SARASOTA
COUNTY SCHOOLS

SUNCOAST
TECHNICAL COLLEGE

MEDIA SERVICES
WRITTEN PLAN

Suncoast Technical College Media Services Written Plan

The Media Services Written Plan outlines the scope and availability of the media services for students and staff of the Suncoast Technical College and Suncoast Polytechnical High School. A variety of current and relevant educational materials are thoroughly evaluated annually. An annual survey is conducted and results are analyzed to determine any needed modifications for improvement.

Mission

The mission of the Suncoast Technical College/Suncoast Polytechnical High School Media Center is to enhance and promote the learning environment of the schools by providing quality service, instruction, and support to the students and staff using the latest materials and technologies.

Brief Background

The Media Department was first established at the Sarasota County Vocational Technical Center in August 1977 when the building phase was completed, and buildings 11, 12, 13, 14, 15 and 16 opened. Prior to that time, books were kept in the Bookstore and the classrooms. The Media Department opened with two Media Specialists with the responsibilities of planning, organizing, and implementing media center and production services.

In 1994 and under the new name as the Sarasota County Technical Institute, the Department Chair co-wrote a Florida Department of Education Retrofit for Technology Grant. It was awarded that fall and initiated a leadership role for the Media Department and its support of technology on the campus. In 1997, the Tech Support staff was expanded and added to the Media Department, which became known as Instructional Support Services (ISS).

In 1999, the ISS established the Sarasota Cisco Networking Academy for high school and adult students. In 2001 the Cisco responsibilities were expanded and the school became a national Cisco Academy Training Center for Sponsored Curriculum with instructors from all over the country coming here for Fundamentals of Web Design, Unix, Voice and Data Cabling, IT Essentials I & II, and Java Programming training.

That same year with the help of a grant, the department helped to establish online courses to provide flexible scheduling for students.

Since 2005, the department has been cut back, but continues to seek new avenues for the use of technology for students and staff. The addition of the ActivBoard systems has streamlined instructional technology delivery needs and provided engaging opportunities for integrating online resources in every classroom and lab.

During the 2008-09 school year, $135,000 in startup funds for the new technical high school, Suncoast Polytechnical High School (SPHS), was used to purchase books to add to the Sarasota County Technical Institute (SCTI) media center/library collection which would serve both schools. With the need for a new state-of-the-art facility and the growth of CTE programs at SCTI, a new facility was built and opened in 2011. A brand-new media center became an important component and continued to serve both schools in a central location. In 2015, the Sarasota County Technical Institute changed its name to Suncoast Technical College. The name Technical College was chosen because it best represented the school's role in the community. The Media Center continues to serve both STC and SPHS under the schools new name.

Media Center's Scope and Availability of Services

The Media Center staff, along with the district Instructional Materials and Library Services department, supports the mission and vision of the Suncoast Technical College (STC) and Suncoast Polytechnical High School (SPHS). The Media Center's scope promotes the development of a curriculum-rich environment. These diverse services provide access to current and relevant educational materials to help students develop greater literacy skills.

The Media Center has several areas arranged for study purposes, computer usage, leisure reading, and meeting rooms with technical presentation equipment. Desktop computers are available to students for projects, research, and online courses. In addition, a computer lab is located in the Media Center consisting of 21 desktop computers serving both students and staff. The lab is scheduled by teachers for any instructional purposes. The meeting rooms are available to staff for instructional purposes or students for group study purposes. The Media Center has the capability to

support personal wireless devices and is presently working toward providing printing capability from those devices. The media center provides lamination and copier services, student and staff printing capabilities, and food and drink service kiosk.

The hours of the centralized STC Media Center facility are established to accommodate student and staff needs by offering flexible hours. The Media Center is open Monday, Wednesday, and Friday 7:15 A.M. to 3:00 P.M.; Tuesday and Thursday 7:15 A.M. until 5:30 P.M.

Media Center's Educational Materials

The STC/SPHS physical library collection presently consists of 13,760 items and is ever-changing with the collection consistently updated. The collection is classified according to the Dewey Decimal System with about 46 percent of the books classified as fiction. Materials are circulated to students and staff of both schools for a two-week period. Students and staff have access to a wide variety of school district digital resources and databases for research, licensing or credentialing preparation, which are web-based available at school or at home via renewal of subscriptions.

The media plan includes a variety of current and relevant educational materials such as:
- The school district and STC library collections are accessible online from home and at school through the web-based Follett Destiny Automated Library System. Staff and students access the web-based system Follett Destiny via computers in the media center by clicking on the Destiny icon or through "MySCS" https://my.sarasotacountyschools.net. District employees can also access a link from the district Employees webpage under "Other Educator Items" at www.sarasotacountyschools.net/employees
- Non-Fiction books with a focus on academic and career and technical education
- Reference books
- Professional Development books in the library collection
- Fiction books for high school and adults

- Additionally, online resources are accessible through the district website at https://my.sarasotacountyschools.net through MySCS to include:
    - Follett Destiny Library Resource Catalog
    - ASCD Professional Collection
    - Blackboard LEARN
    - Defined STEM
    - High School Learning Resources
    - Microsoft Office 365
    - PBS Learning
    - Safari Montage
    - Sarasota Herald Tribune
    - World Book
- Professional Development materials (e-books) and additional instructional resources through the Sarasota County schools website at http://www.sarasotacountyschools.net/employees.aspx.
  Resources include:
    - ASCD Professional Collection (e-books supporting professional development)
    - District Video Library
    - Teacher Toolkit
    - Professional Development trainings available through the district or institution.
    - Human Resources Testing Tutorial links available on the district Human Resources webpage.
    - District online subscriptions for staff and students
    - Lynda.com: A web-based service that includes an online library of effective video training courses that are flexible to meet the needs and schedules of staff and students.
    - Safari Live video-conferencing
    - Promethean website for curriculum instruction flipcharts
- STC subscribes to a wide variety of periodicals that support academic and career and technical programs, as well as, leisure reading appropriate for

high school and adult students. Subscription examples include, but not limited to: Videomaker, Print, Wired, Cook's Illustrated, Firehouse, Motor Trend, American History, and Teen Ink.

- Business, technical, health, and industrial professional publications
- Wireless internet access
- Audio-visual materials and equipment
    - ActivPanels
    - Projectors
    - Document Cameras
    - DVD
    - Headphones
    - Audio Books
    - Instructional DVD's

Media Center's Staff

The media staff person is responsible for the implementation and coordination of the media services. In 2009, due to Sarasota County District budgetary constraints, the Media Center's staff was reformed from two positions, a Media Specialist and an instructional aide, to one position, a Paraprofessional Aide III (SSP7).

Today, STC/SPHS Media Center staff consists of one Paraprofessional Aide who reports to an STC Assistant Director. The Paraprofessional Aide is the liaison between the schools and the Sarasota County School District Instructional Materials and Library Services department. This individual must be a competent, skilled library/media professional who supports and enhances the curriculum to help improve student achievement and is responsible for the implementation and coordination of the media services.

Media Center's Roles and Responsibilities

The Media Center staff job description is developed and approved by the Sarasota County School Board and can be found on the district website. Roles and responsibilities of the STC/SPHS media staff include:

- *Media Center Daily Management*

    o Provides resource support materials (technical books, manuals, periodicals, and e-resources) to enhance student learning
    o Assists teachers and students with new digital databases for researching information
    o Offers DVD viewing areas for individuals and small groups
    o Works with staff and students to select and order books and multimedia items and notifying users when they are available
    o Manages the circulation desk (check-in, check-out, and renewal of books/materials).
    o Manages the Follett Destiny Library and Textbook Management System for both, STC and SPHS.
    o Shelves library books/materials and maintains shelf order using the Dewey Decimal System.
    o Manages interlibrary loans between STC/SPHS and other Sarasota County School Media Centers.
    o Barcodes and inputs library materials and textbook copies into the Follett Destiny library and textbook management system.
    o Weeds outdated or damaged materials
    o Manages Overdue Materials/Unpaid Fines notices – reports are generated, notices are printed, and distributed at least monthly. The notices are distributed to the students through homeroom teachers and program instructors. Overdue notices are also printed and distributed to the SPHS students via quarterly report cards.
    o Collects payment for lost or damaged library books and textbooks
    o Monitors computer use, as well as, assist students with the use of computers

- Gives direction to student and adult volunteers in the Media Center
- Maintains a Media Center reservation schedule for the use of the conference rooms/Media Center area/and computer lab.
- Reviews and recommends books and resources to students and staff
- Maintenance and set-up of book displays in the Media Center
- Orders new library materials and supplies
- Submits purchase requests for the renewal of subscriptions such as: magazine subscriptions and Survey Monkey survey tool.
- Liaison between the district's Instructional Materials and Library Services department and STC/SPHS.
- Manages a weekly library log

- *Orientations*

  - Orientates students to Media Center resources with an emphasis on materials for their particular program.
  - Orientates students and staff on the use of the Follett Destiny online card catalog for searching titles, subscription databases, websites, and to create Resource Lists
  - Produces orientation (PowerPoint) presentations and print materials
  - Keeps staff and students informed of the resources available and services provided by the Media Center.
  - Produces Media Center newsletters that inform staff of the resources available in the Media Center and instructions on how to access and use them
  - Creates video tutorials to train staff on the use of the Destiny library system.
  - Communicates with staff through emails to keep them abreast of new library resources available.
  - Promotes reading through the Florida Teens Read 3 statewide reading program

- o Produces and presents monthly or bi-monthly PowerPoint presentations to SPHS Freshman ELA students promoting literacy and enticing students to read through the Florida Teens Read 3 literacy program. "Florida Teens Read 3" consists of fifteen books (fiction and non-fiction) that are selected annually by media specialists throughout the state of Florida and promoted through the Florida Association for Media in Education (FAME).

- *Inventories*
  - o Manages the library inventory. Physical inventory is done annually using the district subscribed Follett Destiny Library Management System.
  - o Manages the textbook inventories for STC and SPHS. Physical inventory is done annually using the Follett Destiny Resources Management System
  - o Receives new library books and textbooks ordered specifically for high school students for both SPHS classrooms and STC program areas. Barcodes and inputs library materials and textbook copies into the Follett Destiny library and resource management system for inventory.
  - o Manages surplused or recycled STC/SPHS textbooks

- *Other*
  - o Maintains the Suncoast.edu website and its content, calendar, and news articles.
  - o Creates surveys using SurveyMonkey for SDMT elections, Media Center surveys, and for other departments upon request.
  - o Served as a Classified Staff representative of STC's Shared Decision Making Team (SDMT) from February 2012 to January 2015.
  - o Attends quarterly Instructional Materials and Library Services district meetings.
  - o Co-coordinates an annual book fair at Barnes & Noble Booksellers
  - o Site-level Crisis Response Team member (Situation/Stat Recorder)
  - o Member of the STC Marketing Committee

Media Center's Orientation for user groups (i.e.; Instructors, Students and others).

The STC/SPHS media staff orientates both staff and students on the available materials, and online resources. At the beginning of each new school year, the media staff will conduct orientations to incoming SPHS Freshman classes through a PowerPoint presentation and a scavenger hunt in the media center.   Staff receives a "Welcome Back" newsletter via email that includes important information on all aspects of the media center and its services, which includes media center orientations. Instructors arrange for the media staff to provide an orientation for them or for their students. In addition, she facilitates annual orientations to staff and students focusing on the media center services, the use of the available equipment, review of rules and procedures, including a tour of the media center.   An individualized orientation is provided to the new teachers.

Orientations for students and staff include learning how to access subscription learning resource databases on the district website using MySCS at http://www.sarasotacountyschools.net which include the following:

- *Destiny Automated Library System* –
  is a web-based card catalog of all available materials in the Suncoast Technical College/SPHS Media Center, which includes the option to search all district school's library collections for interlibrary loaning.
- *Sarasota County Schools Learning Resources* –
  These subscription learning resources (Gale, World Book, Defined STEM and Safari Montage) can be accessed directly through the district website at http://www.sarasotacountyschools.net > Students tab > High School Learning Resources or MySCS links, or through the Follett Destiny Library Management System when using an advanced search and selecting "One Search".
- *My Sarasota County Schools Instructional Improvement System* (MySCS) –
  http://my.sarasotacountyschools.net.
  Sarasota County Schools has announced during the 2014-2015 school year, the availability of a new single sign-on portal for both staff and students. "MySCS" allows teachers and students to manage their logins to various systems

minimizing the need to remember numerous usernames and passwords. The Destiny Library System is one of the many resources that can be accessed through this site by students.

The Media Center provides students and staff with a wide variety of services and is very proactive and flexible in adding new services as needed. The Media Center has several areas arranged for study purposes, computer usage (both desktops and wireless laptops), leisure reading, and gathering. A computer resource lab is adjacent to the Media Center and has additional computers for student use and staff training. The lab is scheduled by teachers for Internet and database research, class projects, and online coursework and test prep. Students use the computers in the Media Center for projects, research, and online coursework and test prep.

The hours of the centralized media center facility are established to meet student and staff needs. Media services are available Monday through Friday from 7:15 A.M. to 3:00 P.M. The evening bookstore operator provides nominal media support for night students Tuesday and Thursday from 3:00 P.M. to 5:30 P.M. The Media Center hours are adapted according to students and staff's needs. Students and staff of extension or branch campuses have access to the main campus media center.

Facilities and technical infrastructure essential for using media materials

The Suncoast Technical College Media Center provides a facility and technical infrastructure essential for using media materials in an atmosphere that is conducive to student learning and allows for safe, flexible, open access for all types of learners. The soft-seating provides an innovative atmosphere that is conducive for collaboration between students and staff.

The Media Center is designed to encourage simultaneous use by large groups, small groups, or individuals. The facility includes a large main area that houses the library collection complete with study tables that can be configured to accommodate larger study groups, classes, meetings, or individual study/reading areas. There are two conference/group study rooms, each complete with a laptop, document camera and

an ActivPanel with sound system. One of which, includes 4 computer stations, a copier, and laminator.

The media center space includes a computer lab that may be reserved for classes or used for individual access. In addition, several computer stations are available in the main area of the media center. A media office space is used for keeping media center files and materials.

The focal point of the media center is the circulation station. It is the essential area that is the functional core of the media center.

The Media Center components include:

- Functional circulation area centrally located in the media center for easy accessibility
- Centralized arrangement of the media center circulation desk permits easy access and provides for visibility of the entire center
- Age-appropriate sized and constructed shelving and seating
- Proper lighting for designated areas and tasks
- Infrastructure needed to sustain existing and emerging technologies
- Attractive, adequately-sized signage
- Aesthetically pleasing arrangement of the media center
- Office space and adequate work areas
- Accessibility for persons with disabilities in accordance with Public Law 101-476, Education of the Handicapped Act Amendments 1990
- Sufficient temperature and humidity control
- Electrical and furniture installation that meets both fire and construction codes
- Motion detective light sensors for energy savings
- Visible first aid kit

The Media Center contains several display units that highlight monthly theme materials, as well as newly purchased educational materials. Displays also include the "Florida Teens Read 3" reading program.

The Suncoast Technical College bookstore is accessible and housed directly in the media center. The bookstore is the "point-of-sale" counter where textbooks, supplies and uniforms are purchased. The bookstore has several school uniform display racks and a display case.

The media center also has a food service kiosk where students may purchase food items prepared by our Culinary Arts program students and staff. There are two tables, as well as a counter area available for those who may dine during breaks.

The technical infrastructure in the Media Center allows for the integration of technology and supports innovative practices.

- Wireless access

- Capabilities to use personal devices

- Substantial amount of network drops provided for Internet access on each computer

- High-efficient networked laser printer that allows student printing capabilities from all computers in the media center

- Wide capacity of bandwidth to provide high speed Internet access and streaming capabilities.

- Establish a proper set-up and login procedures for all computer stations.

- Network filtering for protection of inappropriate sites

- Ample amount of outlets for students and staff to charge their personal devices

Annual budget

Suncoast Technical College undergoes an annual budget review, which includes funding for the Media Center. In addition, the Sarasota County School District has fully-funded a special group of databases and electronic books for all schools. The learning resources databases are grouped by age --elementary, middle, and high school/adult. These are accessible via the school board website and through MySCS.

The Media Center services both the Suncoast Technical College (STC) and Suncoast Polytechnical High School (SPHS). Annually, STC funds the Florida Teens Read nominee titles for the STC/SPHS library collection which is a Florida Association of Media in Education (FAME) initiative. The yearly cost is approximately $600 and is funded by the school's instructional materials allocation. The School Board appropriates a yearly budgeted amount per school for instructional and media needs based on FTE per student ratio. The amount varies from year-to-year due to textbook adoptions and budget cuts. Textbook adoptions take priority when the budget is reviewed and created for the district.

The Media Center staff regularly surveys students and staff seeking input for materials that either support program curriculums or favorable reading materials. Based on the survey outcomes, the Media Center subscribes to an exceptional variety of professional and leisure publications and the local newspaper.

The Suncoast Technical College will renew subscriptions, purchase materials, and books to update the library collection as needed to meet the needs of both STC and SPHS schools. Requests are submitted by the media aide and reviewed by an Assistant Director for approval.

There are various sources of funding used to meet the needs of the Media Center. For instance, most technology and equipment is funded partially by the district and the college. The furnishings, were purchased through state-allocated construction funds to build the new facility. In addition, bookstore profits, yearly capital-outlay funds, and when appropriate, Workforce funds are used to establish a supply of resources for our students and staff. The STC and SPHS's Media Center is very fortunate to have a simple purchasing process since all requests submitted are easily approved based on need and the recommendations made by students, staff, media center surveys, and recommendations made by the media aide. STC takes great pride to provide its students and staff with a new state-of-the-art building, a comfortable and innovative soft-seating environment, unlimited access to cutting-edge technology and equipment, a substantial amount of resources, excellent service, and a kiosk supplied with drinks and food for all to enjoy.

Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services.

The Media Center surveys are developed and made accessible to students and staff for feedback on the use and effectiveness of the media services, available resources, and technology usage. All Instructional, Classified, and Administrative staff access the web-based survey created by the Media Center staff. STC and SPHS students access a student survey through a link placed on student computers.

An annual subscription for SurveyMonkey is used as the survey tool, not only for the Media Center, but also for other school-wide survey needs. The Media Center survey results are gathered, analyzed, and evaluated based on priorities. The results provide an overview of requests and expenditures. The Media Center staff with the Assistant Director collaboratively modify the written plan to effectively meet these requests. The written plan is then shared with all members at a Shared Decision Making Team meeting for review and approval. The approved plan is then implemented, purchase orders are submitted, and materials are purchased that will enhance the Media Center based on the requests.