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AUTHOR Cramer, Mary McCart
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ABSTRACT

This document was developed as part of a Research and Innovation Project by a Department of Defense Dependents School (DoDDS) Media Task Group in West Germany. Designed to provide a ready reference for noncertified personnel working in small school media centers, the monthly calendars (August through June) are intended to encourage an active program using books, media, and equipment. For each month suggestions are provided in the following areas: Dazzling Dates and Displays, Storytelling, Equipment, and Skills. For the first quarter, outlines of housekeeping duties, equipment accountability, and scheduling are also provided. The outline for the second quarter covers budget allocations, selection of materials, ordering of materials, and ordering of film/video. The third quarter outline covers budget forecasting and the fourth quarter outline covers the annual inventory and year-end closing activities. Recommended resources are listed for each quarter. This calendar is designed both to aid in planning and scheduling technical and housekeeping tasks, and to serve as a springboard to a wider range of activities for student involvement in media. (THC)

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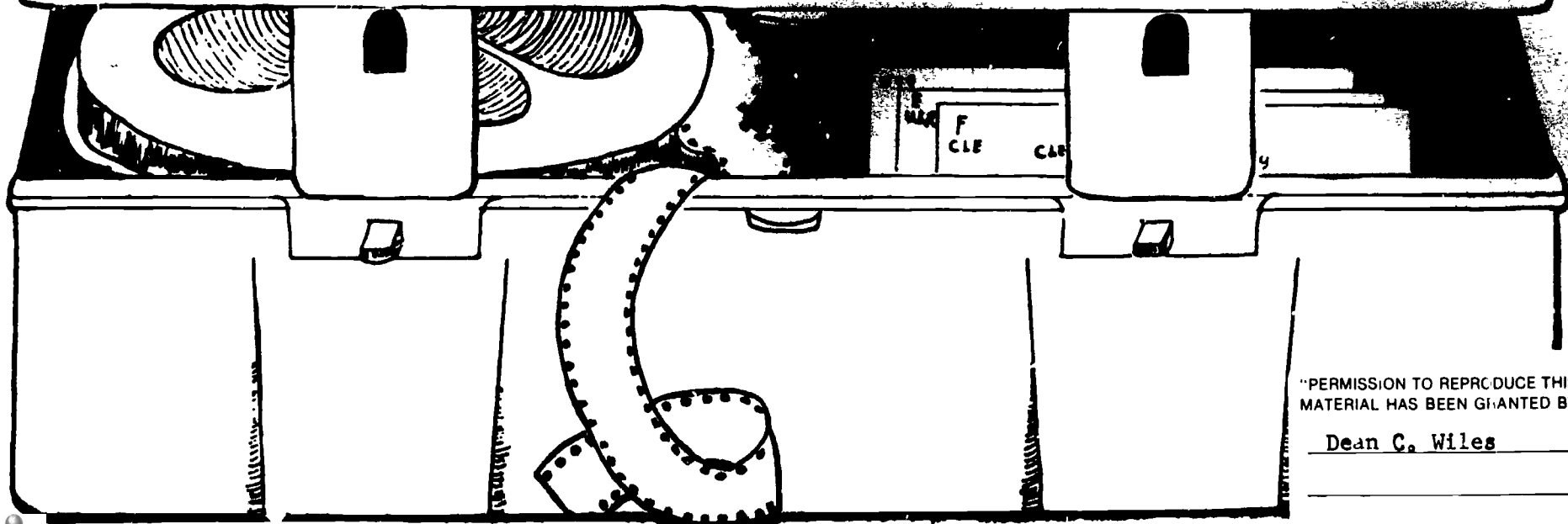
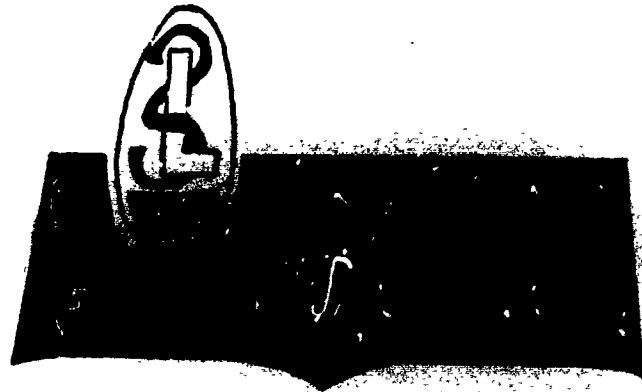
FIRST AID for MEDIA-AIDES



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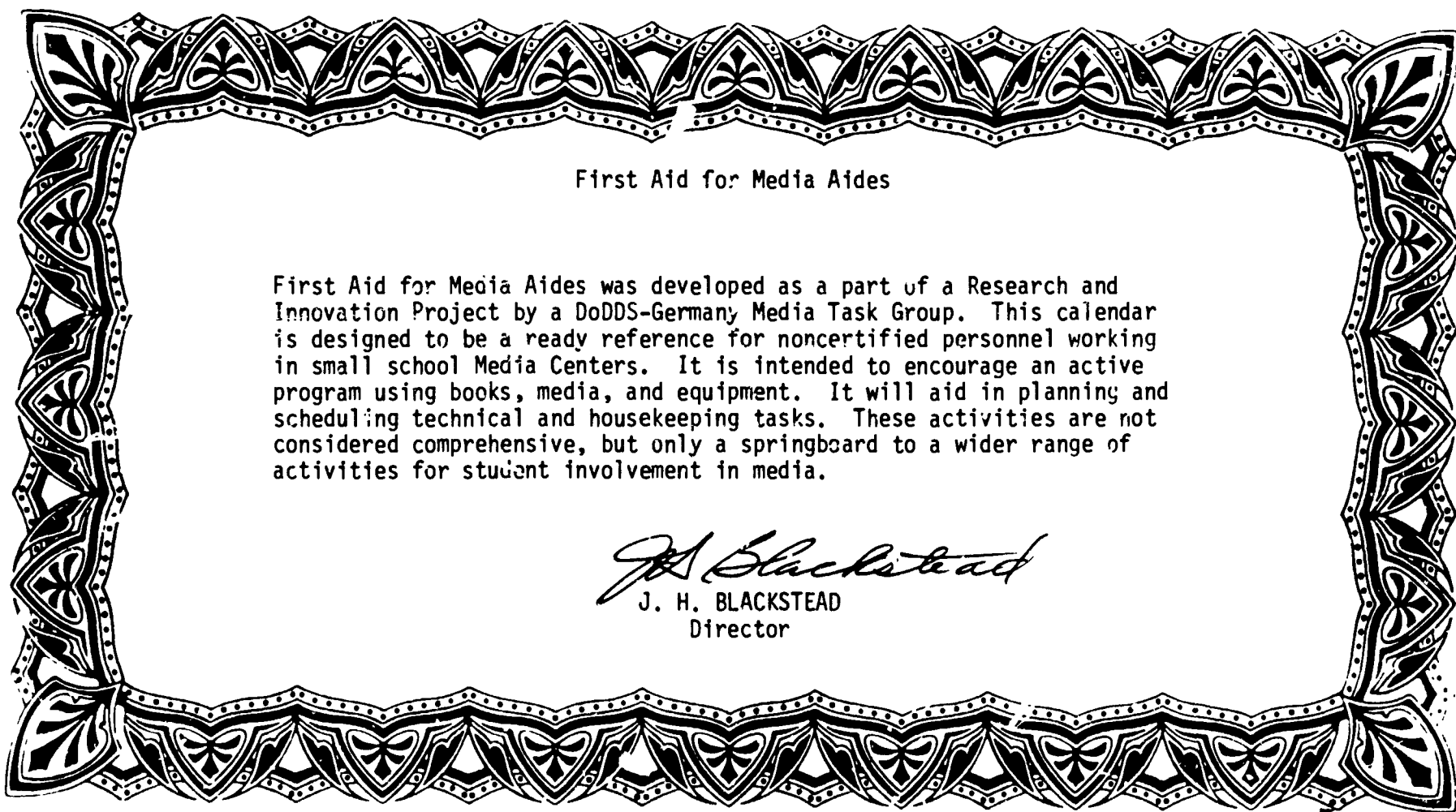
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REPLY TO
ATTENTION OF
DODDS-G
Education

DSG Manual
2939.4
May 20, 1985



First Aid for Media Aides

First Aid for Media Aides was developed as a part of a Research and Innovation Project by a DoDDS-Germany Media Task Group. This calendar is designed to be a ready reference for noncertified personnel working in small school Media Centers. It is intended to encourage an active program using books, media, and equipment. It will aid in planning and scheduling technical and housekeeping tasks. These activities are not considered comprehensive, but only a springboard to a wider range of activities for student involvement in media.

J. H. Blackstead
J. H. BLACKSTEAD
Director

DAZZLING DATES AND DISPLAYS

- Special Days: - Registration
 - 1st Day of School
 - Media Center Orientation
 - 1st Day for Book Check-Out

Craz/ Celebrations:

Sweet Day:

Activity: Celebrate the first day of school with 1st graders like German school do!
 Have students make and decorate paper cones.
 Fill cones with treats or popcorn.
 Don't forget to put in a bookmark, too!



Bulletin Board:

Title: "Books have Sweet Surprises"
 Display book jackets such as Aldo Applesauce, Aldo Ice Cream.

Back to School:

Activity: Have students make book marks.



Bulletin Board:

Title: "Unlock These Doors to Reading"
 Cut out key shapes.
 Highlight various non-fiction sections on each key and display book jackets from selected books. Example: 398.2 - Fairy Tales, 629.133 - Airplanes/Rockets, 001.64 Computers.

STORYTELLING

Activity: Round Robin Story



Technique: Read a story to the turning point, then ask the children to complete the story with each child in turn adding a little more. You may have to prompt children by asking questions.

Suggested Stories: The Thief Who Hugged a Moonbeam (Berson); Frog and Toad are Friends (Lobel).

EQUIPMENT

- Thermofax - Supplies available for making dittos and transparencies.
- Plain Paper Copier - Copy from book - reduce, enlarge p. 32-34 (Good Apple Guide)
- Laminator - Have film readily available.

SKILLS

- Primary:
- A. Tour of Media Center to include a look at the Easy Section, the Circulation Desk, A.V. Sections, Reading Centers, etc.
 - B. Care of books.
 - C. Circulation procedures - check out of books, filmstrips, etc.
 - D. Introduction to the Caldecott Award winning books.
- Intermediate:
- A. Tour of complete Media Center.
 - B. Review of bookcare with emphasis on due date, general care, and personal responsibility of borrowing Media Center materials.
 - C. Circulation Procedures Review: see Primary skills information
 - D. Introduction to the Newberry Award winning books.



AUGUST



Monday	Tuesday	Wednesday	Thursday	Friday



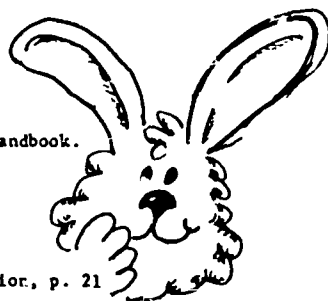


1ST QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. HOUSEKEEPING DUTIES

- A. Shelving books, p. 4
- B. Filing catalog cards, p. 39-40
- C. Dewey Decimal System of Classification, p. 21
- D. Card Catalog, p. 22-24
- E. Shelf list, p. 34
- F. Cataloging and processing of print and non-print materials, p. 25-34
- G. Circulation systems, p. 35-38
- H. Alternate circulation method:
 1. Put name of each child on individual book pockets in a file box behind teacher's name or attach to tagboard backing.
 2. Have the student put circulation card into his/her pocket when checking out the book. The circulation card needs not be signed.
- I. Weeding (removal of books from the collection), p. 42
- J. Periodical inventory:
 1. Using a copy of the previous year's order, develop a system for checking each periodical received. This system may be a card file or checklist maintained on a weekly or monthly basis as each periodical is received.
 2. If ordered periodicals are not received by November, contact your supply clerk for further instructions.



II. EQUIPMENT ACCOUNTABILITY

- A. Method A:
 1. List each individual type of equipment of 3" X 5" cards.
 2. Include the following information:
 - type of equipment
 - brand name and model
 - voltage
 - lamp type and/or needle
 - serial numbers
 - location
- B. Method B:
 1. List all of one type of equipment on one sheet of paper with above information, e.g. all cassette players, all record players, etc.
 2. Keep list available for inventory and reference use.
- C. Method C:
 1. Input type of equipment and all other information above into computer.
 2. Retrieve information by type, teacher's name, room number, serial number.

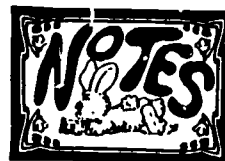


III. SCHEDULING

- A. Scheduling of the Media Center requires close cooperation and planning among teachers, media staff and administrative staff.
- B. The interaction between media staff and classroom teacher promotes a more effective school-wide instructional program
- C. Media Center scheduling should not preclude free access to the Media Center at all times. Students should be allowed Media Center access as needed.

RESOURCES

Berson, Herold	<u>The Thief Who Hugged a Moonbeam</u>	Houghton-Mifflin	1972
Hurwitz, Johanna	<u>Aldo Applesauce</u>	Morrow	1979
Hurwitz, Johanna	<u>Aldo Ice Cream</u>	Morrow	1981
Lobel, Arnold	<u>Frog and Toad Are Friends</u>	Harper-Row	1970



REMINDER: FILM ORDERS FOR 2ND QUARTER DUE IN OCTOBER.

DAZZLING DATES AND DISPLAYS

Special Days: 5th - Labor Day
5th - Be Late For Something Day
7th - Grandparents' Day
22nd - First Day of Fall
22nd - American Indian Day
22nd - Hobbit Day, birthday of Tolkien's characters

Crazy Celebrations:

Grandparents' Day:

Activity: Have students write a letter to a grandparent.
Have students draw pictures of grandparents for display in Media Center
Display photos of students with their grandparents or photos of grandparents in Media Center.
Sponsor a grandparent contest: Example: who has the most grandparents still alive; who has the oldest, youngest; whose grandparents live the farthest, nearest, etc.; who has the most generations of grandparents.
Mark places on a map where grandparents live.
Have students record their family tree.
Display books about grandparents.



Bulletin Board:

Title: "Grand People"
Display a map of where grandparents live with their photographs.

STORYTELLING

Activity: Sound Action Story
Materials: copy of Library Resource Kit, p. 237
Technique: As story is told, students respond with a certain action (hand clap, etc.) whenever they hear certain phrases.
Suggested Stories: "The Runaway Train"; "The Three Little and The Big Bad".

EQUIPMENT

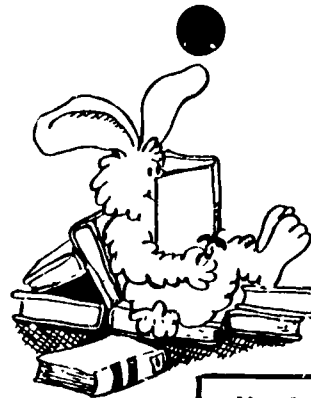
Type: Overhead projector
Activity: Use with orientation or check out procedures, floor plan, etc.



SKILLS

Primary: 1. Review and continuation of orientation skills.
2. Taking books off the shelves and returning them properly while selecting a reading choice.
3. Parts of book: A. front and back cover
B. title page (author, title, publisher, illustrator)
C. spine and spine label

Intermediate: 1. Sectional introduction of the complete media center.
2. Fiction and non-fiction order.
3. Parts of a book (see Primary for review and add glossary and index).



SEPTEMBER

Monday	Tuesday	Wednesday	Thursday	Friday



NOTE: All page numbers refer to the MC Handbook.



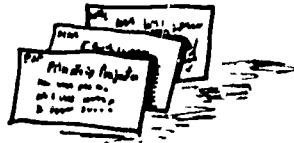
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- B. Filing catalog cards, p. 39-40
- C. Dewey Decimal System of Classification, p. 21
- D. Card Catalog, p. 22-24
- E. Shelf List, p. 34
- F. Cataloging and processing of print and non-print materials, p. 25-34
- G. Circulation systems, p. 35-38
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- B. Method B:
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- C. Method C:
 1. Input type of equipment and all other information above into computer.
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III. SCHEDULING

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REMINDER: FILM ORDERS FOR 2ND QUARTER DUE IN OCTOBER.

DAZZLING DATES AND DISPLAYS

Special Days: 1st WK - Fire Prevention Week
 12th - Columbus Day
 15th - World Poetry Day
 3rd WK - National Popcorn Week
 24th - United Nations Day
 31st - Halloween

Crazy Celebration:

National Popcorn Week:

Activity: Share Tomie DePaola's Popcorn Book while students eat popcorn. 
 Display popcorn recipes or make a popcorn recipe book by collecting recipes from students and staff.

Bulletin Board:

Title: "Poppin Fresh"
 Use The Popcorn Book to enlarge pictures showing why popcorn pops or the legend of why popcorn pops.

World Poetry Day:

Activity: Display poetry books.
 Record students reading their favorite Halloween poem or a poem they've written.
 Place these recordings in the center for others to enjoy.

Bulletin Board:

Title: "Boo-tiful Poetry"
 Display student Halloween poems.



STORYTELLING

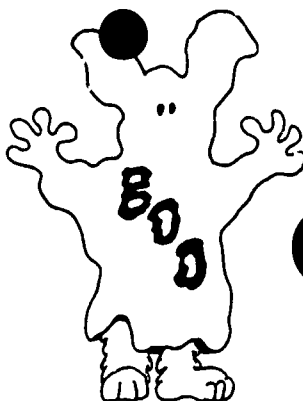
Activity: Primary - Halloween poems
 Materials: Use Ed Emberley's The Great Thumbprint Book.
 Technique: Prepare thumbprints on overhead ahead of time - add lines to make drawings.
 Project along with Halloween poems and read aloud.
 Suggested Stories: In the Witch's Kitchen (Brewton); The Gobble-Una'll Git You Ef You Don't Watch Out (Riley).

EQUIPMENT

Dukane Filmstrips Viewer/Projector - view and project.
 Use with holiday learning center.

SKILLS

Primary: 1. Introducing I-Can Read-Books.
 2. Subject matter books; such as animal-alphabet books, etc.
 3. Subject books not located in the Easy Book Section, yet easy to read.
 Intermediate: 1. Card Catalog Skills: a. Author, b. Title, and c. Subject.
 2. Dewey Decimal System.
 3. Poetry - reading and introduction of poetry.



OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday





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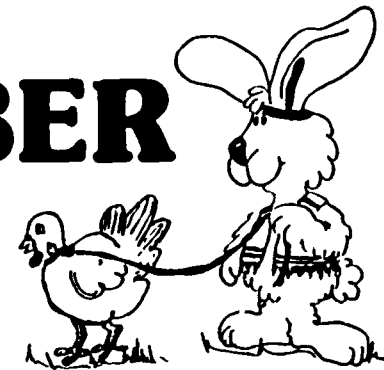
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RESOURCES

Brewton, John E.	<u>In the Witch's Kitchen</u>	Harper-Row	1980
DePaola, Tomis	<u>Popcorn Book</u>	Holiday Drawing	1978
Emberly, Ed	<u>Great Thumbprint Book</u>	Little	1977
Riley, James W.	<u>The Gobble-Una'll Git You Ef You Don't Watch Out</u>	Harper-Row	1975



NOVEMBER



DAZZLING DATES AND DISPLAYS

Special Days: 1st WK - National Split Pea Soup Week
 11th - Veteran's Day
 19th - Mickey Mouse's Birthday
 3rd WK - National Children's Book Week
 4th Th - Thanksgiving

Crazy Celebrations:

Mickey Mouse's Birthday:

Activity: Have students sample a mouse's favorite food: cheese, pumpkin seeds, sunflower seeds.
 Create a diorama of a favorite mouse story.
 Make mice bookmarks

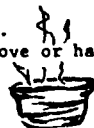
Bulletin Board:

Title: "Trap Your Favorite Mouse"
 Display different kinds of mouse traps.
 Have students design different mouse traps.
 Display different favorite mouse stories.



Split Pea Soup Week:

Activity: Have everyone wear green.
 Make split pea soup for everyone to taste.
 Have students write letters on why they love or hate split pea soup.
 Display the most persuasive letters.



Bulletin Board:

Title: "How Do You Feel About Split Pea Soup?"
 Have students describe how various animals feel about split pea soup. How would your dog relate to split pea soup?
 Display students' ideas.

STORYTELLING

Activity: Puppets

- Technique: 1) Stick puppets: mount a picture on cardboard and laminate. Glue popsicle stick to the cardboard figure so that it can be held.
 2) Paper bag puppet: use small lunch bags. The folded bottom becomes the face. Draw features, then insert hand into the bag. Manipulate flap (which is puppet mouth) with hand.
 3) Stocking puppet: sew button eyes, yarn for mouth and hair, etc., to toe parts of the sock. Insert hand into sock. Thumb manipulates heel of sock which is puppet's mouth.



Suggested Sources: The Very Hungry Caterpillar; George and Martha; Frog and Toad; Frog Prince; The Bremen Town Musicians.

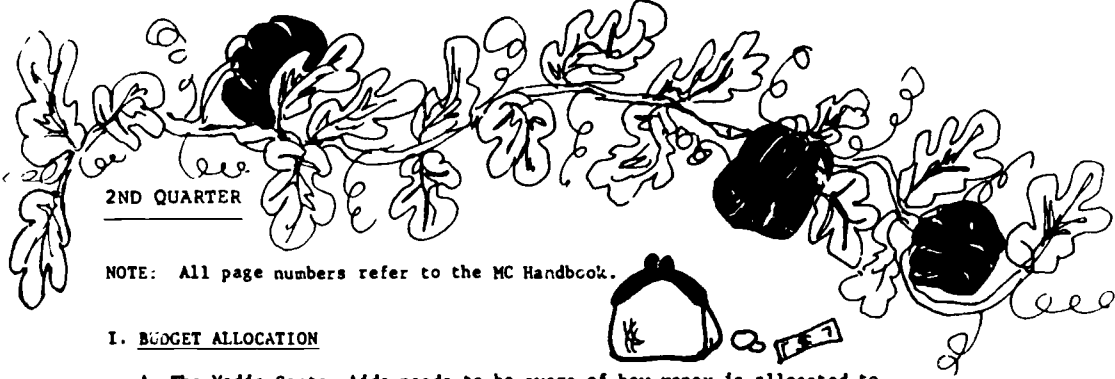
EQUIPMENT

Type: Bell and Howell Ringmaster Viewer/Projector
 Activity: Use and prepare slide program from DoDDS - Film/Video Library.

SKILLS

Primary: 1. Continuation of October Program.
 Intermediate: 1. Continuation of October Program.

Monday	Tuesday	Wednesday	Thursday	Friday



2ND QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET ALLOCATION

- A. The Media Center Aide needs to be aware of how money is allocated to the Media Center and how this money should be spent. Recommendations are made on page 63 of the MC Handbook.
- B. The aide needs to ask the principal for the actual dollar amount.

II. SELECTION OF MATERIALS

- A. The selection of materials is an important job of the aide. See pages 7-10 of the MC Handbook. Teacher and student input cannot be over emphasized.
- B. A Consideration File or want list is an essential Media Center Resource. See pages 10-11 of the MC Handbook.

III. ORDERING OF MATERIALS

- A. Since ordering of media materials is a complex procedure, see your Supply Clerk for DS Manual 4100.2 and instructions.
- B. If these instructions are not available, call Regional Media Coordinator.



IV. ORDERING OF FILM/VIDEO

- A. films and videotapes are provided from a central depository in Frankfurt. See DOPE's Film Video Library Catalog, DSG Manual 2939.3 February, 1985 for titles and summaries. Ordering information and deadlines are also included in this publication.
- B. If you have questions, call the Film Video Library at (ETS 320) 2311-8165.

V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.



RESOURCES

Carle, Eric	<u>The Very Hungry Caterpillar</u>	Philomel	1969
Grimm, Brothers	<u>The Bremen Town Musicians</u>	Troll (of any ed.)	1979
Grimm, Brothers	<u>Frog Prince</u>	Troll (or any ed.)	1979
Lobel, Arnold	<u>Frog and Toad All Year</u>	Harper-Row	1976
Marshall, James	<u>George and Martha</u>	Houghton-Mifflin	1972



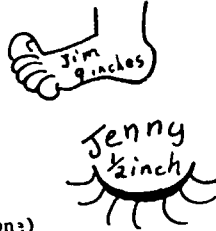
DAZZLING DATES AND DISPLAYS

Special Days: - Hanukkah
 6th - St. Nicholas Day
 22nd - Winter Begins; the longest night

Crazy Celebrations:

How Long is Long?

- Activity: Ask teachers to hold a "long" contest in their classroom to measure:
- 1) the longest 1st name
 - 2) the longest last name
 - 3) the longest eyelashes
 - 4) the longest foot
 - 5) the longest finger
 - 5) the longest hair
 - 7) the longest standing jump
 - 8) the longest running jump
 - 9) the longest arm
 - 10) the longest (you think of one)



DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday

Bulletin Board:

Title: "What Is the Longest?"
 Record on a bulletin board using cut out shapes of each, e.g. longest eyelashes, longest foot, longest arm, fingers, hair, pencil, broadjumping, longest first name, longest last name. etc.
 Display examples from the Guinness Book of World Records on the bulletin board.

STORYTEL

Activity: Easel Story

- Technique: Use two short picture books, ready for discard (follow standard salvage procedures).
- 1) Glue each page to an appropriate size card board.
 - 2) Glue accompanying text on back.
 - 3) Laminate.
 - 4) Cut triangular pieces out of cardboard to glue to mounted picture for a stand.
 - 5) Laminate triangular piece and glue to back of mounted picture so the picture will stand up.
 - 6) As you tell the story, stand each picture on a shelf laid across two upended wastebaskets which serve as a small stage.



EQUIPMENT

Video player and/or recorder.
 Playback 3/4" or 1/2" or both. Example - Christmas Cartoon.

SKILLS

- Primary: Introduction to the holiday books such as stories of holidays (Dr. Seuss' How the Grinch Stole Christmas) as well as activities and costumes.
- Intermediate: Introduction to the holiday books with emphasis on activities, customs, etc. as well as costumes and stories. (i.e. Days We Celebrate).

2ND QUARTER

RESOURCES



NOTE: All page numbers refer to the MC Handbook.



Dr. Seuss	<u>How the Grinch Stole Christmas</u>	Random	1957
McWhirter, Morris	<u>Guinness Book of World Records</u>	Bantan	(yearly ed.)
Schauffler, Robert	<u>Days We Celebrate</u>	Dodd	1940

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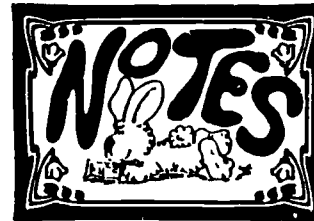
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V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.

DAZZLING DATES AND DISPLAYS

- Special Days: 1st - New Years Day
 15th - Martin Luther King's Birthday
 16th - National Do Nothing Day
 22nd - First Novel The Power of Sympathy published in America, 1789
 23rd - Nationa' Handwriting Day
 27th - Mozart's Birthday

Crazy Celebrations:

National Do Nothing Day:

Activity: Have students create a booklet of 100 things you can do with nothing. Examples: watch grass grow, blow air around, watch time fly...

Bulletin Board:

Title: "National Do Nothing Day"
 Make a Graffiti-board of white butcher paper.
 Draw a broken clock at the top.
 Students write their suggestions on how to celebrate the day.

STORYTELLING

Activity: Transparency-Puppets

Materials: Overhead transparency, overhead pen

- Technique: Method 1 - Make transparent figures of characters from a book page 28 - Media's First Act.
 Tell story and manipulate figures of The Moon Man; The Bear On The Motorcycle; The Bear's Bicycle.
 Method 2 - Make transparencies from a picture book by making a blackline copy of illustrations on copy machine and then use the thermocopy to get a transparency.
 Mount in frames.
 Method 3 - Draw on transparencies to illustrate story.

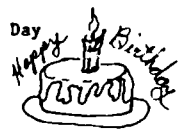
Suggested Stories: The Big Wave; Jack and the Beanstalk; Nate the Great; Harold and the Purple Crayon.

EQUIPMENT

Cassette recorder and overhead, p. 5-10 (Good Apple & Co.)
 Make a sound transparency to correlate with biography skills, e.g. transparency of person with a cassette tape.

SKILLS

- Primary: 1. Introduction to Biography.
 2. Distinguish Biography from Collective Biography, e.g. biography of Mozart, collective biography, volume of biographies of U.S. presidents.
- Intermediate: 1. Introduction to Biography
 A) Biography
 B) Autobiography
 C) Collective biography
 2. Encyclopedia usage - beginning of teaching reference skills



JANUARY



Monday	Tuesday	Wednesday	Thursday	Friday

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NOTE: All page numbers refer to the MC Handbook.



RESOURCES

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- B. The aide needs to ask the principal for the actual dollar amount.

II. SELECTION OF MATERIALS

- A. The selection of materials is an important job of the aide. See pages 7-10 of the MC Handbook. Teacher and student input cannot be over emphasized.
- B. A Consideration File or want list is an essential Media Center Resource. See pages 10-11 of the MC Handbook.

III. ORDERING OF MATERIALS

- A. Since ordering of media materials is a complex procedure, see your Supply Clerk for DS Manual 4100.2 and instructions.
- B. If these instructions are not available, call Regional Media Coordinator.

IV. ORDERING OF FILM/VIDEO

- A. Films and videotapes are provided from a central depository in Frankfurt. See DoDDS Film Video Library Catalog, DSG Manual 2939.3 February, 1985 for titles and summaries. Ordering information and deadlines are also included in this publication.
- B. If you have questions, call the Film Video Library at (ETS 320) 2311-8165.

V. REMINDER: FILM ORDERS FOR THE 3RD QUARTER ARE DUE IN DECEMBER.

Fadiman, Clifton	<u>World Treasury of Children's Literature</u> ("Bear on the Motorcycle)	Little Brown	1984
Jacobs, Joseph	<u>Jack and the Beanstalk</u>	H.Z. Walck	1975
Johnson, Crockitt	<u>Harold and the Purple Crayon</u>	Harper-Row	1958
McLeod, Emilie	<u>The Bear's Bicycle</u>	Little Brown	1975
Myrer, Anton	<u>The Big Wave</u>	Berkley	1981
Sharmat, Marjorie	<u>Nate the Great</u>	Troll	1979
Ungerer, Tomi	<u>The Moon Man</u>	Harper-Row	1967



DAZZLING DATES AND DISPLAYS

- Special Days:**
- 2nd - Groundhog's Day
 - 5th - Weatherman's Day - John Jeffries - 1st U.S. weatherman, 1774
 - 12th - Abraham Lincoln's Birthday
 - 14th - Valentine's Day
 - 20th - John Glenn Day
 - 22nd - George Washington's Birthday
 - 22nd - Chinese New Year
 - 22nd - Black History Week
 - 29th - Leap Year

Crazy Celebrations:

Groundhog Day:

Activity: Read stories about groundhogs. Students write stories of their groundhog's adventures and if he saw his shadow.

Patriot's Day:

Activity: Have a school-wide Patriotic Sing Day. Invite a military honor guard to raise the flag and say pledge. Have everyone wear red, white and blue. Play patriotic songs in the media center as background music during the week.

Bulletin Board:

Title: "Blue, White and Red All Over"
Make a display of favorite books spotlighting events that come in February.

STORYTELLING

Activity: Shadow Play

- Materials:**
1. large white bedsheet suspended so that it forms a screen between the audience and the actors
 2. one or two bright lights - overhead projector can be used as light source
 3. a story and necessary props

Technique: Tell the story while selected children act it out in the back of the sheet. Only their shadows will be seen.

Suggested Stories: Stone Soup; Mother, Mother, I Feel Sick, Send For The Doctor Quick, Quick, Quick; The Three Robbers (Ungerer); and Peter Rabbit.

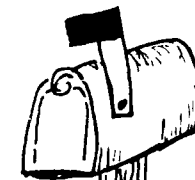
EQUIPMENT

Cassette recorder and filmstrip projector, p. 27-31 (Good Apple Guide)
Make a sound filmstrip example combined with patriotic project - history of American Flag or flags of different countries.

SKILLS

Primary: Introduction to Fairy Tales - read fairy tales and folk tales, with students producing book of fairy tales.

- Intermediate:**
1. Kinds of fiction
 2. Fairy tales - introduction and reading of fairy tales
 3. References - atlases, globes and almanacs



FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday

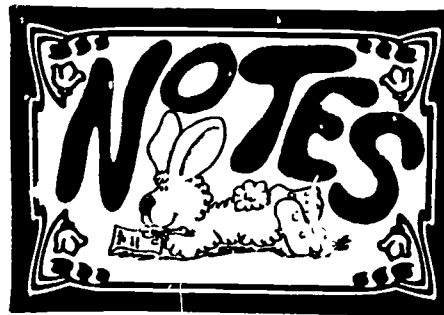
3RD QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

- A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 63 of the MC Handbook.
- B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY.



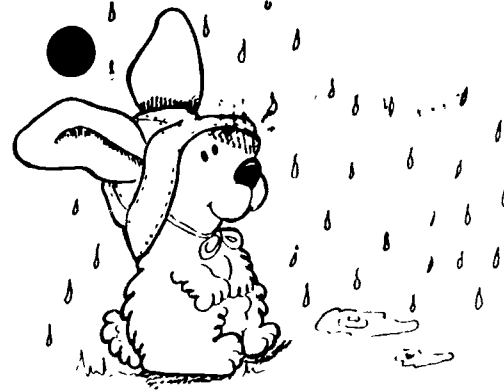
RESOURCES

Brown, Marcia	<u>Stone Soup</u>	Scribner (or any ed.)	1947
Charlip, Remy & Supree, Burton	<u>Mother, Mother, I Feel Sick...</u>	Four Winds	1966, 1980
Potter, Beatrix	<u>Tale of Peter Rabbit</u>	Troll (or any ed.)	1979
Ungerer, Tami	<u>The Three Robbers</u>	Atheneum	1962



DAZZLING DATES AND DISPLAYS

- Special Days: 1st WK - National Aardvark Week
 3rd - Hina-Matsuri - Girl's Doll Festival in Japan
 7th - Arbor Day
 11th - Johnny Appleseed Day
 17th - St. Patrick's Day
 19th - Swallows Return to the Mission of San Juan Capistrano
 21st - First Day of Spring
 30th - Doctor's Day



MARCH

Crazy Celebrations:

National Aardvark Week:

Activity: Create an aardvark ABC book or silly sentence book.
 Example: Aardvark ABC - Adam Aardvark accosts ants, or Adam Aardvark analyzes ants, Betty Aardvark builds bridges.

Doll Festival:



Activity: Students and staff bring in dolls for display. Each doll is labeled to explain the type of doll or some little bit of information about the doll. Have a doll contest. Give prizes for: best loved, cutest, newest, best dressed, etc.



Bulletin Board:

Title: "Oh You Beautiful Doll"
 Make a list of famous dolls, examples: Cabbage Patch Dolls, Raggetty Ann, Cupie Dolls, Barbie, etc. Display books about dolls.

Monday	Tuesday	Wednesday	Thursday	Friday

STORYTELLING

Activity: Magnetic Board Story
 Materials: 1. illustrations of stories; i.e. pictures from magazines, discarded books, or duplicated copy of illustrations run-off on a copy machine
 2. magnets - kitchen variety or magnetic strips
 3. magnetic board or stainless steel cookie sheet
 Technique: Glue magnets to back of story illustrations. As you tell the story, place the pictures on the magnetic board.
 Suggested Stories: Gingerbread Boy; Curious George, and folk and fairy tales.

EQUIPMENT

Bell and Howell Ringmaster sound slide viewer/projector
 Make a sound slide, use camera to photograph dolls and have each child record three sentences about their doll, play it in the media center.

SKILLS

Primary: 1. General introduction to science books
 2. Select science areas according to classroom activities
 3. Introduction to periodicals (magazines) and how to use them
 Intermediate: 1. Same as Primary (science and nature books)
 2. Introduction to periodicals (magazines)



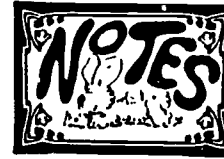
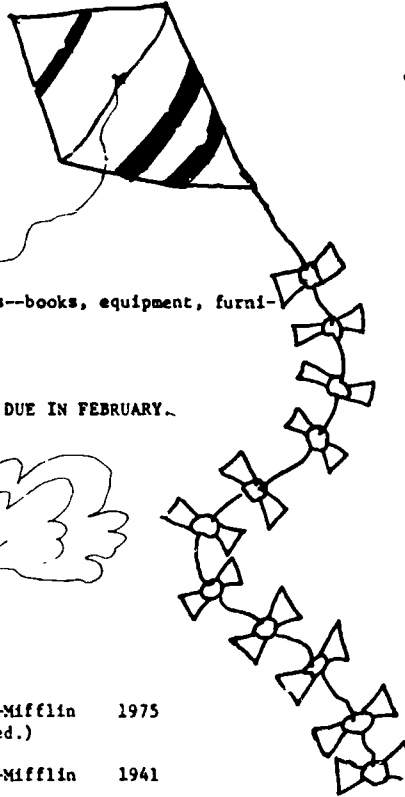
3RD QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

- A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 63 of the MC Handbook.
- B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY.



RESOURCES

Galdone, Paul	<u>Gingerbread Boy</u>	Houghton-Mifflin (or any ed.)	1975
Rey, H.A.	<u>Curious George</u>	Houghton-Mifflin	1941



DAZZLING DATES AND DISPLAYS

- Special Days:**
- 1st - April Fool's Day
 - 6th - Admiral Robert E. Perry discovered the North Pole
 - 16th - Wilbur Wright's Birthday
 - 18th - Paul Revere's Ride, 1776
 - 3rd WK - Bicycle Safety Week
 - 22nd - Earth Day - World Ecology Day
 - Easter - First Full Moon That Falls On or After March 21st

Crazy Celebrations:

Backwards Day:

Activity: Students, teachers and staff wear something backwards or "mis-matched" - such as colored shoes or socks or wear shirt backwards.
 Have students give directions for doing something backwards. Example: Give directions for making a peanut butter sandwich or tying shoes backwards.
 Have students say: the alphabet backwards, their phone number backwards or spell their names backwards.
 Have a backwards spelling bee (all words spelled backwards).

skool

Bulletin Board:

Title: "Baffling Backward Books"
 Display book jackets with titles covered.
 Rewrite the title backwards on the cover.
 Students can guess the correct title and lift the cover to check their guess.



STORYTELLING

- Activity:** Use a cassette recorder to record a story on tape.
Technique: As you play the tape, act out the story.
Suggested Stories: Caps For Sale or Rumplestiltskin.

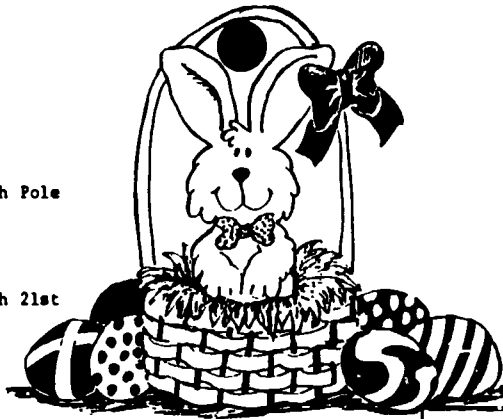
EQUIPMENT

Video cassette recorder with video camera.
 Make video tape to correlate with pantomime storytelling.



SKILLS

- Primary:**
1. Career Education books
 2. Introduction to the "I want to be" series (these are books on community helpers)
- Intermediate:**
1. Introduce non-fiction books
 - A. History (Geography, travel, etc.)
 - B. Ecology, etc.
 2. Introduce specialized fiction - mystery, science fiction, etc.



APRIL



Monday	Tuesday	Wednesday	Thursday	Friday

3RD QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. BUDGET FORECASTING

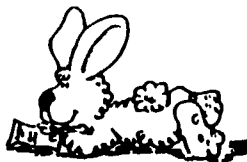
- A. It is important what your Media Center needs--books, equipment, furniture, etc. See page 63 of the MC Handbook.
- B. Compile needs assessment list.

II. REMINDER: FILM ORDERS FOR THE 4TH QUARTER ARE DUE IN FEBRUARY..



RESOURCES

Grimm, Brothers	<u>Rumpelstiltskin</u>	Troll (or any ed.)	1979
Slobodkina, Esphyr	<u>Caps for Sale</u>	Addison-Wesley	1947



DAZZLING DATES AND DISPLAYS

Special Days: 1st - May Day
 3rd - Sun Day - promoting solar energy
 5th - Tango-no-Sekku- Japanese Boy's Festival
 5th - Cinco de Mayo
 2nd Su - Mother's Day
 Mid May - National Pickle Week
 16th - Congress authorized 1st 5¢ coin, 1866
 18th - Jumping Frog Jubilee in Calaveras County, California.

Crazy Celebrations:

Frog Day:

Activity: Make origami frogs for races.
 Discover the differences between frogs and toads.
 Make frog and toad treats: rice krispie treats for toads,
 and lime jello for frogs

Bulletin Board:

Titles: "Leap into Literature" or "Hop into History" or
 "Jump into Jingles"
 For each of these uses: book jackets of stories, book jackets
 of historical events, or book jackets on poetry and rhymes.

National Pickle Week:

Activity: Make a Pickle recipe book.
 Have a pickle-tasting party.
 Have students write stories on how pickles got their bumps.

Bulletin Board:

Title: "Pickle Perfect Books".
 Display books on things that grow: food, plants, trees or
 flowers.
 Offer nutritional snacks such as cheese, pickles, olives,
 crackers.

STORY TELLING

Activity: Reader's Theatre

Materials: copy of story for each child who will participate

Technique: Rewrite a simple story as a script with narration and dia-
 logue. No props are necessary. Have several children
 read each part as a chorus.

Suggested Stories: Are You My Mother?; The Three Pigs; The Three
 Billy Goats Gruff; or Millions of Cats.

EQUIPMENT

Opaque or overhead - enlarge for bulletin board, murals or wall
 plaques - see pages 11-18 and 19-22 (Good Apple Guide).

SKILLS

Primary: 1. Review of all skills
 2. Introduction to new books and materials
 3. Suggestions from students - a "want-list" to include
 books, filmstrips, activity ideas, etc.

Intermediate: 1. Review of all skills
 2. Introduction to new materials
 3. Student input for new library books and materials

Monday	Tuesday	Wednesday	Thursday	Friday

4TH QUARTER

NOTE: All page numbers refer to the MC Handbook.

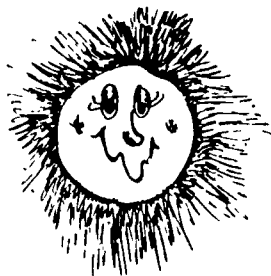
I. ANNUAL INVENTORY

- A. MC Annual Report Forms are sent to your school each Spring by the Regional Media Coordinator.
- B. Prior reports should be on file in the principal's office for your reference. See MC Handbook, page 46.

II. YEAR-END CLOSING ACTIVITIES

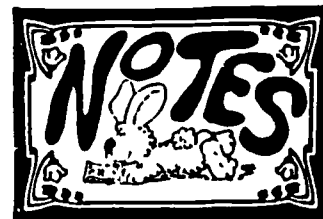
- A. Return all materials to the media center.
- B. Annual inventories of print and non-print, equipment, furniture, fixtures, and maintenance needs.
- C. Present a closing schedule to your administrators and staff. This includes: last day for student use, last day for student check-out, last day for staff use, last day for AV use.
- D. Consider applying for summer workshops.

III. REMINDER: FILM ORDERS FOR FOLLOWING SCHOOL YEAR ARE DUE IN JUNE.



RESOURCES

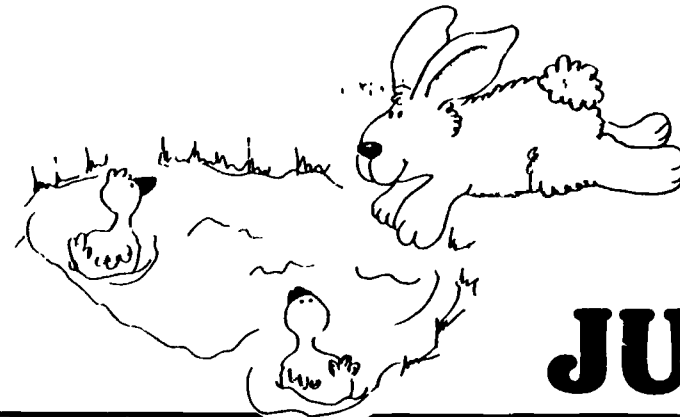
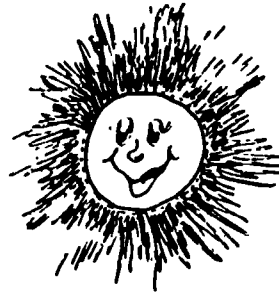
Eastman, Philip D.	<u>Are You My Mother?</u>	Beginner	1960
Gag, Wanda	<u>Millions of Cats</u>	Coward	1928
Galdone, Paul	<u>The Three Billy Goats</u>	Seabury (or any ed.)	1973
Galdone, Paul	<u>The Three Pigs</u>	Seabury (or any ed.)	1970



BEST COPY AVAILABLE

DAZZLING DATES AND DISPLAYS

- Special Days: 5th - Wor'd Environment Day
 14th - Flag Day
 3rd Qu - Father's Day
 21st - Summer Begins
 21st - National Tom Sawyer Week



JUNE

Crazy Celebrations:

National Tom Sawyer Week:

- Activity: Sponsor a Tom Sawyer picnic.
 Students may dress like Tom Sawyer.
 Play games for prizes.
 Make a "white-wash" picture: children draw a picture using
 crayons and white-wash the picture with white poster
 paint.
 Have a raft-building contest.
 Students can construct rafts from popsicle sticks, tooth-
 picks, wood, etc.
 Make a list of famous "Toms", such as Tom, Tom, the piper's
 son, Tom Thumb, Tom Edison, Tom and Jerry, or Tom Turkey.



Bulletin Board:

- Title: Tom's Tours"
 Have students make a collage of places they've been or are
 going for the summer.
 Use drawings, picture cut outs, travel posters and photos.
 Display books on travel and countries.

STORYTELLING

- Activity: Paper folding
 Materials: 1 pair scissors
 1 sheet of 24" X 10" paper
 Technique: While telling story the narrator is cutting the strip of
 paper. The object cut provides the surprise ending for
 the story.
 Source: Elementary School Resources Kit, p. 242.



EQUIPMENT

Call all equipment into the media center, inventory it, clean it, and
 send to repair or store it for the summer vacation period.

SKILLS

- Primary: Summer program introduction
 Intermediate: 1. Inventory and shelving procedures
 2. Summer program introduction



Monday	Tuesday	Wednesday	Thursday	Friday

4TH QUARTER

NOTE: All page numbers refer to the MC Handbook.

I. ANNUAL INVENTORY

- A. MC Annual Report Forms are sent to your school each Spring by the Regional Media Coordinator.
- B. Prior reports should be on file in the principal's office for your reference. See MC Handbook, page 46.

II. YEAR-END CLOSING ACTIVITIES

- A. Return all materials to the media center.
- B. Annual inventories of print and non-print, equipment, furniture, fixtures, and maintenance needs.
- C. Present a closing schedule to your administrators and staff. This includes: last day for student use, last day for student check-out, last day for staff use, last day for AV use.
- D. Consider applying for summer workshops.

III. REMINDER: FILM ORDERS FOR FOLLOWING SCHOOL YEAR ARE DUE IN JUNE.





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 Patricia Degen, Ramstein JHS
 Judy Schuh, Ramstein JHS
 Cheryl Griffin, Rhein Main ES
 Jeanette Melder, Strullendorf ES



IMPORTANT NAMES AND NUMBERS



Media Coordinators Military 2318-3096
 Fred Welch Civilian 06121-86299
 Mary Cramer

Film Video Library Military 2311 (ETS 320) 8165

Closest school

name _____
 Military _____
 Civilian _____

Closest Media Specialist

name _____
 Military _____
 Civilian _____

Base/Post/Special Services Library

Librarian's name _____
 Military _____
 Civilian _____

