

Carl Stuart Middle School

Media Center Procedures

All CSMS teachers are encouraged to bring classes to the media center for computer and book research. Teachers are expected to remain in the library with their classes and to assist in the lesson or book selection. **I want to assist you anyway I can.**

If student workers or I am not here and you need to check-out books there will be a pad of paper at the circulation desk for you to write down your name and the barcode number. The next day or when I get back I will check these out to you. This helps me with statistical information.

We have our new software up and running. You can access the Online Public Access Catalog (OPAC) by going to <http://atriuum.k12.ar.us/opac/csms/>. If you had the old Spectrum Circ-Cat icon on your desktop it is obsolete and you can delete it from your computer.

To add the new OPAC search engine, do the following:

1. Open Internet -- <http://atriuum.k12.ar.us/opac/csms/>
2. Right click on the page and click on Create Shortcut.
3. Click Yes
3. Go to desktop where you will see a blue diamond that says Carl Stuart Middle Scho...
4. Right click on the name, click rename. Type in CSMS OPAC

Now you will be able to access the OPAC from your desktop.

Equipment:

- Sign-up for the computer lab, book research, or equipment (TVs, VCRs, and Multimedia projectors) in advance by viewing my calendar on Microsoft Outlook. Email me the dates you would like and I will add it to the calendar. I will put the equipment in your room the day before or the morning of.
- **Check-out** and **check-in** library equipment and materials. All equipment will need to be returned to the media center after use.
- Teachers can not check out equipment or book the media center for more than 5 consecutive days.
- I will have a list of all students who have internet permission at the circulation desk. Please check it to make sure your students have this when they come to the computer lab. This is especially important for students who move in during the year and sometimes slip under the radar.
- If a teacher takes school district property from the premises for an extended period of time you need to fill out an Equipment Responsibility form (see attached). If you are taking equipment on a field trip and you are carrying out a function of your job you do not have to fill out this form.
- Students are not allowed to push carts with technology equipment on them.

Free-flow/Computer Passes

- Study hall and English teachers will be given specific passes to use for their students.
- All other teachers sending students to use the computers or the media center for research will need to bring an orange library media center pass (see attached) to the library filled out. Students must have a specific assignment from the teacher to get a computer pass. Students can use these through study hall if given by classroom teachers. If you need these let me know. I have also attached the Media Center Computer Usage Rules. I go over this with the students.

Laminator

- Laminating will be done on Monday and Tuesday at 3:15 p.m. The laminator is not left on all day. If there is not a class scheduled I will try to do it one of the other days. If you want to laminate yourself there are a few things to know before beginning. Sometimes the film can get wound around the rollers, etc., so come by for a short “class”.
- Students are not to use the laminator.

DVD/VCD

- The use of educational videos is encouraged at CSMS however; there are procedures that must be followed. A report must be filed monthly with the central office and therefore it is important to have full cooperation.
 1. All teachers are required to document use of video recordings on forms (see attached) that can be retrieved from the media specialist. If teachers keep a DVD/VCR in their classroom, the form must still be completed.
 2. Upon completion of the form, return it to the media specialist monthly.

Miscellaneous

- If you know your research unit ahead of time, fill out collaboration form (see attached) where I will have time to gather information and materials. The more time you give me the better job I can do for you.
- The library schedule (see attached) is on a two week rotation. Please note my lunch is at different times. The library will be locked during lunch, but may be accessed with your key. No student should be in the library unless with a teacher using the computer lab. The Admin Act 1185 slots on my schedule is not set in stone.
- Any other suggestions or changes you may have will be **very welcomed!!**