



BURKE COUNTY PUBLIC SCHOOLS

**New Media Coordinator
ABC Book**

Updated August 2017

A IS FOR:

- **Annual Media/Technology Report** (called NCDLMI)
 - Data collected about each school's equipment and media center collection
 - Reported to the NC Legislature
 - Finalized data entered online in mid May
 - Must have an NCID to sign in
 - Principal must sign in with NCID to sign off
 - Resources available at:
<http://www.burke.k12.nc.us/departments/media>

A IS FOR:

- **AV- Audio Visual**

- Each media center is equipped with a media distribution system (sometimes called head-in system) which will distribute programming throughout the school via VCR's, DVD, players, and in some schools, computers
- Technology Department personnel help set up, troubleshoot, and repair AV systems. Contact him via a Technology Help Desk request if assistance is required.



B IS FOR:

- **Battle of the Books**

- Sometimes called "BOB", Battle of the Books is a program for elementary and middle school students. Students at participating schools read books from a list established by the state Battle of the Books committee and then compete in quiz-bowl-style tournaments to test their knowledge of these books.
- Media coordinators are coaches for their school's team. Classroom teachers may also assist. See this website for details:

<http://www.burke.k12.nc.us/departments/media/battle-of-the-books>



B IS FOR:

- **Board Policy**

- Several School Board policies pertain to the media/technology programs and may be found from links on this page:

[http://www.burke.k12.nc.us/departments/
media](http://www.burke.k12.nc.us/departments/media)



B IS FOR:

- **Book Fairs**

- Elementary and middle schools typically have at least one book fair each year. Some may have two or even three. Book fairs are optional and should be organized with principal approval.
- Two companies our schools have used are:

Scholastic

1 800 799 READ

Barnes & Noble

<http://www.barnesandnoble.com/h/bookfairs>



B IS FOR:

- **Budget**

- Each school gets a small budget each year to purchase library books. This money can only be used for books. It is usually available by the beginning of school (depending on budget situation). You may ask your school's bookkeeper for balances when needed.
- Other sources of funding: PTO, book fairs, other school funds as determined by the principal



C IS FOR:

• Checkout

- Students' barcode number is the PowerSchool ID number
- Some schools print barcode cards for each student, by homeroom, and keep them in a notebook
- Other schools print cards for students and place them in lanyards for students to bring each time they come to the media center
- Other schools (mostly middle and high) will search for students by name or by PowerSchool number
- Some schools set up self-checkout stations with directions so students may check out themselves at the point of need



C IS FOR:

- **Collection Development**
 - Each school should have a written 2-5 year written plan
 - Collection development guidelines may be found in Impact: Guidelines for North Carolina Media and Technology Programs
<http://www.ncwiseowl.org/impact/progadmin.htm>



C IS FOR:

- **Copyright**

- Each media coordinator is responsible for reminding teachers about copyright law, especially copyright in a digital environment, at a faculty meeting at the beginning of the school year, and modeling ethical uses of resources for students and staff at all times. A useful resource may be found here:

<http://www.burke.k12.nc.us/departments/media>



D IS FOR:

- **Destiny**

- Library circulation/cataloging software
- Each school should have a Destiny manual
- Destiny support renewal is paid at the district level. If you get a bill at your school to pay for this, disregard.
- Many Destiny resources are located in our Destiny Document Library and our Destiny Handbook located in the Links section of the BCPS Media Page

<http://www.burke.k12.nc.us/departments/media>



D IS FOR:

- **Discovery Education**
 - Subscription service for educational videos/video clips
 - Teacher and student accounts will be updated each school year based on the location of their teaching assignments



E IS FOR:

- Equipment Repair
 - The Technology Department repairs electronics and troubleshoots problems with these devices.
 - Complete a Technology Help Desk Request online
 - Place the broken equipment in a designated spot in the media center office area with an attached form giving school name, date, and problem.



E IS FOR:

- **Engineer**

- Each school is assigned a systems engineer through the technology department who handles network issues, printing, and fixes computers. This person is assigned to several other schools also.
- To make a request to get an issue solved, complete a Technology Help Desk Request form



F IS FOR:

- **Fixed Assets**

- Method for inventorying anything in the school worth over \$500.00
- Silver barcode tags are to be placed on these items
- There are separate forms to complete for acquiring items, retiring items, and transferring items between schools
- Specific instructions and links to forms may be found here:

<http://www.burke.k12.nc.us/departments/media>



F IS FOR:

- **Follett**

- Company that makes Destiny Library Manager. Follett and Destiny may be used interchangeably.
- There is a Follett Library Resources and a Follett Software Company.



F IS FOR:

- **Follettshelf**

- Works through Destiny
- Holds our eBooks
- Students and teachers can access by logging into Destiny or logging into the FollettShelf directly
- eBooks may be read online through any device with a browser and an internet connection
- eBooks may be downloaded to Android tablets or iPads



G IS FOR:

- **Growth**

- Find as many opportunities as possible to grow professionally
- Ask for help from your media coordinator mentor
- NCSLMA conference (state media conference)
www.ncslma.org
- Twitter
(The Daring Librarian, Doug Johnson, Library Girl, Simple K-12, Destiny webinars)



H IS FOR:

- **Help Desk**

- Use the technology services help desk for all computer, printer, networking issues. If there is an absolute emergency, such as the server going down, call Technology



I IS FOR:

- **Instructional Technology Facilitator**
 - Each school is assigned an ITF through the Technology Department
 - ITF collaborate with you and teachers to integrate technology and promote project-based learning
 - Conducts staff development and can assist with technology planning



I IS FOR

- Inventory

- Media coordinators are in charge of 3 different inventories: NCDLMI, Fixed Assets, Destiny

NCDLMI- Due to DPI each June. NCDLMI site is open all year so changes may be made in real-time. An answer guide is available here but please note, it is updated each year in April.

<http://www.burke.k12.nc.us/departments/media>

- **Fixed Assets-** equipment over \$500 gets an asset tag sent from Finance Dept.

<http://www.burke.k12.nc.us/departments/media>

Destiny- counts items cataloged in Destiny each year. An inventory guide is located here:

<http://www.burke.k12.nc.us/departments/media>



J IS FOR:

- **Juggle**

- You must be able to juggle several tasks at once with grace!



K IS FOR:

- **Know**
 - Know whom to contact for repairs, instructional help, webpage help



L IS FOR:

- **Legal**

- Stay legal and help your students and staff stay legal by modeling and teaching ethical use of resources, especially online resources
- If your school or daycare intends to show full length movies for an after school event for a non-instructional purpose, a movie license **MUST** be purchased. Most schools use Movie Licensing USA and work with daycare to pay the bill

<http://www.movlic.com/>



M IS FOR:

- **Media Performance Appraisal Instrument**

Make sure to keep a notebook of documentation for each of the three functions. For a list of examples of documentation, look under the MCPAI section here:

- Here are links to some helpful resources:

<http://www.burke.k12.nc.us/departments/media>



M IS FOR:

- **Media handbook**

- Detailed information about BCPS Media Programs
- Each school has a print copy
- Online version may be found here:
<http://www.burke.k12.nc.us/departments/media>



M IS FOR:

- **Media Webpage**

- one stop for info, forms, how to's, announcements, meeting notes

<http://www.burke.k12.nc.us/departments/media>

- Work with your ITF to get up to speed on using our webpage creation program



N IS FOR:

- **Numbers**

- Numbers to know:

- Technology- 438-2995

- Follett Technical Support- 1-800-323-3397



P IS FOR:

- **Patrons**

- Destiny patron records are updated through PowerSchool nightly
- Students are moved from school to school within BCPS seamlessly so all records remain intact
- Teacher patron records are updated at the beginning of the year and at the end of the first semester. Media coordinators need to inform the District Media Coordinator when your school gets a new teacher (new to district or from another school within BCPS).



P IS FOR:

- **Processing books**

- Books should be ordered pre-processed with spine labels, barcode labels, and AR labels
- Paperbacks should be avoided
- Order library bound if at all possible
- Be consistent with label placement
- Avoid handwritten labels
- **For your first book order, seek help from the District Media Coordinator before importing MARC records**



P IS FOR:

- Previews
 - As a rule, media coordinators should not accept book previews from vendors.



Q IS FOR:

- **Quotes**

- For iPads, iPad cases, carts, MacBooks, projector bulbs.... Contact the Technology Department- 438-2995
- All technology-related purchases, including online database subscriptions, must go through the Technology Department



R IS FOR:

- **Renaissance Place**

- Refers to Accelerated Reader, STAR Reading, Accelerated Math, STAR Math, etc.
- Media coordinators are typically the contact person for these programs.
- Renaissance Place Live Chat is a great first point of contact for solving lots of issues.
- Media coordinators set up the school year and assign programs to the correct classes



RENAISSANCE PLACE

- All student data and class data are populated automatically through PowerSchool. We do not manually add classes and kids. This is done automatically through a nightly data upload to Renaissance Learning
- Student usernames and passwords cannot be changed and follow this scheme:
 - Username= 1st letter of first name + first 5 letters of last name
 - Password= PowerSchool number



S IS FOR:

- **Substitutes**

- Some schools do not hire a substitute for media coordinators. This is a principal's decision.
- Media coordinators have compiled a list of substitutes recommended for the media center. These people are trained to use Destiny
- The list is available on the Resources page of the Media page. A password is necessary for access.



T IS FOR:

- **Teachers**
 - Collaborate with them
 - Support them
 - Work with them
 - Share with them



T IS FOR:

- **Troubleshoot**
 - Media coordinators serve as a first point of contact for troubleshooting technology-related problems.



U IS FOR:

- **Update your knowledge and skills**
 - Attend trainings and conferences
 - Participate in webinars



V IS FOR:

- **Videos**

- Video approvals are handled at the school level
- Teachers must complete a form available at the school and give to the principal to approve



W IS FOR:

- **Website**

- Many media coordinators are the webmaster for their schools
- Learn how to use Google Sites effectively
- Create a webpage for your media center
- Your instructional technology facilitator can help you with issues.



X IS FOR:

- **Xtranormal**

www.xtranormal.com

- Create an animated video for your media center webpage for PR or for a student orientation using

www.xtranormal.com or www.voki.com

Click the picture below for an example or go to:

<http://www.librarygirl.net/2012/02/library-virtual-tour.html>



Y IS FOR:

- **Yearly Report**

- Create a yearly report for your principal to show yearly statistics, circulation trends, books lost, etc. Piktochart (online tool) is a nice and easy tool for this.
- Collection Inventory
- AMTR
- SchoolDude Online Inventory



Z IS FOR:

Zero in personal goals and goals for your media program!

