

## Heard County Middle School Media Plan 2019-2020

The primary goal of the **Heard County Middle School Media Center** is to operate a totally *flexible* schedule, which allows all patrons access to resources throughout the school day. Individuals, small groups and large groups are able to work independently, or cooperatively, with guidance from the media specialist. *Updated program goals:*

- Promote reading as a foundational skill for learning, personal growth and enjoyment.
- Plan, provide, and promote resources in multiple formats (physical, digital, audio books...). #informationliteracy, #medialiteracy and #technologyliteracy.
- Provide an organized, friendly and safe environment with flexible and equitable access to resources, including 24/7 access to digital titles.

The **Chromebook Initiative** allows every student to have a Chromebook while enrolled in our school. The media specialist coordinates data in **Sherpa**, checking Chromebooks to students and tracking usage. Issues and repairs are scheduled at the Circ Station (track/package/ship) as needed. As always, **the media plan** includes keeping resources healthy and current. Books are weeded frequently and replaced with new titles purchased based on professional reviews and recommendations from the **Needs Assessment** (given each year to all teachers).

### Service Priorities

- **Evaluate** and make recommendations for additions to the **collection** (print, digital).
- Assist staff members with **instructional strategies** (through Google documents shared, for example)
- Evaluate teacher and student use of equipment. **Create guides** (print and online) to help students use Chromebooks with digital resources such as Follett Shelf books, Instant Access books, Galileo and free resources through PINES.
- **Collaborate** with the Heard County Public Library and West Georgia Regional Library System to provide PINES cards for students. Then, continue taking applications for PINES cards so students will have access to PINES resources on Chromebooks.
- Work with teachers to **encourage students to read**. Students are encouraged to read fiction and non-fiction books; they are guided to choose books within their Lexile Range.
- Provide students with **individual training** on library media resources such as **Destiny Discover** (how to search within Lexile Range, find reviews, next book in series...)
- Provide staff and students with **group training** as needed (orientation, PINES Day, Digital Resource Guides...)
- **Inventory equipment**. This includes student Chromebooks and staff computers and technology in classrooms.
- **Inventory books**. This includes books on shelves and on the cloud (digital). Books on shelves are straightened and scanned each year. This is where I make corrections to catalog records and weed outdated materials as needed.
- **Shelf Managers**: Work with students to show them how to organize books on shelves by Dewey Decimal order.

### Budget Priorities

- The library automation software has been changed (from Surpass, which gave many errors) to Follett Destiny. Media specialists have been meeting this year to plan for data transfer and implementation. Destiny should make it easier to access digital titles.
- Provide **print and digital resources** to expand the collection. Students are able to search and reserve books from any Internet based computer.
- Provide **digital portals** (Follett Shelf, Instant Access) for students to access any time. Students may check out and download digital books to electronic devices. Students may scan QR codes on some books to download an electronic version of the book to read. Students may scan QR codes on books at the Circulation Desk to download books and keep for as long as needed. They will delete these books when done. There is no limit on how many students may access these **Instant Access** titles.
- Review licenses of **digital books** before purchasing titles to get more value for money spent within the budget. #InstantAccess
- Provide more **digital devices** with cameras for scanning codes and creating projects. Our school received three free digital devices from book vendors (iPad Pro, iPad Air, iPad Mini) and these are used on the new **TouchCast** for morning announcements.
- Added a digital sign in web portal (**LibraryTrak**), which monitors time in and out for patrons. I share a link with staff so they may monitor the logins and logouts daily if they wish to do that.
- Upgrade green screens when funds are available. Add green pods for digital recordings and projects for students. #FlipGrid
- Provide more money in the **Supply line item** for the media program. This line needs to be adjusted some to allow the purchase of more book tape and print cartridges. I print photos (comic book style) of Shelf Managers (small labels and 5x7 or 8x10) reading books to promote reading and literacy. I will also need more label supplies for Chromebooks. #GetCaughtReading, #ReadingLiteracy, #ReadingIsCOOL
- Card printer – A new card printer was purchased and installed in August. ID photos are now printed on each side of the card. Also, IDs need to be printed one time with no date. Employees need to keep them year to year and turn them in when employment ends. The new design includes more white as a background color.
- Grants – I wrote and received a \$5000 grant from Kinder Morgan for digital books in November. I will seek a grant for more digital resources for summer reading and an EdPuzzle Pro Account for our school.
- For #futureready alignment, I will ask that maintenance add castors to all media tables. (They have added castors to stationary computer tables.)

--**Glovis South**/Media Specialist