



**The English Center  
3501 SW 28<sup>th</sup> Street  
Miami, Florida 33133**

## **MEDIA SERVICES PLAN**

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**Yamila M, Carballo, Director  
Ana Varona, Associate Director  
Gonzalo Raventos, Assistant Director  
Manuel Ruiz, Assistant Director**

# MEDIA SERVICES PLAN

## SCOPE AND AVAILABILITY OF SERVICES

The goal of the Media Center is to create an environment in which enlightened and informed library patrons will be better equipped to design their own learning, using available resources, thereby becoming more capable of meeting the information challenges of the 21<sup>st</sup> century. The Media Center at TEC operates on an open and flexible schedule to encourage ongoing usage. Open scheduling gives access to patrons at the time of need or interest and provides opportunities for teachers to bring students to the library at any time during its operating hours, which are as follows: Mondays through Thursday from 8:00 A.M. to 8:00 P.M., on Friday from 8:00 A.M. to 1:00 P.M., and Saturdays and Sundays from 8:30 A.M. to 3:00 P.M.

The following are the objectives of the Media Center:

1. To provide an environment conducive to the development of each student.
2. To provide access to a wide variety of materials in different formats.
3. To ensure that students and staff are effective users, consumers, and processors of information and ideas.

## EDUCATIONAL MATERIALS

The collection contains a balanced, wide variety of print and non-print materials such as reference books and professional and technical manuals appropriate for various levels of ability and learning styles. These materials support the curriculum and reflect the different interests of the Media Center's users. Housed in the Media Center are career/technical, citizenship and English for Speakers of Other Languages (ESOL) and materials in audio-visual and hard copy formats. There are also resources for other programs available in TEC. In order to reflect the needs of the school/community and ensure a varied contribution of input, administrators, department chairs, classroom teachers, staff, and student body are contacted to provide feedback to assist in the selection process.

All materials purchased for the collection must be evaluated, as per M-DCPS School Board Rule (6320 – Purchasing). Purchased, as well as donated items, must meet the following criteria: educational significance, correct and current career/technical terminology and information, appropriateness, accuracy, literary merit, scope, authority/reputation, unique features, arrangement, treatment, technical quality, aesthetic quality, potential demand, and durability.

## **ROLES AND RESPONSIBILITIES**

### **PERSONNEL RESPONSIBLE**

There are two media center staff personnel responsible for implementation and coordination of media services and collection development and in collaboration with the director, make decisions that are fundamental in maintaining the program daily.

### **ACTIVITIES TO ACHIEVE OBJECTIVES**

Each media staff person has the following responsibilities:

- Promotes reading, listening, viewing, and computing skills.
- With teachers, plans information skills instruction correlated with subject-area curricula and shares in delivery of instruction. In addition, works with teachers to develop educational objectives, plan learning experiences, and identify media appropriate to the particular instructional design.
- Evaluates, selects, and orders appropriate library media materials and equipment.
- Works with other educators to plan and evaluate Media Center programs and services.
- Organizes and delivers media center services and coordinates district media services in the school.
- Makes recommendations to the director regarding funding necessary for maintaining a smooth-running Media Center.
- Organizes the collection for easy/quick access, for efficient circulation of materials and equipment, and plans for, and stimulates, effective use of media facilities, materials, and equipment.
- Maintains the collection, including materials and equipment, and inventories the collection annually.

- Keeps accurate budgetary and inventory records.
- Trains students and teachers in the use of equipment such as computers, computer software, and the smart board.
- Sets up surveys each trimester to provide feedback from students and staff on a survey of media center usage, students' evaluation of classroom instruction, and students' feedback on student services.
- Operates Career Resources Center to promote resume writing and job interview workshops, which will result in increased use of the media center and its resources.
- Operates the current Media Center system (computerized and/or manual) in order to access books, periodicals, and film catalogs, checks status of users' accounts, and prepares such notices as are appropriate.
- Maintains Media Center facilities and resources, including the timely return of materials to the shelves and the orderly arrangement of such materials.
- Maintains inventory of Media Center materials and equipment and do the yearly inventory.
- Provides assistance to students and staff in locating and/or using library resources, audiovisual equipment, and computers, and monitors the activity of patrons in the Media Center.
- Repairs damaged books and maintains supplies/materials.
- Maintains records of all daily transactions, attendance statistics, and monthly circulation.

## ORIENTATION FOR USER GROUPS

The media center staff promotes usage of the media center through regularly scheduled orientations at the beginning of each trimester. These orientations help to familiarize students with the facility, resources, and programs available in the media center and in addition, enable media center patrons to meet and become familiar with the media center staff who will be assisting them in locating and using resources, audiovisual equipment, and computers.

## FACILITIES

The Media Center is set up in an informal attractive manner, providing a quiet area in pleasant surroundings for educational use. It is intentionally designed to create optimum use of available space, with different areas accommodating patrons' needs, including computer stations, tables and chairs which offer spacious working areas, and comfortable, plush, easy chairs and a sofa. The materials available are easily accessible, as they are always completely visible through the use of open bookcases and shelving which surround the entire Media Center.

## ANNUAL BUDGETARY SUPPORT

Annual budgetary support for media services is provided through the school's discretionary funds, as determined by the director. In addition, other approved sources such as donations and fund raising may supplement the discretionary allocation.

## EQUIPMENT MAINTENANCE AND REPLACING

Maintenance and repair of media center equipment is performed following Miami-Dade County Public Schools (M-DCPS) procedures for maintaining, replacing, and disposing of obsolete school equipment.

## EVALUATION OF SERVICES

Surveys completed, each term, by both students and staff are used as the primary source of evaluating the effectiveness of media services at The English Center. In addition, suggestions given directly to media staff are always welcomed, appreciated, and considered. This student feedback is reviewed and analyzed to keep Media Center staff abreast of users' needs, resulting in programs, services, resources, and support that continue to be of superior quality.

The Media Services Plan is reviewed annually and revised, if needed, by the Leadership Team.

The Media Services Plan is shared with the community via our school website [www.tecmiami.com](http://www.tecmiami.com).