



# The Media Center Times

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## Scheduling Time in the Media Center

Come on in and use the media center! Let's visit about planning ways to get students involved in using information. I am into helping you use this space the best we can TOGETHER!

There is a schedule on the counter for you to sign up classes. Visit with me and we can work through ideas. Team teaching, developing information gathering tools, and grading resources are just a few activities I can help with!

## Opening of the Media Center

We will open Monday, August 17th for classes. We will open for IAP on Wednesday, August 19th. If you need to use the media center sooner, please visit with me!

And just in case you are ready for spring, we will close in May on Tuesday the 11th at 4:00p.m.

## "Building Futures with Information"

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## Information Sources:

- ◆ Books
- ◆ Magazines
- ◆ Full-text Databases
  - Electric Library
  - SIRS
  - Wilson Web
- ◆ Encarta Encyclopedia
- ◆ Newspapers
- ◆ Internet Access

## Passes! Passes! Passes!

The media center is used for research, computer projects, and reading. If sending students to the media center when your class is not scheduled, give students passes and write on the pass what they are to be doing —ex: typing history paper, PowerPoint, or getting a book. This helps us monitor their activities. If passes are not provided, students may be asked to

If students are to work together, put that on the pass also. Please do not give students passes if they are not working for your class.

## Pass Example:

Student: Jason

To: Computer Lab

Reason: Type English Papers

## Staff:

Kim McCain, Media Specialist  
Jodi Hicks, Para-Educator

## Goal:

Help students and staff locate and use information effectively.

## Educational Videos

- ◆ ESU has a collection of 5,000 video titles. The titles are searchable on the web at [www.esu6.org](http://www.esu6.org) and the media website. We also will be glad to help you locate titles.
- ◆ Please give me video numbers by MONDAYS at NOON! I will send out e-mail reminders again!
- ◆ Videos also available for our hearing impaired students.
- ◆ Videos can be kept for two weeks.
- ◆ Delivery from the ESU will be TUESDAYS around 1:00-2:00p.m.
- ◆ On-line videos are available through [www.powermediaplus.com](http://www.powermediaplus.com). Check the website.
- ◆ Other videos are available in the media center and through other options on the media center website.



## Card Catalog



Remember the card catalog is now available on ALL the computers throughout the school on our website. Hopefully this will make it easier to see what materials we have. Check it out!

## Interlibrary Loan

We have an interlibrary loan service where we can borrow materials directly from Nebraska libraries and from across the United States.

Borrowing is faster and more efficient with about a week turn around time.

## Beatrice Library

Each teacher has access to check out materials to use in your classroom from the Beatrice Public Library. I can search for items and sometimes pick them up for you!

## Media Duplication

We can copy VHS tapes to DVDs if they are not copyrighted. This updates the media and saves on storage! Visit with me for more information! We can also make legal copies of CDs and DVDS.

## Television Program Taping

We will try our best to tape TV programs. Just provide us with a DVD or tape, the channel and the time.

## AV Equipment

We like to have our AV equipment used in the classroom. Please handle with care when it is in your possession. Contact us immediately when you are having troubles with your equipment. We can then provide you with other equipment and turn in yours for repair. We also have batteries for your remotes. Also contact me for future purchases of AV equipment. When using digital cameras and video cameras, SIGN the pink card before taking them.

## Lesson Plans

Information literacy skills are best learned when integrated with a research project. Let me help review with students the following research skills:

- ◆ Where to find items in the media center
- ◆ Card Catalog
- ◆ Databases
- ◆ Searching the Internet
- ◆ Evaluating Websites
- ◆ Plagiarism—We have software to check students papers for this! See me for more information!



## Book Repair

Let us help you maintain your book collection and help with repairs! We have the supplies for this:

special book tape, glue, and Vista-foil for paperbacks.



## Mobile Computer Labs

Sign up sheets are available in the media center. I will try and deliver the equipment. Please return the carts to the media center when you are finished, ESPECIALLY ON FRIDAY 9th PERIOD!! Let me know when you have problems with the computers.

## Before and After School Sessions

We will have sessions again before and after school. Topics will vary. If you have some ideas, let me know!

## Ditching Dewey

Remember the mess in the nonfiction section is due to the reorganization of materials into broad subject headings instead of numbers heading. If you have planning to use this section, I will be glad to put books for your classes!

# Using the Internet

When using the Internet, determine the purpose for using it. Perhaps Electronic Library or an encyclopedia would be just as quick and effective. If you want students to actively search the web, then let's help them learn the proper search strategies before setting them loose on the computers. I will be glad to help with this process.

Another suggestion is to locate Internet sites for your topic, then make hand-outs or a webpage of the addresses for your students. This will help them stay on task. We also would be glad to help you locate Internet sites to fit your curriculum.

Help limit the amount that students print out. I can help develop information gathering tools. I recommend not printing full webpages. Remember also to check the credibility of websites. I can also help classes with website evaluation and have a form available on the media center website.

## Books in a Basket!!

To help make resources more available in the classroom, we have baskets available in the workroom. Fill out the form, we will fill the basket, and deliver it to your room to have books that go along with what you are teaching. I also like to put books on carts and deliver them to the classroom for extended projects.

## Printing

Continue to work with students on printing conservatively. I can help teach them how to use print preview and/or printing PowerPoints in a condensed form. Also, the color printer is available, but use in moderation. Use the "Trash Can" test—If it is likely to end up in the wastebasket in a week, let's look at other options.

## Tests

When sending students to the Media Center with a test, put TEST on the pass. The student should also remind us they are taking a test. We like to assign them a table and keep a watchful eye on them. You may also give us the test ahead of time to give to the student. We are always glad to help with students who need to make-up tests.

## Databases

We have some great full-text databases in the media center that are located on our web page. Encourage students to use these databases when doing projects by incorporating the use of databases into a projects requirements. For example, a project could be set up for students to have three sources such as:

- 1 internet source
- 1 database source
- 1 print source

If you need help planning an assignment and demonstrating the databases, please let me know.

Students can also use the databases at home.

**Our databases are:**



**WilsonWeb**—General purpose database. Also has a biography section.



**ELibrary**:—This database is the students' favorite. This database provides **full-text** access to a wide variety of source materials.

**SIRS**—A general reference database that contains thousands of **full-text** articles exploring social, scientific, health, historic, economic, business, political and global issues.

