board members, and PTA officers.

- Submit report to principal addressing progress toward meeting goals. Thank him/her for support over the past school year.
- Purge graduating class from the database. Promote other classes in the database.
- Write thank-you notes to volunteers.
- Set up calendar for upcoming school year in database.
- Inventory collection or additional portions of collection. Read shelves first; consider weeds as you inventory!
- Collect and inventory outstanding equipment—digital cameras, projectors, etc.
- Arrange for summer cleaning and repair of equipment.
- Straighten up—shelve everything left on book trucks, take down bulletin boards and displays, remove materials from shelves and desktops for more effective summer cleaning.
- Enter new students in the OPAC (get disk from elementary or middle school if possible).
- Take your staff out to lunch or dinner!

**Bulletin Board Themes:** Summer reading, Good luck, graduates! Father's Day, Flag Day, Beach, Travel

**Literary Birthdays:** Thomas Hardy (2), Frederico Garcia Lorca (5), Cynthia Rylant (6), Nikki Giovanni (7), Carolyn Meyer (8), Maurice Sendak (10), Nat Hentoff (10), Ann Frank (12), Brian Jacques (15), Chris Van Allsburg (18), Jean Paul Sartre (21), George Orwell (25), Eric Carle (25), Pearl Buck (25)

## **THROUGHOUT THE YEAR**

- Look for opportunities to speak to community groups, and attend department or grade meetings.
- During slower times read and weed your shelves. Keep them alive and interesting to users.
- Continue to keep your website alive and valid, a place your users want and need to visit.
- Create pathfinders for major students projects and to address student and faculty research needs.
- Maintain a consideration file of teacher requests and items that would support curricular and student needs.
- Communicate library news with regular (monthly or quarterly) newsletters—print, e-mail, or web-based.
- Offer to collaborate with teachers to create online units or WebQuests to spark up units in need of spark.
- Send updates to your administrators and faculty relating to their personal research needs and interests. Give them what they want before they know they need it. (For instance, if your principal is interested in data-driven management, send copies of any related articles as they come in.)
- Solicit student work from teachers for display. What better way to illustrate your contribution to the learning process!
- Assess teachers' teaching and learning needs and develop in-services or informal meetings to address those needs.