

# Media Center Guide



# Media Center Guide

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## **SECTION I**

# Collection

# WHERE DO OUR BOOKS COME FROM?

Our collection was purchased from Mackin, a book vendor out of Minnesota.

You can visit their website here



Before Mackin was chosen as the book vendor for East Forsyth High School, 3 bids were heard narrowing the choice to two. Those two companies were Follett and Mackin.

You can view a presentation comparing the two companies here



# OUR CATALOG

Our catalog was built with the help of the expert curators pulling from recent award lists, best sellers and teen reader favorites.

You can browse our catalog here (>>



All students also have access to Comics Plus via ClassLink



We also partner with Forsyth County Public Library to supplement our collection. Every Forsyth County student is eligible for a public library card.



Forsyth County Public Library Website



# **BOOK REVIEW BOARD**

We have a Book Review Board that meets twice per year to make sure our media center content is meeting the needs of our students. The Book Review Board will also be the party reviewing any formal book complaints.

**Book Review Board Members:** 

Lori Waddell, Assistant Principal Vanessa Garcia, Social Studies Department Ashley Shorter, English Department Chair April Walden, Media Center Community Member Volunteer

# ETHICAL USE OF INFORMATION

#### Why cite?

- 1. To give credit to those whose work you have used (whether by direct quote or by paraphrasing).
  - · Academic ethics require that writers be credited for their work and their writing.
  - . If you intentionally or unintentionally use the work of another without giving proper credit, you have plagiarized.
- 2. To provide evidence to support what you are saying.
  - · A good bibliography of high-quality material demonstrates that your project is based on credible evidence.
  - . When well-integrated into your paper (or project), that evidence creates a strong and convincing paper or project.
- . If your work is based on poor evidence, the credibility of your project is undermined.
- 3. To allow your readers to find and read your sources.
  - Professionals often trace back to the original sources to expand their own understanding and to use those sources in their own research.

#### What do I need to know about citing sources?

- 1. When to cite.
  - · When using other people's words, put quotes around the words and cite your source.
  - · When paraphrasing other people's words, cite that source.
  - · When you've borrowed an idea from someone else, cite them.
- How to cite sources within the body of the paper and how to create a list of sources cited in your paper -- the "bibliography" or list of
  "references." If you need help with a specific citation style, see "Guide to Citing Sources" for citation style guides such as APA, IEEE, and
  MILA

Taken from Dakota State University https://library.dsu.edu/c.php?g=22496&p=133197



Nobody likes a copycat: The ethical use of information

For more information, visit <a href="https://library.dsu.edu">https://library.dsu.edu</a> For Citation help, visit <a href="https://library.dsu.edu">owl.purdue.edu</a>

## **SECTION II**

# Information

# LIBRARY RULES

- ★ No Food in the media center.
- \*Chromebooks are only for use in the media center.
- Return your Chromebook to the cart after use.
- ★You must have teacher permission to enter the media center.
- ★You may check out up to 5 books. You may not have any more than 5 books checked out at once. (Whether or not you are eligible to check out materials is up to the media specialist's discretion. Students may be denied if they have extensively overdue or missing material.)
- ★ Music must be listened to through headphones or ear buds.
- ★ Loud and/or unruly and inappropriate behavior may lead to temporary or permanent expulsion from the media center.
- ★Clean up after yourself.
- \*Breakout rooms are first come, first serve.
- Please limit to 4 people per breakout room.
- ★Students must be with a teacher or have been given prior permission to use the computer lab.
- ★Any books you take from the shelf must be checked out, returned to its home, or given to the circulation desk.

# HOURS OF OPERATION

Monday-Friday (When school is in session) 8:00 am - 3:40 pm



# **OUR TEAM**



April Walden
MEDIA SPECIALIST



Deidra Chadwick



Kyle Counts
APEX INSTRUCTOR

### **SECTION III**

# Budget

# INITIAL MEDIA CENTER BUDGET 2021-2022 Click here to view

These were startup costs for the new school.

## MEDIA CENTER BUDGET FOR 2022-2023

Department Recap Info		total
Poster Printer Paper		\$1,280
Lamination Film		\$340
Consumable Supplies		500.00
Vinyl		100.00

<sup>+\$1,200</sup> CREDIT FROM MACKIN FOR BOOKS

#### **SECTION IV**

# Services Offered



## For Teachers

#### RESERVATIONS

Expand your classroom! Reserve the media center for your entire class.

#### **PRINTING**

We can print up to 100 color copies or 50 front and back.

Black and white printing is also available.

#### **LAMINATION**

We can laminate up to 25 inches. Please allow a 1 week lead time on jobs

#### Saphic Design

Need help with a logo or flyer? Give us the details and we can make something beautiful.

#### RESEARCH UNIT

We have a research unit curated for high school and are ready to teach our students how to be good stewards of information!

#### **UNIT BUILDING**

We can work together to build a lesson customized for your

#### CANVA HELP

We can assist in helping you learn canva and get comfortable with creating content.



 $\mathbb{W}$ e

can'f

wait to

help

you!



# For Students

#### STUDY SPACE

There is a ton of space to take quiet time to study.

#### PRINTING

You can print small quantities in black and white.

#### RESEARCH HELP

Have a paper or project you need help with? We can help you with resources and formatting.

#### BOOKS & RESOURCES

We have fiction, nonfiction, Spanish texts and a career pathway section.

#### CANVA HELP

We can assist in helping you learn canva and get comfortable with creating content.

#### COLLEGE HELP

We can help with college applications, essays and even the pros and cons of different schools.

#### BRAIN BREAK

Need breather from the day? Come on in! Grab a book or settle in and just take a minute.

### **SECTION V**

# Policies & Procedures

#### RESERVING THE MEDIA CENTER SPACES

Policy: You may use the media center for your class once your request is approved.

Procedure- 1. See if the date you want is available by viewing the digital calendar.

- 2. Email April and Deidra making sure to include the date of the reservation request, periods needed and if you want the common area or lab.
- 3. If your request is approved, it will appear on the digital calendar. (You will be informed if there is a conflict.

#### STUDENT PRINTING

Policy: Students can print small amounts for school purposes in black and white

Procedure- 1. Notify April and Deidra when your class has an assignment to print.

- 2. Send students in groups if 5 or less at a time.
- 3. Make sure students know they can use the 5 computers in the lab under the window and the printer is located behind Mrs. Walden's desk.

#### **COLOR PRINTING**

Policy: Only staff may print in color.

On site color copies for staff: max 100 pages 1 sided or 50 pages front and back. (If any more copies are need, you need to send your job to Milner (the print shop). Mrs. Torres in the front office is your contact for that. Students do not have access to color printing at this time.)

- Procedure- 1. Email April the file that needs to be printed (preferably a PDF).
  - 2. Include specific instructions and number of copies (see staff color printing policy).
  - 3. Please allow at least 1 week before you need your job completed.

#### GETTING HELP WITH RESEARCH

Policy: I will create tutorial videos on how to use Galileo, create a list of print research resources by subject, create a web based research guide of information websites where resources can be found.

Procedure- 1. Notify April when you have a research project coming up as well as the topic/subject.

- 2. Let me know what you would like to see as far as resources.
- 3. We can bring your class in to recap research skills or you can view the video. Advise which you prefer.

#### **USING THE BREAKOUT ROOMS**

Policy: Breakout rooms are available on a first come first serve basis. Library rules apply to breakout rooms as they are in the library.

Procedure- 1. If a room is empty of people and belongings, it is available for use.

- 2. To attain a key board for your room, see Mrs. Walden or Ms. Chadwick.
- 3. Return the keyboard and leave the room clean and orderly.

#### USING THE MEDIA CENTER CHROMEBOOKS

Policy: Media Center Chromebooks are available to use only in the media center.

Procedure- 1. If there are Chromebooks in the cart, they are available for use.

- 2. Chromebooks must stay in the media center.
- 3. Before you leave the media center, return your computer to the cart and plug it in.
- 4. If it is locked, damaged, or not working properly, please bring to Mrs. Walden or Ms. Chadwick.

#### **CHECKING OUT BOOKS - STUDENTS**

Policy: You may check out up to 5 books. You may not have any more than 5 books checked out at once. (Whether or not you are eligible to check out materials is up to the media specialist's discretion. Students may be denied if they have extensively overdue or missing material.)

Procedure- 1. Bring your selected material to the circulation desk.

- 2. You will be asked to enter your school ID number
- 3. The book is checked out to you for 2 weeks.
- 4. Return the book to the book return in the media center.

#### **CHECKING OUT BOOKS - TEACHERS**

Policy: Teachers may check out class sets of books.

Procedure- 1. Tell Mrs. Walden which book you need and how many.

- 2. Books will all be checked out to the teacher
- 3. Books will automatically be due 30 days after checkout unless you indicate otherwise.
- 4. Return books to Mrs. Walden for check in.

## **SECTION VI**

# Media Center Mission

# Media Center Mission

The mission of the East Forsyth Media Center is to serve our students and staff to the best of our ability by providing support, the most up to date technology, and a variety of print resources.

Our goal is to ensure the success of our staff and students by being organized, available to assist with research, classwork and other support needs.

#### **SECTION VII**

# Contact Us

# EAST FORSYTH HIGH SCHOOL IS LOCATED AT 8910 JOT EM DOWN ROAD GAINESVILLE, GA 30503 AND IS PART OF THE FORSYTH COUNTY BOARD OF EDUCATION



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