



School of the Arts for Motion Pictures and Broadcasting

*Media Center
Policies & Procedures*

Mission & Goals

The mission of the G-Star School of the Arts Media Center is to enrich and support the school's mission of educational achievement, creativity, professionalism, and strength of character through a focus on both arts and academics. Our media center supports the school's mission and curriculum by providing a physically accessible collection representing multiple artistic and academic viewpoints in various formats at appropriate and challenging levels. Materials and services provided will promote literary, cultural, and aesthetic appreciation of the arts and sciences. The media center strives to promote information literacy, stimulate intellectual curiosity, and establish the habit of lifelong reading and learning.

Primary goals of the media center include providing leadership, instruction, resources, equipment, and facilities necessary to help students and faculty become active, effective users of ideas and information. The media center is committed to intellectual freedom and supports free access to information.

Facilities & Resources

G-Star's media center maintains a flexible schedule whereby media center facilities are used as instructional needs dictate. The media center staff welcomes individual use, small groups, or entire class visits. The established hours of operation provide the school community with access to resources before, during, and after school. To ensure that appropriate supplemental resources are available to support students' research and classroom instruction, the state certified media specialist is available to assist students in locating information, using online databases, applying research techniques, copying, and computer usage and printing.

Resources and materials in the media center support instructional curriculum on an artistic and academic level, as well as meet the informational and recreational needs and interests of our students. The media center contains more than 5,000 volumes of fiction, nonfiction, and reference, as well as a large selection of current periodicals and audio books. To enrich the focus of our school's unique arts program, the media center also houses a video collection of over 1200 items. All materials are organized using accepted media center practices so our students and professional staff are able to identify and locate appropriate selections for achieving instructional objectives. We acquire new resources for our rapidly expanding collection through budget allocation, donations, and fundraisers such as book fairs and silent auctions.

G-Star School of the Arts prides itself on making current technological formats available to our students. Our media center houses thirty brand new computers with internet access available for online research, word processing, creating multimedia presentations, and accessing networked educational programs. Students have access to a comprehensive selection of online databases which provide full text of magazine and newspaper articles along with in-depth and specialized encyclopedias and dictionaries. The media center is equipped with an online catalog and circulation system that students are able to browse on and off campus using any computer with internet access.

Media Center Collection

Materials Selection Policy:

Materials are selected to support the curriculum and instructional program of the school as well as the needs and interests of our school community. To achieve these purposes, the collection includes a wide range of subject matter, meets varying levels of student abilities, and represents diverse points of view. The media center supports the American Library Association's *Library Bill of Rights* and *The Freedom to Read* joint statement issued by the American Library Association and Association of American Publishers.

G-Star School of the Arts' certified media specialist is responsible for daily operation of the media center, including the coordination and selection of all purchases of materials for the resource collection. The media specialist collaborates with administrators, teachers, curriculum specialists, parents, and other members of the educational community when ordering materials for the media center. Weeding of the collection to remove materials that are outdated or no longer appropriate is a part of the selection process to ensure that the collection is as current as possible and continues to meet the educational and recreational reading needs of all patrons. G-Star School of the Arts welcomes gifts to our media center's resource collection. All donations will be subject to the same selection criteria as purchased resources. If any donation is not selected for inclusion in the resource collection, the gift material will be passed on to a more appropriate recipient.

Criteria for Selection:

The following criteria are recommended as a guide to selecting the best resources for the media center:

- literary and artistic excellence;
- lasting importance or significance to a field of knowledge;

- support of the curriculum and the educational goals of the school;
- favorable reviews found in standard selection sources;
- favorable recommendations by educational professionals based on preview and examination of materials;
- reputation and significance of the author, illustrator, or publisher;
- timeliness of the material;
- contribution to the diversity of the collection on controversial issues;
- contribution to multicultural awareness;
- compliance with current copyright laws;
- appeal to the media center patrons;
- suitability for intended use; and
- return on investment commensurate with need.

Challenged Materials

In the event of challenges to materials in the collection, the following procedures shall be followed:

1. The complaint must be registered in writing using the appropriate challenged material form, available from the school media specialist. The complainant must complete the form and return it to the school principal.
2. The principal immediately refers the challenged material form to a school review committee for consideration and evaluation. The committee shall consist of community representatives and no less than two certified staff members knowledgeable about the subject matter in question. The committee will judge the material as to its relative suitability for the students served by the school.
3. Within a reasonable period after formal notification, the review committee shall return a written recommendation on the validity of the complaint to the principal.
4. If the principal agrees with the review committee's recommendations, he informs the complainant of the decision in writing. The complainant is also informed about the appeal procedure.
5. If the principal does not agree with the review committee's recommendations, he immediately forwards a copy of the original written complaint to the school founder along with the review committee's recommendation and his dissenting opinion. The founder presents these materials at the next immediate board meeting. The board of directors passes selective judgment and notifies in writing all participating parties of their decision (i.e., complainant, review committee, and principal). The complainant is also informed about the appeal procedure.

Media Center Operations

The media center is open from 7:15 a.m. to 3:00 p.m. Monday, Wednesday, and Friday and 7:15 a.m. to 4:00 p.m. Tuesday and Thursday. These hours allow students, faculty, and staff access to the media center's resources before, during, and after school.

Student Use of Media Center:

Individual students are allowed to use the media center before and after school. Students may only use the media center during lunch or class when arranged with the media specialist ahead of time. Students who receive permission will be issued a pass from the media specialist. Students in the media center with passes who are not on task or are being disruptive will be sent back to class with the time they left the media center written on the pass, as well as the reason for dismissal.

Class Use of Media Center:

Teachers are requested to schedule class visits to the media center with the media specialist in advance. This helps to ensure availability of space. When a class is in the media center, it is under the direct supervision of the class teacher. The media center is a quiet study area where students are to work independently. If during a class visit students need to work in groups to complete their research, they are to do so with discretion. *Teachers should not schedule class visits to the media center when they will have a substitute teacher.*

Student Circulation Policy:

- Students may check out any 5 items at one time. Non-circulating reference materials and periodicals may not be checked out.
- Books are due back in 14 days. Videos are due back in 7 days.
- Students may renew materials as long as the materials have not been put on hold/requested by another student.
- Students with overdue materials may not check out other materials until the overdue item(s) is/are returned and incurred fines are paid.

In the event that the automation system goes down, the media specialist will determine which of the following actions to take:

1. Manually log barcodes of patrons and books for checkout.
2. Temporarily suspend checkouts until system is operational and checkouts can be resumed.

The Media Specialist will make every effort to continue checkout services during technical malfunctions.

Faculty Circulation Policy:

Faculty members are encouraged to make use of all media center resources. Faculty may check out any materials and are allowed to set their own due dates. However, if the materials are needed, the person will be notified to return the needed materials. No fines are issued to faculty, but overdue notices may be sent as reminders of the materials currently checked out. Students who are sent to check out materials in a teacher's name must have a signed request from that teacher before the materials may be checked out in the teacher's name. Faculty may check out individual books or classroom collections for an indefinite period on the understanding that the books will be recalled if other patrons request them. When more than one class needs to use the same materials at the same time, they are placed on reserve in the media center. The number of books placed on reserve may be limited.

Overdue Fees:

Overdue fees are 10 cents per item for each day the material is overdue. Written overdue notices will be issued to students once materials become overdue, and will continue to be hand-delivered to students weekly for as long as the material remains overdue. Students who owe fines will not be able to check out materials until the fines are paid.

Payment for Lost and Damaged Books:

If an item is lost or damaged, the media specialist will send home a bill for payment of the item. Bills will be printed every 9 weeks or by request. If a lost item is paid for, students are advised to retain their receipt. If the item is found, the fine paid will be reimbursed. If the book is damaged, students must pay the total replacement cost of the item. Students may keep an item once it has been paid for.

Settlement of Media Center Accounts:

Report cards will be held at the end of the year until outstanding balances are paid or lost books are returned. Graduating seniors must pay outstanding balances before a diploma will be issued.

Copyright Information

It is the policy of the media center to adhere to existing copyright laws and maintain ethical standards in the use of copyrighted materials for instructional purposes. The following notice is located on the media center photocopier:

Notice: The copyright law of the United States (Title 17 of the U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

If you have questions about copyright, please see the media specialist.

Behavior Policy:

The media center's behavior policy is based on G-Star's Code of Conduct. Specifically, all media center users will be expected to:

1. Respect all others and their right to a supportive learning environment.
2. Respect the property of the media center and fellow media center patrons.
3. Take responsibility for their actions.
4. Follow the direction of the media specialist or designated person in charge.

Students not adhering to media center rules will be issued a verbal warning. Students committing a second offense will be issued a referral to the Dean of Students.