

# The Media Center You've Always Wanted

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Each school should have a library and/or media center which provides a collection of appropriate instructional materials selected and organized for use by the students and teachers. Space selected for the library should be large enough to accommodate a class for special assignments. If computers are in the media center/library, placement should be carefully considered so that you can easily view the computer screens.

## Media Center/Library

Each media center/library should have a variety of both print and non-print collections. Before acquiring new materials, do the following:

- Review the current collection and cull outdates and inappropriate materials.
- Determine the areas of weakness in the current collection.
- Review the current collection by genre and reading level, making sure a variety is available.
- Determine the needs of the students and what they will be studying.
- Contact the Local Conference Office of Education for recommended library lists.

Print and nonprint materials selected should exemplify quality literature and encourage discernment in individual selection. The following criteria are provided as guidelines for selecting appropriate print and nonprint materials:

## Print and Nonprint Materials Selection Criteria\*

- Support Seventh-day Adventist beliefs.
- Support the local school's curriculum.
- Match the maturity level of the students.
- Relate to various cultures.
- Address current issues.
- Are free of gender or ethnic bias.
- Present information with accuracy.
- Demonstrate good literary style.

Avoid print and nonprint materials that:

- Emphasize evolution. However, brief references to evolution whose major content is of value can be used as an opportunity for the teacher to bring out the differences in Biblical creation and evolution.
- Picture evil as desirable and goodness as trivial.
- Highlight profanity, sexual content, sentimentalism, and escapism. Materials in which minimal references of profanity are found may be selected **if it is clearly marginal and content has significant value.**

"Satan knows that to a great degree the mind is affected by that upon which it feeds."

Ellen G. White

*Counsels for the Church*, p. 168

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\*Adapted from *The Integrated Language Arts: English, Handwriting, Reading, Spelling, Grades K-8* by the Office of Education, North American Division of Seventh-day Adventists, 2004. p. 52

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## Organizing the Media Center/Library

Organizing, classifying, processing, and purchasing materials is a challenging job! Check with your church members for names of retired librarians, church volunteers, and community resource people available to help. Your Local Conference Office of Education may also have names of individuals who may have experience or be willing to help in organizing and maintaining your library.

Steps for organizing the media center/library include:

- Determine the specific age-groups to be served, i.e. young children (pre-readers), beginning readers, older children, pre-teens, teens. Determine the media you wish to have available: books, magazines, cassettes, DVDs, CDs, etc.
- Order supplies to process materials from local bookstores or online. Some companies who provide media center/library supplies include:
  - Brodart ([www.brodart.com](http://www.brodart.com)).
  - DEMCO Library Supplies ([www.demco.com](http://www.demco.com)).
- Explore various sources for books and other media, including:
  - Your local Adventist Book Center ([www.adventistbookcenter.com](http://www.adventistbookcenter.com)).
  - Lifeway Christian Stores ([www.lifeway.com](http://www.lifeway.com)) or other local Christian bookstores.
  - Library Video Company ([www.libraryvideo.com](http://www.libraryvideo.com))
  - Online media stores such as Amazon ([www.amazon.com](http://www.amazon.com)) or Barnes and Noble ([www.bn.com](http://www.bn.com))
- Determine the classification system you will use for your school library collection:
  - The Library of Congress Classification System (LOCIS) is a public access catalog which you can access at [catalog.loc.gov](http://catalog.loc.gov). This system organizes material in libraries according to twenty-one branches of knowledge. The 21 categories (labeled A-Z except I, O, W, X, and Y) are further divided by adding one or two additional letters and a set of numbers.
  - The Dewey Decimal System is the other widely used classification systems.
  - Library Thing ([www.librarything.com](http://www.librarything.com)) is an inexpensive online resource for cataloging books. It provides both the Library of Congress and Dewey Decimal System classifications.
  - Simple classification systems, such as using colored dots on book spines to separate books into various categories (fiction, non-fiction, science, reference, etc.) can also be used.

## Media Center/Library Content

There is no North American Division requirement for the minimum number of titles. Check with your Local or Union Conference Offices of Education to see if there are local requirements. Consider including the following resources in your library collection:

- Periodicals.
  - Denominational periodicals, i.e. Winner, Insight, Adventist Review.
  - Secular periodicals that correlate with the curriculum and are age-appropriate, i.e. National Geographic World, Ranger Rick.
  - Titles suggested in the Union Elementary Textbook List.

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- Basic reference materials:
  - Bibles in a variety of translations such as:
    - King James Version
    - New King James Version
    - Children's International Bible
    - Today's English Version
    - Revised Standard Version
    - Clear Word Paraphrase
    - Online Bible reference website such as [www.BibleGateway.com](http://www.BibleGateway.com).
  - Bible concordance
  - Bible dictionary
    - In addition to having a hard copy an online Bible dictionary is available at [www.eastonsbibledictionary.com](http://www.eastonsbibledictionary.com)
  - *Seventh-day Adventist Bible Commentary* set
  - *Index to the Writings of Ellen G. White, 4-volume set* compiled by the Ellen G. White Estate. Pacific Press Publishing Association
  - Spirit of Prophecy books including:
    - The 5-volume Conflict of the Ages set which includes *Patriarchs and Prophets, Prophets and Kings, Desire of Ages, Acts of the Apostles, The Great Controversy*
    - *Steps to Christ*
    - *Early Writings*
    - *Ministry of Healing*
    - Online resource for Ellen G. White writings (see the White Estate website [www.whiteestate.org](http://www.whiteestate.org))
  - [www.bibleinfo.com](http://www.bibleinfo.com), a Seventh-day Adventist online website that can help students find answers to questions about the Bible
  - *The Bible Story* by Arthur S. Maxwell. This 10-volume set is only available through a literature evangelist.
  - *Pathways of the Pioneers Audio* by Your Story Hour published by Review and Herald, 2007
  - *Seventh-day Adventist Hymnal* published by Review and Herald, 2008
  - *Companion to the Seventh-day Adventist Hymnal* published by Review and Herald, 1988
  - Adventist songbooks
- Dictionaries and Thesauri
  - Picture dictionaries
  - Age-appropriate dictionaries and thesauri
  - Spelling dictionary
  - Rhyming dictionary
  - A good online dictionary/thesaurus is found at [www.merriam-webster.com](http://www.merriam-webster.com)

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- Encyclopedias.
  - Online or hard copy
  - CD encyclopedias are appropriate
  - Choose encyclopedias that are suitable for elementary students
  - The North American Division and your Union Conference Office of Education provide the Encyclopedia Britannica Online for all Adventist schools. More information is available at the North American Division education website, [www.nadeducation.org/news/show/10](http://www.nadeducation.org/news/show/10)
- Current world almanac (a good, age-appropriate online version is *World Almanac for Kids*, [www.worldalmanacforkids.com](http://www.worldalmanacforkids.com))
- Current world atlas
- World maps (a good, age-appropriate atlas and map reference is *World Atlas*, [www.worldatlas.com](http://www.worldatlas.com))
- Globes

## Media Center/Library Resources

- *Rural and Small Libraries: Providers for Lifelong Learning* by Bernard Vavrek. Clarion University of Pennsylvania ([www2.ed.gov/pubs/PLLIConf95/librry.html](http://www2.ed.gov/pubs/PLLIConf95/librry.html)).
- Technical Assistance Program for Small and Field Libraries website (<http://www.un.org/depts/dhl/sflib>).
- *Computer and Network Security in Small Libraries: A Planning Guide* by Robert L. Williams. Texas State Library and Archives Commission, 2001. ([www.tsl.state.tx.us/ld/pubs/compsecurity](http://www.tsl.state.tx.us/ld/pubs/compsecurity))

“Libraries allow children to ask questions about the world and find the answers. And the wonderful thing is that once a child learns to use a library, the doors to learning are always open.”

Laura Bush