Media Handbook  
2019-2020  
Jeff Pullium, Media Specialist  
  
  
Our Mission:

**Davidson Fine Arts Media Center will support its student and faculty population by developing enthusiastic readers, critical thinkers, skillful researchers, creators of information, and ethical users.  We believe these skills will empower our students to be creative and contributing members of our democratic society.**  
  
Our learning environment:

Davidson Fine Arts Magnet School is located in Augusta, Georgia. As a school that serves students in grades 6-12, Davidson is committed to educating an ethnically diverse population with rigorous and relevant curriculum. Our school’s mission statement is “excellence in education achieved through a passion for the fine arts.” Davidson has a rich history of producing students who perform both in academic proficiency and in the production of various art forms.  Our school is recognized locally, at the state level, and at national level yearly.

Due to our magnet school requirements students entering Davidson Fine Arts Magnet school are require to have grade level proficiency in reading and mathematics.  Student have a high level of interest in the fine arts and will generally develop their interest in one or more expressions of the arts: band, choral performance, dance, drama, orchestra, production arts (theater tech or audio/visual production), and/or visual arts. For specific data on student population and performance, please consult [the school profile](http://davidson.rcboe.org/www/davidson_rcboe/site/hosting/Davidson%202013.pdf) and or the state of school located on the school’s website.  
  
Our media center currently has 38 student computers for research, writing, and other forms of publication.  We can sit only 20 students at tables.

Media and Technology Committee:  
The Media Committee is comprised of administrators, the media specialist, teachers, students and community representatives.

The functions of the Media Committee are as follows:  
  
1. Plan for the school media program.  
2. Serve as the first review for reconsideration of materials.  
3. Assess the needed media resources.  
4. Recommend media program objectives.  
5. Evaluate current media services.  
6. Comply with system policies.  
7. Develop and recommend school policy.  
8. Establish a system for selecting, acquiring and weeding material.  
9. Foster good public relations.  
10. Maintain communication between the school, community and other agencies.   
  
Committee Members: Josh Workman, Asst. Principal,  Jeff Pullium, Media Specialist, Curtis Adams, Crystal Arnold, Jimmy Bower, Travis Wiggins, and Sandra McCullough.  
Student: Connor Talley, Parent, Melea Breland, Community Partner, Dr. Judi Wilson (Augusta University).

Accessibility:

The Media Center hours are as follows:  
  
Monday – Friday: 7:45 A.M.- 3:45 P.M. All Students must sign in on the sign in computer in the Media Center.

The center is available for students and teachers to use according to instructional need rather than according to a predetermined schedule…the center should not be closed to facilitate meetings or testing programs…there will be accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the school year.  
  
Teachers may send up to five students at a time to the media center without prior approval. Students should have a written pass stating the nature of their visit. .  
  
Morning Media Use:  
Students may come the media center each day beginning at 7:45 A.M. Students are asked to remain in the commons area until 7:45. No student should be waiting outside the library doors prior to 7:45 A.M. Students who need morning time in the media center should arrive before 8:00 A.M., or wait until the 8:15 A.M. bell. The Media Center is NOT open during homeroom.  
  
Lunchtime Media Use:  
Students are required to first report to the lunch room. After eating, they request to come to media center to the teacher on Lunch Duty. They sign out in a log in the lunch room and then sign in on the computer at the entrance of the library.

After School Media Use:  
Students who are needing to complete school work may come after school and work until 3:25-3:45 P.M.; Monday – Thursday.

Class Visits:   
Teachers may sign up for class time in the media center. Teachers are asked to meet with the media staff to effectively plan for the visit. The teacher is responsible for remaining with the class for the duration of the visit.   
Book Check  
Students may check books at any time during the school day provided they do not have outstanding fines or overdue books. Students may check up to three books for a two-week period. Overdue fines after that period are ten cents per school day.  
Students may check out reference books overnight, however, they must be returned by 8 A.M. the following morning. Reference overdue fines are twenty-five cents per day.  
  
Teachers may check out as many items as needed for lessons and projects. Please note that others may need the same books, so we ask that teachers return items in a timely manner.   
  
The Dewey Decimal System  
Books at Davidson Fine Arts are arranged as follows:  
000-099: Generalities (encyclopedias, occult, superstitions)  
100-199: Philosophy  
200-299: Religion  
300-399: Social Sciences (fairy tales, holidays, social issues)  
400-499: Languages  
500-599: Sciences (mathematics, science, Science Fair)  
600-699: Technology (robotics, computers, cooking, building)  
700-799: Arts (crafts, sports, hobbies)  
800-899: Literature (poetry, plays)  
900-900: History (geography, countries, states)  
Reference  
Fiction  
Professional Collection  
Easy Books  
Biography  
  
Davidson also has an extensive classical cd collection and musical score collection, all of which may be checked out by students.

Computers  
The media center computers are for the use of all students and teachers. All Students must sign in to the Media Center. All students/teachers must log in to the computers. During the day, students must have a pass from a teacher, stating the reason for the usage. Students must remain on the task they are assigned. Students who are off-task and doing personal surfing or email will be subject to detention. Students who wish to surf or do email must come before or after school or on a lunch pass. Instant messaging and playing games is not allowed on Richmond County computers.   
Students are also asked to adhere to the Richmond County policy on internet usage which may be accessed at:

http://www.richmond.k12.ga.us/policies/studentaup.asp  
  
Please also note that Georgia Public Schools have extended use of Galileo and a password allowing staff to access with full rights at home is available from the media specialist.  
www.galileo.usg.edu  
  
If you would like to use the online catalogue for the Richmond County Public Library, please go to:  
http://pines.lib.ga.us  
  
You will have to type in GUEST in the user box and then be sure to choose the Richmond County site in LOCATION (ECGR).   
Periodicals  
This is the last week year (actually 2013) to receive magazines.  We invite our patrons to use the magazine services at East Central Georgia Library for magazine apps.

Copyright Policy  
Richmond County requires that all teacher adhere to state and federal copyright law. So…   
…just to refresh your memory...you CANNOT do any of the following:  
  
-tape off of cable and show it in class. (You have to check the rights in "Classroom Connection", which we get.)  
-tape off of CBS, NBC, ABC, or PBS and show it more than 10 days after it originally aired. You are supposed to erase it after the 10th day.  
-borrow movies from the video store and show them in school. (County policy.)  
-Show anything above a G rating without approval.  
-Show a Disney Movie. (We don't pay the 300.00 per year fee that Disney requires of schools.)  
-Show any "homegrown" movies that you've taped from other sources.  
  
Videotapes shown in the classroom should be:  
  
-obtained from the school media center. If a student brings in a video from home, it must be previewed by at least two members of the Media Committee. Two weeks' notice should be allowed for the preview process. Teachers must complete the form "Request to Show Non-School Videos."  
-made a part of the lesson plans and an instructional reason given for showing the program.  
-scheduled at least one week in advance by filling out the form, "Request to Show School Videos." The form is available in the teacher workrooms.  
-followed up after the viewing to reinforce the content of the video.  
  
Richmond County policy and copyright laws forbid the showing of a video from a rental store at any time.  
  
What will happen and how will you get caught?  
  
-School systems in violation are fined. Your "tellers" can be anyone from visiting salespersons to students who are paid to inform.   
-Yes schools have been sued. Generally the whole system is sued and the teacher loses his/her job and the system pays the fine.   
Remember, when you sign your contract, you sign that you will abide by the laws of the state...that includes copyright.  
  
What can we legally show?  
  
You can show things the school already owns. You can sometimes borrow tapes from the public library, but these tapes have to be approved by the media specialist prior to use for copyright permissions and may need to be viewed by the media committee. You must also remember that they are usually due before the students can finish watching them.   
  
The rules are designed to protect those who make movies as their living, which, in a fine arts school, we should try to honor.

Cooperative Planning  
The media center actively seeks to assist teachers with lessons. We offer many services, including the following:  
  
- preselect groups of books on a certain topic under study.  
- Prepare a rolling cart of encyclopedias for your classroom.  
- Place certain books on reserve so that all students from all classes may use them in the media center.  
- Plan a unit with the teacher involving library skills or research.  
- Give a book talk in your classroom.  
- Assist teachers with finding ETV programs to coordinate with lessons.  
- Help teachers plan creative additions to lessons.  
- Act as a liason between the school and public library when a special research project is assigned. (Please note that students wishing to visit the library at Augusta State University must have a written pass from their Language Arts teacher.)  
- Share new software or provide personal technology instruction.  
  
All entering students will be given an orientation session within the first few weeks of school so that they will become familiar with the media center and what is has to offer.   
Challenged Materials  
If a parent, student, or community member has a concern about a book in the media center, that person shall be directed to fill out the "Form for Reconsideration of Media" (located in the media center) stating the objection and clearly marking out the passages in question. Once the form is completed, the building level media committee will be charged with the responsibility of reading the book and making a decision on its appropriateness. If the final decision is deemed unsatisfactory by the originator, the challenge will then go to the county level as stated in county policy.  
  
  
  
  
If you have any questions concerning Media Center Policy please call:  
706-823-6924 ext.200 or 706-823-6998  
Jeff Pullium