



Glen Burnie High School Library Media Center September 2011

STUDENT ORIENTATION

An orientation to the Media Center will be scheduled for all 9th graders through their **English** classes. Any 10th, 11th, or 12th grade English teachers who wish their students to have a media review can see Linda Pollack.

INTERNET Student Ethics Policy – CODE OF CONDUCT

Please go over computer misuse and consequences outlined in the Student Code of Conduct prior to taking your class to the computer lab.

Continue to instruct students concerning proper computer ethics and continue to supervise your students closely in the computer lab and in your classroom.

CABLE IN THE CLASSROOM COLLECTION

The Cable in the Classroom tapes are catalogued by the Dewey Decimal system to assist you in finding materials for your curriculum.

The teacher accepts responsibility for the decision to use off-air video programming. It is your responsibility to preview all programs prior to using them with your students.

Remember, these materials need to have the Materials Evaluation Form filled out and signed by three members of your department.

The form is available near the Cable in the Classroom collection.

VIDEO/DVD BOOKING – 2 Week Loan Period

Go to the website below to search the county's video holdings:

<http://www.aacps.org/lms/videoLibrary.asp>

See the Media staff to book items online from the Video Library

ANNE ARUNDEL COUNTY PUBLIC LIBRARY

Remind students to use the public library and its resources for assignments.

For Homework resources go to:

<http://www.aacpl.net> and click on Homework Center icon.

Access electronic databases, practice SAT and AP tests, Ask Us Now (24/7 Live Chat)

LIBRARY CARD SIGN-UP MONTH

http://www.aacpl.net/library_card/

AP/PSAT/SAT PREP BOOKS

Test booklets for AP and SAT testing are available for checkout in the media center. Please encourage your students to use these valuable resources to help them become more successful in their AP and PSAT/SAT assessments.

Some classics novels are available with SAT words highlighted.

RESEARCH PROCESS GUIDE

Worksheets designed for each part of the research process are available at the circulation desk. Stop by to pick up a copy and see Linda Pollack to plan cooperatively for your research assignment. (Planning sheet attached)

DIFFERENTIATED INSTRUCTION, GRAPHIC ORGANIZERS and RUBRICS

Our goal for students is to meet and to challenge their highest levels of individual potential.

Differentiating instruction is key to creating flexible and adaptive learning environments that effectively accommodate the diversity of the student population, which is present in today's classroom. A differentiated library media program offers different approaches to what students learn, how they learn it, and how they demonstrate what they have learned.

Meet the challenge of special needs and highly-able students by...

Modifying and enriching the assignment by providing opportunities for students to communicate their research in various formats depending on their interests and abilities.

(Chart, research paper, PowerPoint, MovieMaker, timeline, poem, brochure, oral presentation)

LIBRARY-MEDIA REVIEW COMMITTEE

If you are interested in serving as a standing member of the Library Media Review Committee, please let Linda Pollack know by filling out the attached form and putting it in the media mailbox. (The committee meets only when the need arises, and should consist of an administrator, teacher from each department, media specialist, parent, and student.)

SCHOOL LIBRARY-MEDIA REVIEW COMMITTEE 2010-2011

Name _____

Dept. _____

DATES TO REMEMBER...

BANNED BOOKS WEEK

September 24-October 1 2011

<http://www.ala.org/ala/issuesadvocacy/banned/bannedbooksweek/index.cfm>

NATIONAL BOOK FESTIVAL – Washington, D.C.

September 22, 25, 2011 Sponsored by the Library of Congress

<http://www.loc.gov/bookfest>

BALTIMORE BOOK FESTIVAL - Baltimore, MD

September 23- September 25 2011

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

TAKING A FALL COURSE???

You may access the online resources from our AACPS Professional Databases. Stop by the library media center to pick up a brochure.

<http://www.aacps.org/lms/proVidLibrary.asp>

CARD CATALOG OPAC

Our card catalog – OPAC - can be accessed in the folder Web Resources on the student or faculty desktop.

<http://opac.aacps.org/school.asp?SchoolType=3&SID=94>

PERIODICAL LIST AND DATABASES 2010-2011

(Sent to each department and on webpage under Media Center Resources)

GBHS
Library Media Center
Production Services

Equipment for Loan from the Media Center:

DVD Players

VCR Players

CD/Cassette Player

LCD Projectors

Slide Projectors

Digital Camera

Digital Camcorders

Computer Speakers

Desktop Microphone (for recording dialog with a PC)

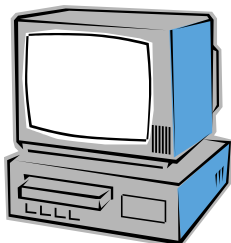
Portable Microphone System (suitable for small settings)

Document Camera- Magnify experiments, primary documents, maps for classroom viewing

SD Multi-Card Reader

Smartboard and airliners- available for use in the Career area of the Media Center; software for home computer to familiarize yourself with Smartboard tools is available for downloading.

See ERO for training available on Smartboard and Emerging Technologies



Demonstration and setup of any equipment.

Services to Teachers and Their Classes:

Troubleshoot repair of equipment. Arrange for repair pick-up for broken AV equipment including: DVD players, VCRs, LCD projectors, camcorders and overhead projectors.

Assist teachers and students with software programs including *Movie Maker, Photo Story, Photoshop, Illustrator, Publisher, Power Point and Word 2007*. Aid teachers in burning Audio or Data CD-ROMs using *Roxio*. Aid teachers in scanning documents using *Scan Jet*.

Demonstration and setup of *United Streaming* movie database account.

Large Black and White poster prints. (Please see media staff for *Poster Printer Usage Guidelines*)

Filming classes and events during the school day upon request. Filming Goucher student teachers upon request.

Editing previously recorded video and burning to DVD or CD-ROM (ex. editing sports, dance, band highlight videos and adding captions, music etc.)

Recording cable broadcasts for the Media Center's *Cable in the Classroom Collection* and for teacher use upon request. Recording *CNN Student News* broadcasts for US Government classes.

Media Center AV Studio use for lectures, guest speakers, movie screenings and filming.

Set up AV equipment for teachers and guest speakers in the auditorium, cafeteria or any classroom. (Please schedule auditorium or cafeteria with administration).



What is the expected product?

- 6- **Evaluation** - Evaluating process (efficiency) and final product (effectiveness)
How will students and teacher evaluate the final product? (Rubric or assessment tools available online)

**GBHS
LIBRARY MEDIA CENTER
INSTRUCTIONAL PLANNING SHEET**

Teacher _____
 Course _____
 Visit Date /Period _____
 Unit/Pacing Guide _____
 No. of Students _____
 Grade(s) _____
 Common Core Standards _____

Special Requests:

- Lesson by library media specialist focusing on search strategies, evaluating resources, citing sources.

- Specialized references and selected books reserved on cart.

NOTES:

**PLANNING YOUR RESEARCH
ASSIGNMENT ...THE BIG 6**

1- **Task Definition** - Define and clarify the task or assignment (Identify and develop your research topic)
Briefly describe your assignment _____

2- **Information Seeking Strategies** - Research strategies to locate information (Determine all possible sources; select the best sources)

- Students will select materials from a reserved cart
- Students will search for materials independently

3- **Location and Access** - Locate, retrieve and gather resources; find information within sources

What types of materials will students be using?

- Online Card Catalog (Books)
- Databases (Periodicals)
- Selected Internet Sites

4- **Use of Information** - Evaluate resources; extract relevant information; cite sources
How will students take notes...outline, graphic organizer? _____

5- **Synthesis** - Organize from multiple sources; present the information

*Good Luck in Your
Research Assignment!!*

