



Welcome to the  
Rich Central Media Center  
New Staff Orientation  
2009 - 2010

# Meet the Media Center Staff



**David Levin,**  
Library Media Specialist (x 5900)

**Eva Dixon,**  
Media Center Assistant (x 5803)



**Donterria Jackson,**  
Media Center Assistant (x 5804)



# The Media Center's Mission

**We** provide our students and faculty the print and non-print resources that support

- the successful completion of school projects,
- the development of information literacy,
- and the enjoyment of reading.

# Media Center Hours

- Media Center opens at 7:30 a.m.
- Media Center closes at 6:30 p.m., Monday through Thursday
- Friday closes at 3:45 p.m. on Friday
- Students must have a pass when they arrive after 3:20 p.m.

# Passes to the Media Center

- A maximum of 6 students may come to the Media Center from one class.
- Indicate the time the student is to return to your classroom.
  - If no time is listed, we will keep the student in the Media Center.
- Please briefly indicate the assignment on the pass.
- Do NOT write passes for students NOT in your classes, please.

# Planning with the Media Center Director

- Sign-up for time and place.

**Media Center Class Sign-up Sheet**

*Only two classes per period.  
First come, first served.*

Date \_\_\_\_\_

► Please indicate area, teacher, course title, number of students, and assignment topic. ◀

Period	Under the Skylight	Computer Lab Area	Room 357
Early Bird 7:30-8:15			
1st 8:20-9:10			
2nd 9:15-10:10			
3rd 10:15-11:05			
4-A 11:10			
4-B 11:38			

# Planning with the Media Center Director

- When reserving class time, collaborate with me!
  - Tell me what the lesson is and how we may be of assistance.
  - Provide a description of the assignment.
  - Provide a handout or worksheet, if one is available.
- In return, I'll suggest excellent resources (book titles, online databases, websites, etc.).

# Visitation Day: Preparing for a Class Visit to the Media Center

- Suggestion: Tape a sign on your classroom door(s) to let others know where you are.
  - List your last name
  - Periods in the Media Center
  - Date of visitation
- Best Practice: Lead the students to the Media Center

# Class Visit in the Media Center

- Remain with the students for the entire period to assist them with their work.
- Suggestion: In the computer lab, sit or stand in the back of that area to monitor student work and websites they will visit.
- Under the skylight: Circulating among the students helps keep them “on task.”
- If you must leave, notify one of us first.

# Class Visit in the Media Center (continued)

- Your rules and the school's rules extend to this room also!
  - Media Center rules (i.e. no “Health & Beauty” items, no food, no drinks, no bookbags, etc.)
- Quiet talking is acceptable as they stay on-task.
- Notify us immediately if you need to cancel a visit.
- Substitute teachers are NOT permitted to bring a class to the Media Center. (Only colleagues subbing for you may do so.)

# Teaching & Learning in the Media Center (continued)

- Near the end of a period:
  - Keep the students in the area you are working.
  - Ask them to push their chairs under their table or workstation.
  - Ask them to return materials, if any.
  - Ask them to throw away any garbage.

# A / V Materials

Donterria Jackson

- VCRs and DVD players
  - Schedule early
  - Check our video list in our [online catalog](#)

	VCR 1	VCR 2	VCR 3	VCR 4	VCR 5	VCR 6	VCR 7	VCR 8
<b>MON</b>	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
<b>TUE</b>	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
<b>WED</b>	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
<b>THU</b>	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
<b>FRI</b>	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							

# Returning A / V Materials

- VCRs and DVD players must be returned no later than 3:30 pm on the day of check out.
  - You may do this or a responsible student may do this.
  - Provide a pass for that student.
- Please do not attempt to repair equipment, change light bulbs, or unplug cables.
  - Call us at 5803 or 5804 or 5900 or return the equipment to the A/V Room.

# Your Department Input is Vital!

- Please let me know of
  - Curricular changes
  - Content changes
  - Unit changes
  - These changes affect purchases of books, videos, software, and online resources.

# Overdue Notices

Eva Dixon

- On Tuesdays, overdue notices may be placed in your mailbox.
  - Please give them to your students during your first and/or second hour classes.
  - Encourage them to take care of their obligations to the Media Center.
    - Return overdue books, magazines
    - Pay fines
  - Give me any overdue notices NOT belonging to students in your classes.

# Checkout Policy for Students

- Students may check out up to three non-reference books for a period of two weeks.
  - Six books if research is being conducted.
- Most reference books may be checked out for overnight use only
- Students who owe fines or overdue books may NOT check out materials until their obligations are cleared.

# Checkout Policy for Staff

- Check out books, magazines, videotapes, and audio-visual materials at the Circulation Desk.
- Lending period for books is generally 30 days.
- To access of Online Catalog, follow the links from the [Staff web page](#) to reach the Media Center's home page.

*Connect to the Media Center!*

[RichCentral.org](http://RichCentral.org)