

Media Center Teacher Guide

2008-2009

Dear PMHS Faculty and Staff,

Here you will find a summary of resources for you and your students.

Our staff this year is:

Leslie Bendt, Media Specialist, Department Chair, x18669

Lisa Nicks, Media Resource Technician, x14626

The Faculty Media Insert for this binder contains just a few pages:

Resource & Service Summary

Essential Forms

The *Resource and Service Summary* will be reviewed for changes and updates during preplanning meetings. The *Essential Forms* are here for your reference and access.

This document is also contained in its entirety on the FORMS section of the PMHS website.

Book and Video Borrowing Resources

PMHS Card Catalog...online!

Here you will find books, journals, magazines, video collections, local newspapers and professional books. All print titles are included in the card catalog. These can be borrowed at any time.

Fullerwood LRC

Set up your account through Cindy Adams, x7901

Until you have an account you cannot access the resource to borrow!

First Box= Teacher PIN number from your paycheck

Second Box= Your Last Name

Sun Link

SunLink is a state-based union catalog which encourages the borrowing of materials from participating schools in the state of Florida. See any Media Specialist or Media Aide to borrow an item. You can access SunLink via <http://www.sunlink.ucf.edu>. The search interface is easy to use. This site contains a wealth of links that are educationally rich.

St. Johns County Public Library

Be sure to have your public library card. In addition to a variety of print and non-print material, the public library hosts access to many of our most requested databases, including: Opposing Viewpoints

Literature Resource Center

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Biographies

Scheduling Classes

Collaboration Form

Speak with Lisa Nicks or Leslie Bendt

Use the "Collaboration Form"

This 5 minute interview enables us to provide better support for your students. Planning is a major part of a successful library visit.

Equipment and Services

- Scranton Grading and various forms
 - All scant on concerns are handled through your department chair.
- Poster Maker
- Laminator
- Typewriters
- GBC Binding Machine
- AccuCut Lettering System
- Blue Screen News Posting
- Closed Circuit TV Broadcast
- Waxer
- Colored paper on rolls and sheets

AV Support

- Digital Cameras can be checked out to you for classroom use
 - Images can be loaded onto a hard drive and saved or printed
- VHS Recorders/Tripod
 - Mini DV format
- Cassette Tape Players/Headsets
- Sony Cassette Tape Players for Books on Tape
- CD/DVD Players
- Video Projectors
- Digital Video Recorders
- Slide projector with carousel
- Portable CD player with microphone
- Elmo projector (dissections, detailed imaging)

Services

- Teachers working on National Boards may want to consider filming multiple times! The equipment to do this is here.
- Books to Go (cart of books on a specific topic sent to your room)
- Booktalks during orientation.
- General orientation through 9th Grade English classes

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- Class visits to tour the PMHS website for resource support
- Interns will deliver and pick equipment up on a daily basis.
- Print support for content areas

Computer Resources

The iMacs and iBooks for Media Center student use offer the following:

- Internet access, Internet Explorer is our default browser
- Microsoft Office (Word, PowerPoint and Excel)
- PMHS Card Catalog (web based and station based)
- Inspiration
- Choices Career
- FCAT Test preparation support

Peripherals and related items

- LexMark LaserPrinter access, 10¢ page
- External Floppy Disc Drives
- External Zip Drives
- Floppy Disks, 50¢ each
- CD for file burning, 50¢ each

Our PC stations also feature the majority of all services listed here.

Technology Committee

We ask that each department have one representative for this committee. The committee forms in the beginning of each school year. One goal for next year is to enhance our faculty training in computer and software use.

Hours & Scheduling

Faculty: 7:30-3:45

Students: 7:45-3:45. Early admission into Media Center with a signed planner.

Our extended hours are before school this year.

FCAT Test Prep and Classroom Materials

Available in the Professional Library

Student Reading Workbooks within content area

Professional Materials

FCA T Explorer is one online resource

If there is a workbook for FCAT Prep that you feel would benefit students, contact us about ordering class sets.

Essential Forms and Notices

- Code for Responsible Computing (CRC) and Web Photo Release

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- Student Version (Class rosters are required prior to a class visits.)
- Faculty Version
- Academic Honor Code
 - Turned in to Deans
- PG/PG13 Movie Release Form and Instructional Video Guidelines

Survival Tips

Requesting AV support in your classroom when your instruction is being affected by an immediate “techno-snag”

In a pinch call the Circulation Desk, x4626
Media Clerks will be trained to assist you

Hours & Scheduling

- **Media Center Hours**
Faculty: 7:30-3:30
Students: 8:00-3:00

Students must present a signed planner, with an indication on the actual date, to enter the Media Center during the school day, including lunch. Passes for the lunch period can be obtained during lunch from the Deans, who are available in the cafeteria.

If a student needs access prior to 8am, a signed planner is required. A teacher or media specialist can issue a pass, using the planner.

Passes are not required if a student is visiting with a scheduled class or if they are using the media center during the extended hours.

We are considering extending hours one day per week and will have more information as details become available.

- **Scheduling**

Always check with a Media Specialist to schedule your class visits, events and club activities to be held in the Media Center before, during and after school.

Prior planning for your classes enables us to meet your needs and the needs of your students. Classes must be scheduled in advance. If a Media Specialist is not immediately available at the Circulation Desk, just complete the Media Center Schedule Form and we'll respond with a confirmation within one day.

To reserve other facilities outside of the Media Center, such as the PAC, a classroom or a meeting room, work with our Activities Coordinator and the Facility Use Form. The form is in Menendez Forms. Requests route through Cynthia Williams.

2. Forms

- **Code for Responsible Computing (CRC)**

District policy requires each student (under the age of 18) to complete this form for each school year at PMHS. Students 18 and over can sign on their own behalf; however the form still needs to be completed.

New forms are included in the Student Handbook.

Once completed and signed by the student's guardian/parent, each student returns the completed form to the Media Center. Prior to your class visit, we will review the roster to verify which students have completed the form and which have not. Students without forms will be guided to alternate materials, and not able to use the Internet until the form is turned in. CRC forms are available at the Media Center circulation desk.

- **Academic Honor Code (AHC)**

Students are asked to complete this form upon their initial enrollment. Once signed, the form is valid for the entire 4 year enrollment at PMHS.

- **Media Center Schedule Form**

This is used to plan your visit and our resource. It is simply a tool to gather the right information to make good use of your time and the class visit.

- **Instructional Video Guidelines**

This form can be found on the media center homepage under Teacher Resources.

“Teachers must use the Parental Permission Form and request parental permission to show PG or PG-13 movies to middle and high school students. Absolutely NO “R” rated videos can be shown at any level.”

Extra forms are available in the Periodical Storage Room where the materials are housed. Each item is clearly marked if it is a PG or PG-13. It is your responsibility to distribute and collect the form for each video that is rated either PG or PG13.

- **Fair Use and Copyright**

Concerns regarding copyright, intellectual property and legal usage continue to evolve as the digital highway increases. If you have questions regarding a specific matter, please contact us.

5. Instructional Resources

- **LRC, Learning Resource Center, Fullerwood Building**

The LRC has an extensive video, audio and laser-disc collection. Access the LRC online using <http://www.stjohns.k12.fl.us/index.html> via Internet Explorer, and then select “Media Services” and “Go There Now” from the pop-up menus. Author, title, subject, series and keyword queries are available. You can also reserve materials in advance via the Internet. Training for this procedure will be offered during preplanning. Our LRC delivery days are Monday and Wednesday. Remember to plan ahead for your requests. Time of delivery cannot be guaranteed. You can email your request to Cindy Adams at adamsc@mail.stjohns.k12.fl.us or call Cindy at 826-4366 with your item codes.

- **Internet/ Site Bookmarking/ Web Quests**

We are hosting all bookmarks and essential sites through the PMHS website and a bookmark service called ikeepbookmarks.com. Faculty, with sign-on-rights, can add to or modify folders for internet access. Training will be offered to demonstrate the use of this resource.

- **Card Catalog Access**

Everyone has access to the PMHS Media Center card catalog via the internet. Go to www-pmhs.stjohns.k12.fl.us, select Media Services, and then Card Catalog. From this access you can search, find new materials and place holds on selected items. To reserve or hold items, you will need your Patron ID number, which can be found on the bookmarks handed out during preplanning.

- **Scantrons**

We have one Scantron Grading station, which will read both sides of a form. See your department head to order forms for the school year.

- **Television : Closed Circuit**

We have access to multiple stations for educational viewing. Our standard daily broadcast to your classroom is listed in the chart below. The ‘Airing’ column features what you will see most days. The ‘Option’ columns feature what is available by request.

Classroom TV (Channel in your room)	Airing	Option
3	The Weather Channel	Cable by request

4	Blue Screen News	
5	CNN	Cable by request
6	The History Channel	Cable by request

- **Cable in the Classroom**

This is a resource that features educational programming. It is searchable by subject and has earned a worthy reputation for educational video programming. Visit www.ciconline.edu for more information. You are encouraged to request copies of specific programs. Contact the Media Center for details on how to do this.

A complete channel guide follows on the next page.

- **Media Center AV Equipment and Production Workroom**

We offer a range of equipment for use in the classroom. All items are available for checkout. See any media staff person to request these items.

Item Description	Quantity
Cassette tape player/recorder	20
CD/tape player/recorder	3
Digital Cameras (USB & serial port connections)	7
Document Presenter	10
DVD/CD Player	5
Easel & paper tablet	5
External Drives (floppy)	3
Laser Disc player	5
LCD Projectors	9
Microphone Stands	2
Microphones & Cables	2
Podium (tabletop)	2
Portable PA System with CD Player	2
Slide Projector: Kodak Ektagraphic III and carousel tray	2
Sony Boombox CFD-S32 Digital Tuner	2
TV/VCR 13" Portable	3
Mini-DV Digital Video Recorder	5

- **Media Production Workroom**

This equipment is available for your use. Training takes only a few minutes.

AccuCut Letter Press/Dies	Full alphabetical, numerical and symbol set, ideal for creating displays and bulletin boards.
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Art Waxer	Places a wax coating on the backside of any document
Electric typewriter	Available in media center, use for forms, etc.
GBC binding machine	Punches holes and aligns pages with spiral comb
Paper cutters	Available in media center
Laminator : Cold	Best suited for papers with severe exposure (outdoors)
Laminator : Hot	Available in the Copy Room only
Mobile paper rack, 8 rolls of colored paper	Move rack to your room via elevator or cut sheets as needed.
PosterPrinter	Enlarges documents to poster-sized images.
Heavy-duty stapler	As needed
Heavy-duty three-hole punch	As needed

A coin-fed copier is also available for student use. Copies for faculty needs should be routed to the Copy Room (behind the mailboxes) in the administrative hallway.

- **Standard Classroom**

The following items are checked out to you for the school year and/or are installed in your classroom:

- 27" Color TV & remote
- 1 VHS tape player & remote
- 1 overhead
- 1 AV Cart
- Laptop or Desktop computer

You can request an LCD projector, tall laptop cart and/or Elmo document camera at any time. Should you encounter difficulty or equipment failure call the Circulation Desk at 14626.

- **Professional Requests**

We encourage your requests for print, audio, and video materials. Requests for professional development are also welcome.

Simply provide the following details to any media center contact person:

- Title, Author, Publisher, Year
- ISBN number
- Vendor or publisher's catalog and ordering details.

Throughout the school year we will meet in Department Chair meetings, departmental and program-specific activities. Your requests and suggestions are always welcome.

6. Online Services

We've purchased access to the following online resources:

- NetTrekker
- WorldBook Online

Global Issues in Context
Nettrekker
TurnItIn.com

Access passwords will be distributed during preplanning. These resources are also featured through the Media Center's webpage.

As your students visit the Media Center, specific time will be spent introducing the databases in detail.

7. Meda Center Physical Facility Summary

Area	Services/Resources	Seating
Main Area, Room 150	General circulation, classroom projects, 24 Gateway Desktops, access to b/w printer, internet and all online resources.	Table & chair Approximately 60
Reference Area	Reference research , quiet reading, small group projects	Table & chair, approximately 20
Group Projects Room, Room 159 Credit Recovery Lab, 2008-2009	25+ iMac stations, Internet, Teacher station & LCD projector. Additional equipment is available upon request.	Computer Table & Chairs (40 maximum)
Periodical Area	Over 40 periodicals	Table & chair
Professional Library, Room 158	Used for faculty and department meetings, workshops, teacher training and research.	Table & chair, 24 comfortably

Cable Television Listings

See Chart