

2011-2012

HAYNES BRIDGE MIDDLE SCHOOL MEDIA CENTER

JESSICA KARP
MEDIA SPECIALIST

LINDA FABRIZIO
MEDIA PARAPROFESSIONAL

The Haynes Bridge Middle School Media Center offers an extensive selection of professional materials.

We also have the following equipment available for checkout:

- Video cameras
- Digital cameras
- LCD projectors
- Document cameras
- Accessories for ActivBoards
- tape recorders
- CD and tape players
- DVD/VCR players
- TV's
- Flip cameras

Teacher Check-Out Information

Books are checked out to faculty for four weeks.

LCD projector, cameras, document cameras, ActivBoard accessories are checked out for three days.

- Overdue notices for students are sent to homeroom teachers to distribute to students twice a month. Please distribute on the day you receive them
- Audiovisual equipment is checked out to teachers through the media center (TVs, DVDs, overheads, and carts) and are kept with the teacher all year
- Wish list forms are available at the circulation desk or you can email the media specialist...tell us what you need or want
- Bulbs for the overhead are provided and changed by the media specialist
- A " Video Use Request" sheet must be filled out and approved in order to use a video in the classroom...these are found on the Media Centers home page
- Parent permission is required (along with the Video Use Request) when showing any video rated PG or PG-13.

Magazines and Journals - Back issues are available for check out in the media center.

ProQuest Educational Periodicals may be found through the link on the Media Center Home page.

The Haynes Bridge Media Center works with students, staff, parents, and community to support the mission of the school and establish a foundation for a lifelong love of reading and learning.

CHECK IT OUT! Destiny (our automation system) IS WEB BASED...THAT MEANS YOU CAN LOOK AT OUR COLLECTION FROM ANY PLACE THAT HAS AN INTERNET CONNECTION!

There is a link on the Media Center homepage of the Haynes Bridge website

Databases

Found on SEARCH page of the Virtual Library.

No passwords are needed at school.

Passwords ARE need to work on these databases from home.

Students have passwords in their agendas.

Galileo Culture Grams Student Resource Center Science Resource Center



STUDENTS AND CLASSES IN THE MEDIA CENTER

- ⇒ Sign up in advance for the whole class or groups larger than six students
- ⇒ When signing up, provide some information about your goals while in the media center (activity)
- ⇒ If your plans include a lesson from the media specialists, discuss the plan with the media specialist
- ⇒ Our schedule is flexible and an information literacy lesson can be planned with any lesson the teacher plans to teach
- ⇒ The sign up book is found in the media specialist' s office on the shelf by the door (and by the chocolate) or you can also send the media specialist an email to sign up your classes for time in the media center
- ⇒ Equipment may be reserved in the sign up book in the media center office
- ⇒ Groups of five or less are welcome in the media center anytime as long as they have a pass from a teacher (the pass must include the reason for the visit)

YOUR MEDIA SPECIALIST CAN AND WILL...

TEACH INFORMATION LITERACY SKILLS ALONG WITH YOUR RESEARCH AND OTHER LESSONS

DEVELOP PATHFINDERS FOR UNITS

PLAN AND TEACH UNITS WITH YOU

ASSIST SMALL GROUPS OR INDIVIDUAL STUDENTS WITH RESEARCH AND BOOK SELECTION

IMPROVE THE COLLECTION TO SUPPORT YOUR TEACHING

RESERVE MATERIALS AND SPACE FOR YOUR CLASS TO WORK IN THE MEDIA CENTER

ASSIST WITH VIDEO AND MULTI-MEDIA EQUIPMENT USED IN YOUR LESSONS AND ASSIGNMENTS

PROVIDE PROFESSIONAL DEVELOPMENT INFORMATION

STUDENT POLICIES -----

- Books are checked out for two weeks with an option to renew
- Students may have up to four books at a time
- Reference books and magazines are overnight checkout only
- Date due slips are placed in the back of the book at the time of checkout

- Overdue fines are \$.05 a day for books and magazines and \$.25 a day for reference books
- The fine stops increasing as soon as the book is returned
- Students are not allowed to checkout materials if there are overdue books or outstanding fines
- Student barcodes

- are taped into the agenda and used to checkout books
- Students log on the computers using their student ID number and password and should log off when finished
- Students should be aware that the media staff can monitor the computer screens from the circulation desk

- Pens and pencils may be purchased in the media center for \$.25 each
- Printing is \$.10 for a black and white and \$.25 for color
- When a class is in the media center, there is no charge for student created printing

