

# MEDIA CENTER HANDBOOK

Lassiter High School  
2021 -2022



“

**One child,  
one teacher,  
one book,  
one pen...**

**CAN CHANGE  
THE WORLD**

- Malala Yousaf zai

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# Mission & Purpose

## The goal of the LHS Media Center



The mission of the Lassiter High School Media Center is to foster a student-centered environment by providing access to tools, resources, services, and instruction that supports the curriculum and educational goals of the school.

With this mission in mind, we strive to:

- offer a safe space for students of all backgrounds that encourages creativity, collaboration and active learning.
- empower students to be innovative thinkers, lifelong learners, and effective and ethical users of information.
- promote an interest in reading and information technology skills.
- develop collaborative work relationships with educators in order to create strategies that support the curricular goals and objectives.
- provide up-to-date materials across a variety of platforms to meet the personal, instructional and educational needs of students and staff.



# Media Services

We have extended hours for students and staff



## HOURS & OPERATIONS

Monday – Thursday: 7:15am – 4:30pm

Friday: 7:15am – 3:45pm

### Signing In

All students, no matter when they visit the media center, must always sign-in by scanning the QR code at the front entrance or signing in on the desktop on the circulation desk. This does not apply to full classes.

### Passes

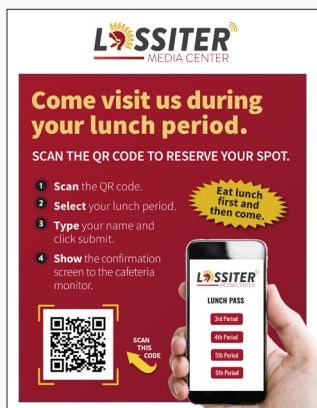
Passes are not required before and after school, or in between classes, but all students must have passes and/or teacher permission to visit during the school day, including lunch.

### Lunch Passes

We gladly welcome students to the media center during their lunch periods. Students should scan a QR code found on one of the posters located throughout the school prior to their lunch period and complete the form. The resulting confirmation screen is the pass to show the lunchroom monitors. Digital passes are also available on the Media Center website at [lassitermediacenter.com](http://lassitermediacenter.com). For students that do not have a phone, please see a Media Specialist for a paper pass.

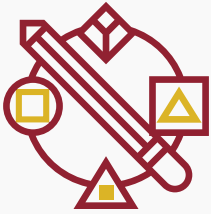
Students should eat lunch in the cafeteria first before coming to the media center. After they arrive, they are expected to stay in the media center for the duration of the lunch period.

- The availability of lunch passes per lunch period changes daily depending on the use of the Media Center by classes and presence of media center staff.
- Students should eat lunch in the cafeteria prior to using the Media Center. Once in the media center, students are expected to stay for the duration of that lunch period. Any food or drink items can go on the cart at the front entrance and can be picked up at the end of the lunch period.
- Talking is allowed. We want students to be able to collaborate together and have educated discussions. However, please be respectful when full classes are using the media center and/or when instruction is taking place.
- Depending on the number of classes signed up in the Media Center during the lunch hour, an individual student is not guaranteed computer usage.
- Students using computers during lunch periods will abide by the Cobb County School District's [Technology Acceptable Use Policy \(IFBG-R\)](#).



# Media Services

**More than  
10,000 resources  
available for  
learning**



## **CIRCULATION**

Circulation commences on the first day of school and concludes the last week of school. Check-out will be restricted during inventory and special circumstances.

### **Checkout Policies**

Students may **check out up to five (5) books/materials at a time for a four-week period.** At the end of this period, materials should either be returned or renewed (unlimited renewals allowed as long no other students have the book on hold) using one of the two book drops located at the circulation desk, or the book drop located by the vending machines near the cafeteria. Students need to know their student ID number to check out materials.

### **Overdue Materials**

Students who keep checked-out materials longer than four weeks without renewing become overdue. Students will not be allowed to check out additional materials until all books are returned.

### **Damaged and Lost Materials**

If media center materials are lost or damaged, the student or his/her parents/guardian will be required to pay for that resource. Fines will be assessed for lost or damaged materials and sent home to the parents. Unpaid fines may result in media center privileges being revoked. Teachers are expected to pay for lost or damaged books that they check out from the media center.

The same item may be purchased at a lower price elsewhere to replace the lost or damaged material (paperback for paperback, hard cover for hard cover for example). Exceptions, are made on a case-by-case basis, at the Media Specialists' discretion.

Please refer to the Cobb County School District Board Administrative Rule DFJ-R, *District Property Replacement/Restitution*, for more information.

# Media Services

**Giving students the tools they need to succeed**



## **EQUIPMENT USE**

### **Print and Go Station**

We have a print-and-go station located at the front entrance of the media center that includes a printer and copier. This is designed to be used when students need to quickly print or copy materials for academic or school club purposes or the computer lab computers are all occupied. There are no costs for printing or copying at this station.

### **Computer Labs and Printers**

The Media Center has two computer labs - the blue lab and the green lab. If the labs are not reserved by a teacher, then a student is welcome to use any of the computers in the lab. Each lab is connected to a printer that students can use for academic purposes. Printouts exceeding 10 pages or duplications will need to be released by the Media Staff. Please see the circulation desk.

### **Other Equipment and Supplies**

The Media Center has laptops, phone chargers, markers, colored pencils, glue sticks, scissors and other school supplies for students to check out for use while in the media center. Please see the circulation desk for these items.

### **Media Center Store**

The media center sells supplies students may need for projects. These include poster board, notecards, pencils, lamination and poster printing. Please [visit the website](#) or media center for the menu and prices of items offered.

### **Podcast and Green Screen Room (coming soon)**

In the near future, the Lassiter Media Center plans to have a podcast studio and green screen room students can reserve for school projects. Please be visit our social media for updates.

# Program & Collection Development

## Selecting the best materials to engage learners



### SELECTION

Collection development is determined by the availability of materials, resources, equipment, and faculty and students' needs. Our collection supports the curriculum, genres, and reading levels of the learning community and ensures that materials, resources and equipment in the media center are appropriate for the teaching and learning.

#### **New Materials Request**

We'll gladly accept student, teacher and parent requests for new titles. Please complete the [request form](#) for consideration of adding it to the collection. Not all requests will be granted.

#### **Reconsideration**

In order to represent the diversity of thought among Lassiter High School students, it is essential that the media center's collection contain materials representing all sides and viewpoints on public issues of a controversial nature. Lassiter High School supports the rights to intellectual freedom granted to its users through the First Amendment of the Constitution of the United States. We also subscribe to the principles embodied in the [American Library Association's Library Bill of Rights](#) and the [Freedom to Read](#). Based on these guidelines, the Media Specialist may not censor a students' selection of materials. It is the parent's responsibility to discuss material selection with their child.

Although we take pride in selecting valuable materials for student and teacher use, the public may make objections to a selection. Per rule, [IFBC-R, Media Programs](#), there is an established procedure for all complaints. Please see the Media Specialists for more information.

#### **Gifts and Donated Materials**

We appreciate donations and gifts to the media center. Whenever gifts or donations are made to the media center, the person(s) giving the gift or making the donation will be given proper recognition for their generosity.

#### **Media Center Advisory Committee**

The Lassiter High School Media Center Advisory Committee meets as needed to discuss policies and procedures of the media center and receive input on Media Center proposed programs. It also holds meetings as needed to discuss objections to a title within the media center. The committee consists of LHS Media Specialists and at minimum, one of each following stakeholders: an administrator, a teacher, a student and a parent. Please contact an LHS Media Specialist if you are interested in joining the committee.



# Copyright & Internet Policies

**Guiding students to be information-literate citizens**



## **COPYRIGHT POLICY**

Students of Cobb County School District are responsible for adhering to the provisions of Federal copyright laws (Title 17 U.S. Code 101 et. Seq.) and related court decisions. The Cobb County Board of Education will not sanction or condone any copyright law infringement. Violators will be subject to legal action by the originator of the copyrighted material.

## **INTERNET POLICY**

Students may access the Internet for academic-related purposes only. We adhere to Cobb's policies and procedures regarding the use of computers and access to the Internet.



# Student Opportunities

## Get involved with the media center



### STUDENT AIDES

Juniors and Seniors can register for the mentorship program as an elective and be assigned to the LHS Media Center as a student aide. Media Center student aides assist in daily routines of the media center.

Media Center aides responsibilities include:

- check-in and check-out books
- shelf materials
- assist with media center displays
- clean and straighten chairs and computer labs
- lamination and copying
- assist with social media posts and announcements
- various tasks as assigned by the media specialists

If you are interested in becoming a media center aide, please see a media specialist.

### STUDENT AMBASSADORS FOR THE MEDIA PROGRAM (STAMP)

Put your “stamp” on the media center. Students interested in supporting the mission of the media program may join the Student Ambassadors for the Media Program (STAMP) club. We meet monthly to receive student input about programs and initiatives that can improve the media program. Students may be asked to record book talks and create other promotional materials for the media center.



Photo by Eliabe Costa on Unsplash

**MEDIA CENTER**  
**FOR TEACHERS**  
**AND STAFF**

# Media Center for Teachers

## Supporting teachers with collaborative lessons and educational tools



### **SCHEDULING THE COMPUTER LAB OR OTHER MEDIA SERVICES**

The Lassiter Media Center uses LibraryTrac to book the media center for computer labs, class book checkouts, lessons and more. To reserve time in the media center for an entire class, please visit [LibraryTrac](#), use your email address and then the password provided by your media specialist.

### **SENDING STUDENTS & GROUPS TO THE MEDIA CENTER**

We gladly welcome groups of students coming from the classroom. We ask that teachers please email the media specialists prior to the group's arrival so we know to expect them. Please also indicate what they'll be working on in the media center so the media specialists can assist the students with projects, papers, and other assignments as needed.

### **SCHEDULING COLLABORATION WITH THE MEDIA SPECIALISTS**

Collaborative instruction is the ultimate purpose of the media center. We love to help plan and teach learning experience using critical thinking, inquiry, and technology. We love to work with teachers to help plan instruction that supplements the curriculum. Please see a media specialist to schedule a time to plan.

### **TEACHER WORKROOM**

The teacher workroom is located behind the circulation desk. Staff are welcome to use all the equipment and resources in this room for academic purposes including lamination, die-cuts, poster printer, copier, and bulletin board board paper. Teachers may also send files needing color printing to the media specialists. Teachers wanting to use lamination or poster printer for personal purposes may refer to the [Media Center Store menu](#) for costs.

# Media Center Paraprofessionals

## **MEDIA CENTER PARAPROFESSIONALS**

The Lassiter Media Center parapro is essential to the operations of the media center. He/she ensures the media center runs smoothly and is in optimal condition for successful student learning. The paraprofessional will:

- Work the circulation desk – checking in-out books
- Shelf materials
- Process new and old books
- Maintain supplies
- Assist patrons as needed
- Update media center lunch passes
- Assist patrons as needed
- Provide direction to student aides in the absence of a media specialist
- Assist media specialists with special projects

## **DAILY CHECKLIST**

### **Circulation**

- Check in any books sitting in the book returns (at circulation desk and back wall of offices)
- Shelf all books in book drop

### **Walk Through Media Center**

- Straighten/push in chairs
- Pick up any trash - add items to the lost and found
- Ensure book spines are towards the front of the shelves
- Shelf any books out of place
- Spot clean as necessary – boardroom tables and lab desks if heavy fingerprints

## **MEDIA CENTER PARAPROFESSIONALS CHECKLIST (continued)**

### **Lunch Passes**

- Create the new lightboxes on the Website for lunch passes (anytime after 6th period)

### **Closing**

- Check printers/copiers and refill paper as needed
- Add lab assignments to the whiteboard
- Ensure laminator is turned off
- Ensure all laptop carts are plugged in and charging
- Close and lock all exterior rooms
- Ensure candle is extinguished

### **Misc.**

- Assist with media specialist projects as requested (displays, pulling books, generifying, etc.)

## **WEEKLY CHECKLIST**

- Create lunch passes – JPG files
- Email overdue notices
- Disinfect keyboards and mice and desks

## **MONTHLY CHECKLIST**

- Print overdue notices and place in advisement teachers' mailboxes



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