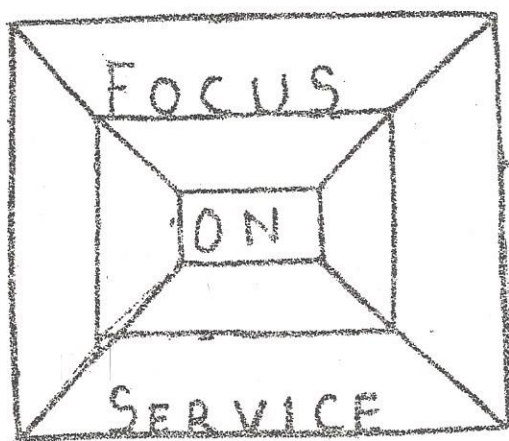


TIPPECANOE VALLEY HIGH SCHOOL



INSTRUCTIONAL MEDIA CENTER

FACULTY HANDBOOK

Tippecanoe Valley High School

Instructional Media Center

We are putting this handbook together to give the teachers a better opportunity to utilize the many materials and the equipment in IMC. We are always open to suggestions and hope you will help us to grow and continue to improve in this department.

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ROLE OF THE MEDIA CENTER OF
TIPPECANOE VALLEY HIGH SCHOOL

The aim is to make the Media Center a "home away from home" for each student. Stress is placed upon the fact that it is a place belonging to all with everyone sharing the responsibility of selecting, using, and caring for all the materials.

The dependence upon the classroom teacher to help carry out this role immeasurable since we must have their understanding and support. It is the classroom teacher who determines the quality and extent of media use by the students.

Therefore the media program must try to provide the following services to the faculty and students of Tippecanoe Valley.

Consultant services to improve learning, instruction, and the use of media resources and facilities.

Instruction to improve learning through the use of printed and audiovisual resources.

Information on new educational developments.

New materials created and produced to suit special needs of students and teachers.

Materials for class instruction and individual investigation and exploration.

Equipment to convey materials to the students and teachers.

Goals of the Media Center of
Tippecanoe Valley High School

With the new facility and equipment at the new high school, there is much to be done to bring the media program up to its full potential. To help accomplish this we have set the following goals to be carried out during the coming years.

1. To translate into reality the concept that the media centers are the heart of the schools instructional program.
2. To provide services which make possible differentiated assignments and individualized instruction.
3. To help student develop self discipline and skills in independent study.
4. To promote teacher-student-media staff planning.
5. To promote increased student use of and appreciation for, the entire range of instructional materials.
6. To develop cooperation among teachers and media staff for the teaching of library skills through subject matter.
7. To meet students needs for instructional materials whether they be academic or personal.
8. To provide a library science course of study which will help students to succeed in elementary, high school, college, and the world of work by engaging them in diversified and meaningful library activities.
9. To promote faculty self improvement through the establishment of a professional library and the use of a VTR for self evaluation.

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10. To provide library in-service experiences for teachers.
 11. To promote faculty participation in library planning through an active library committee.
 12. To promote teacher uses of instructional media through the expanded services of the AV production center.

The Use of the Media Center in High School Teaching

Co-operative Planning of Resources and Services

Students are now spending more time in independent study in Media Centers. It is important that the teacher motivate and help the student organize and evaluate his learning.

As these changes come Tippecanoe Valley wants its Media Center to grow in importance as a resource and service center of the instructional program. Media Center staff and teachers will provide instruction and guidance for students to insure:

1. The effective use of all materials in specified subject areas.
2. The development of students' skill in using materials for reference and research.
3. The motivation and extension of interests.
4. The appreciation of reading for many individual purposes.

To achieve these goals there must be school-wide planning among media specialist, teachers, and administrators.

In order that the teachers may gain greater use of the Media Center materials the following recommendations will be made to them by the staff of the IMC.

Early in the school year take time to visit the Media Center and ask the staff to show you its resources in your field. Any sincere interest you show will put you at once on their top priority list for service.

Make sure the Media Director has a copy of your course of study.

Keep them posted on the use you expect your students to make of the IMC. If you can give them approximate dates, as well as purposes, so much the better. (See Form #1)

Give your students good and frequent reasons to use the IMC. The use students make of the IMC is one indication of the quality of your teaching.

Consult the Media Director before making major assignments requiring library reference. At best he may have many helpful suggestions. At the least, this practice will prevent student frustration due to insufficient or unsuitable materials and your own disappointment in class results.

Alert your media specialist to new trends and changes in your field. If he is behind you in knowledge of educational theory and practice, he will not be able to keep abreast of you in understanding your needs. Remember, he must have no less than a minimum working knowledge of all facets of the curriculum.

Let him know where your "blind spots" are regarding materials or the use of them. He will think no less of you. After all, you are not competitors. You are professional teammates with the same goals. One person cannot do, be, or know everything. You must complement each other.

Invite the media staff to your classroom occasionally to witness the culmination of some media related activity, to introduce new materials or reference tools, or just to get the "feel" now and then of the classroom.

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Cooperate in the selection of materials for the IMC. If you really try to keep up with the materials in your field, you will know better than the staff of the IMC what will serve you and your students best.

Consider the use of the IMC by groups in order to work within easy access of materials during their scheduled class period.

Encourage wide reading in all subject areas.

Cooperate in providing instruction in the use of books and in work-study skills.

Use IMC facilities for displays of the creative work of students. This will be greatly appreciated by the whole school.

RESPONSIBILITIES OF THE IMC STAFF IN
PROVIDING MEDIA SERVICES

The staff of the Tippecanoe Valley IMC will try to perform the following general services for the students and faculty.

Serve as instructional resource consultants and materials specialist to teachers and students.

Select materials for the IMC and its program.

Make all materials easily accessible to students and teachers.

Assist teachers and students to produce materials locally which supplement those materials available through other channels.

Work with teachers in curriculum planning.

Work with teachers to design instructional experiences.

Teach the effectiveness of media to members of the faculty.

Assume responsibility for instruction in use of the IMC and its resources that is correlated with the curriculum and that is educationally sound.

Assist students to develop competency in listening, viewing, and listening patterns, attitudes, and appreciations.

Provide teachers with pertinent information regarding students progress, problems and achievements as observed in the IMC.

Act as resource persons in the classroom when requested by the teachers.

Make available to the faculty, through the resources of the professional library, information about current developments in curricular subject areas and in the general field of education.

Supply teachers with information on available in-service workshops and courses, professional meeting, and educational resources of the community.

Provide and promote in-service teacher education programs.

Promote among teachers, administrators, school governing bodies, and school patrons the concept that the use of resource materials is integral to instruction and not an adjunct to be used when time permits.

Establish an educational climate suitable for the optimum use of instructional media and materials.

Be responsible for evaluating emerging innovations for possible introduction into the learning process and for interpreting and promoting those innovations which can make a significant contribution.

Become involved in the development of central classification systems that will permit rapid location of related instructional materials for specific learning situations.

Arrange for the production of instructional materials which are not readily available but are necessary for the instructional program, and provide the incentive, training and materials for production by teachers and others.

Provide consultation opportunities for all teachers, including teachers-in-training, to secure assistance in the use of new media and materials in their lesson planning.

Provide a variety of well-selected instructional materials and equipment, easily accessible for use by teachers and pupils and give encouragement and/or administrative support for the effective use of these materials.

THE DEVELOPMENT OF LIBRARY SKILLS

THE ROLE OF THE IMC STAFF IN TEACHING LIBRARY SKILLS

The teachers at Tippecanoe Valley may expect the IMC staff to assume the following responsibilities in the instruction of library skills:

Work with teachers in all projects that require students to select and use information effectively. Provide for individual and incidental instruction or for class groups in the IMC.

Take major responsibility for orienting new students to the IMC and teaching the skills.

Provide teachers with handbooks, films, filmstrips, and other published materials on the Use of IMC's.

SUGGESTIONS TO TEACHERS IN TEACHING LIBRARY SKILLS

Discuss sources where information can be found.

Point out the need for the student to become efficient in using information and acquiring skill in investigation.

Take the members of the entire class to the IMC and arrange for the librarian to give instruction in the Dewey Decimal Classification System.

Send students needing instruction in how to use the card catalog to the IMC for instruction.

Discuss ways of doing skillful reference reading on any subject or problem before giving assignments.

Give instruction on using parts of the book effectively.

Provide opportunities for students to use magazines, pamphlets, clippings, pictures, bulletins, filmstrips, records, tapes, and other non-book materials in the IMC.

Introduce and evaluate available magazines. Discuss different types.

Give instruction in the use of the READERS' GUIDE TO PERIODICAL LITERATURE.

Provide students with many opportunities to read newspapers.

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Initiate projects designed to develop critical judgement.

Arrange schedules for the instruction of students in the use of reference books which concern places, events and people.

Discuss the selection of biographical information.

Introduce general biographical dictionaries: such as Webster's Biographical Dictionary, Whos' Who in America, Current biography, and other biographical encyclopedias in special fields: such as British Authors of the Nineteenth Century.

Help students develop understanding and skill in selecting information. Such steps as the following might be discussed: making a plan for selecting information before starting to read; deciding what kind of information is required and what questions need to be answered; trying to identify topic sentences.

Give detailed instruction in outlining and provide opportunity to practice.

Provide opportunity in the IMC for students to do reference reading that involves organization of information.

Demonstrate ways of taking effective notes.

Give instruction on bibliographical form and the correct form for footnotes.

Provide a variety of materials that expresses different views on a subject or problem.

Summarize with students all the steps necessary in acquiring excellent work-study habits needed in writing research papers.

Allow time in the IMC for students to practice these skills as they work on research problems.

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MEDIA CENTER POLICIES AFFECTING TEACHERS

1. Teachers may have an unlimited number of books.
2. Books checked out by teachers will have no specified due date. However, if these books or materials are in demand by other teachers, they may be recalled after one week.
3. Teachers may place materials for supplementary study on reserve. These materials will be kept on a special shelf. Students may use them in the IMC and they will be checked out the last period of the day for overnight use only.
4. If a teacher wishes to check out a reference book for a period or a day, he may send a student to the Center with the request.
5. THE CENTER IS NOT TO BE USED AS A STUDY HALL OR A DETENTION ROOM.
6. All equipment and materials that leaves the Center MUST be checked out. The reason this rule must be enforced is so that if the equipment is needed later in the day, we will know where to go to find it.
7. All equipment is scheduled on a FIRST COME, FIRST SERVED basis. The sooner the request is received the better chance you have of getting your equipment when you want it. We ask that everyone try to get all request in by the SIXTH PERIOD OF THE DAY PRECEDING YOUR USE.
8. If a teacher wishes to bring a class to the library for instruction or research, please arrange a time with the Media Staff at least two (2) days ahead.
9. If a teacher brings a class to the library he/she is expected to remain there with it.
10. A teacher may give a student in his class a pass to go to the library to do a definite assignment during class time or during study hall. In this case the student will be permitted to stay the entire period.
11. The students may get a pass from the study hall clerk to go to the library for recreational reading (eg. magazines, newspapers, look for books, etc.). These passes will allow the student to stay in the library only 15 minutes.

MEDIA-CENTER POLICIES AFFECTING STUDENTS

1. The Center opens at 8:30 AM and remains open throughout the school day until 4:00 PM and also by special request after these hours.
2. All students are entitled to use the Center and borrow materials unless suspended for disciplinary reasons.
3. Reference books must be used in the library. Exceptions are overnight encyclopedias or teacher requested materials for classroom use.
4. Reserved books may be borrowed for one period, or overnight. They must be returned before the first period the following day. A fine of 25¢ a day will be charged for all overdue reserve books. Audiovisual materials will be treated as reserve books.
5. All other material may be borrowed for a period of two weeks.
6. Damage to books or other IMC materials beyond reasonable wear, and all lost materials must be replaced or the IMC reimbursed for them.
7. A fine of 5¢ per school day will be charged for books and materials kept overdue. Days of illness not counted.
8. No materials are to be taken from the Center by faculty or students unless they are checked out.
9. Current magazines cannot be checked out.
10. All materials copied on the photo-copier will be at the rate of 10¢ per page.
11. Back issues of magazines may be checked out for one (1) week.
12. Any damage to a magazine will be subject to the replacement of the magazine or the paying for same.
13. No materials will be issued to students owing fines, any fine not paid by the end of the grading period will be cause to retain students report card.

- 14. The library will be for quiet study. ~~Due to limited space and facilities at the present there cannot be group work.~~
- 15. Anyone found defacing or abusing his library priviledge will be suspended from the library. Suspensions will be:
 - 1st offense - 2 days
 - 2nd offense - 1 week
 - 3rd offense - 6 weeks and see the principal
 - 4th offense - semester
- 16. ALL STUDENTS MUST HAVE A PASS TO ENTER THE MEDIA CENTER.
- 17. A pass from a classroom teacher with a definite purpose stated will be good for all period.
- 18. A pass from the study hall clerk will be good for only 15 minutes.
- 19. Any student found not making a direct trip from the study hall to the library and return the same way will have his/her priviledges suspended.
- 20. A library pass is only good to go to the library and return. It is not a pass to go to lockers, rest rooms, or anywhere else in the building.

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AUDIO VISUAL POLICY AND PROCEDURE

1. We will be entirely dependent on Free Films. We have several catalogs, so please contact one of the media staff to see them. The school will pay return postage on these.
2. All request for free films should be made to Mrs. Shoemaker on the film request forms. (form #2)
3. We are also able to order films from Northern Regional Service Center of Indiana Department of Public Instruction. The only problem with this service is that orders usually must be sent in about one year ahead of time.
4. We are asking you to fill out an Evaluation form on each film that you use and return it to the IMC. (form #3)
5. All requests for Tippecanoe Valley School Corporation materials and equipment should be made on the Request form at least 1 day in advance. (form #4)
6. When we receive notification of a confirmation, we will send you a confirmation also (form #5)
7. When the film is received, we will put a Film Notification in your box. The teacher will then fill out the bottom and return it to the AV office. (form #6)
8. All equipment and materials that leaves the Center MUST be checked out. The reason this rule must be enforced is to that if the equipment is needed later in the day, we will know where to go to find it.
9. All equipment is scheduled on a FIRST COME, FIRST SERVED basis. The sooner the request is received the better chance you have of getting your equipment when you want it. We ask that everyone try to get all request in by the Sixth Period of the Day Preceding Your Use.

NON-BOOK MATERIALS

The Media Center has many materials besides books which may help in your teaching. We have a collection of filmstrips, audio tapes, records, transparency masters, charts and posters. These are available for both students and teachers to use. It is preferred that if a teacher is planning on a student using a record that he notify the Center ahead of time so that copies can be made on tape so that more students can use it.

We also have a video tape recorder for use in self-evaluation or local production of materials. There are facilities for graphics and several students trained and willing to help you to prepare your visuals.

SUPPLEMENTS

From time to time supplements will be printed to add to this manual. At the present time we are working on a list of filmstrips, records, tapes, and charts in the IMC. We also hope to issue special bibliographies in different subject areas during the year. If you have any special list you would like compiled, see some of the IMC staff.

SAMPLE FORMS

ADVANCE NOTICE FOR
REFERENCE MATERIAL

Date Jan 21

To the Librarian:

I have assigned to a class
of 30 students the following
subject(s): DRUGS, CRIME.

Form #2

Reserve

They will need the material
from 1/25 to 2/5. Please
place the material on reserve.
Yes No

Teacher John Jones

Class Sociology

TITLE: The Dairy Farm

NUMBER: _____

SOURCE: Modern Talking

ADDRESS: Indianapolis Ind.

DATE NEEDED Jan.

1st 7th

and any time

WHERE FOUND: Educator's Guide p. 41

FILM EVALUATION FORM

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FILM KISSINGER INSTRUCTOR JONES DATE JAN 13

PRODUCER _____ LENGTH 28 min.

SOURCE AETNA SILENT _____ SND COLOR B&W _____

COST: RENTAL _____ PURCHASE _____ FREE

USED IN GRADE 12 SUBJECT Govt.

WITH UNIT ON FOREIGN POLICY

FOR USE WITH THIS UNIT THE FILM IS :

EXCELLENT GOOD AVERAGE FAIR POOR

STUDENT INTEREST & REACTION TO THE FILM:

EXCELLENT GOOD AVERAGE FAIR POOR

(do not) recommend this film for use in grade 12 subject Govt.

Additional Comments: _____

Form #3

REQUEST FORM

DATE WANTED			PERIOD	TYPE OF MATERIAL				
Preferred	Not Before	Not Later		Film	Film strips	Slide	Tape	Record
1/27	1/29	1/29	1:03 4:50 PM		<input checked="" type="checkbox"/>			
MATERIAL REQUESTED								
Number		Title						
573		Reptiles						
EQUIPMENT NEEDED								
Film Strip Projector & Cassette Player								
Need Operator Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Signature <u>John Jones</u>			Room 125		Date 1/20/75	
Please do not write below this line								
Date Confirmed		Equip & Oper Assigned			Number		Returned by	

Form #4

CONFIRMATION

TEACHER Teas ROOM 128

The A-V Office has received the following information.

Film Distributor Moder-Film Title The Dairy Farm.

Confirmed Not available
 Shipping date 1/25 First available date _____

Return date 1/30

Please contact the A.V. office if this is not satisfactory or if you wish to reorder on an alternate date.

THANK YOU

P.S.

Form #5

FILM NOTIFICATION

This film has been received in the A-V Office

TEACHER JONES

TITLE KISSINGER

DISTRIBUTOR ARINA

RETURN DATE JAN 14

SHOWING

DATE	PERIODS	ROOMS
Jan 13	1, 2, 4, 6	125

Please return this form to the A.V. Office as soon as possible so that you may be scheduled on the date that you prefer.

THANK YOU

P.S.

LIBRARY PASS

NAME James Doe
 PURPOSE Go Record on Birds
 DATE Jan. 23 PERIOD 5
 TEACHER J. Jones
 S.H. TEACHER _____ Time Left _____
 Study Hall _____
 Time Arrived _____ Time Left _____ Time _____
 Library _____ Library _____ Return _____
 LIBRARIAN COMMENTS _____

Pass from teacher

LIBRARY PASS

NAME James Doe
 PURPOSE Read Magazine
 DATE Jan 23 PERIOD 5
 TEACHER _____
 S.H. TEACHER J. Jones Time Left _____
 Study Hall 1:45
 Time Arrived _____ Time Left _____ Time _____
 Library 1:45 Library 2:02 Return 2:04
 LIBRARIAN COMMENTS OK

Pass from study hall