

LIBRARY/MEDIA CENTER GUIDELINES

Open 7:45 – 3:00 - Closed at lunch

The Library/Media Center combines print and electronic resources to support and to enrich the high school curriculum. Students are encouraged to research and to prepare class assignments at the Media Center. The collection also includes fiction titles, magazines and newspapers for leisure reading. The library should be used for education-related purposes.

The librarian is happy to help students locate needed information and resources. Do not hesitate to ask her for assistance.

Class research needs determine whether the Media Center will be open for general use or reserved for class use. When open for general use, students must have a pass from a teacher to complete course related work. Students are to sign-in in accordance with the procedures established by the librarian.

Books may be borrowed for up to five weeks, and checked-out materials may be renewed for an additional loan period. Reference volumes may not be checked out. Lunch detentions are assigned to students who fail to return materials on time. Students are responsible for paying replacement costs on any library materials that are damaged, lost, or stolen.

Media Center computers should be used only for educational purposes. Game playing, chat and instant messaging, and inappropriate Internet surfing are strictly prohibited. Students must comply with the Computer Usage Policy as published in this handbook. There is no charge for printing, but it should be limited to that which is essential for class assignments.

When using the Media Center, students should work independently, quietly and productively. Students should treat others in the Media Center with courtesy and respect. Misuse or abuse of Media Center materials or other school property is prohibited. Eating and drinking are not permitted in the Media Center.