

Circulation

1. *Photo identification* will be required to check out materials. If the student does not have identification available, the library staff will hold the materials for 24 hours for the student to return to check out the materials.
2. Students may check out books for a period of three weeks. Books may be renewed one time without bringing the book into the library; a second renewal requires the book. If warranted, a special due date may be assigned.
3. Reference books may be checked out for overnight use and must be returned by the end of the following day.
4. Magazines and newspapers are available for recreational reading and reference work. Magazines may be checked out for overnight use and must be returned by the end of the following day.
5. Videos are used in the classroom to support instruction and may be checked out to teachers only.
6. Media specialists reserve the right to limit the number of books checked out to a student or teacher on any one topic in order to ensure that all students and staff have access to materials for a required class assignment.
7. Faculty and staff may check out materials for as long as needed for a unit of study. Please return materials in a timely manner so that others may use them. All materials must be returned by the end of the school year.
8. The library media center subscribes to several daily newspapers. The current newspapers are to remain in the Library Media Center during the day for student and staff reading. Teachers are welcome to take old issues for use in their classrooms.

Fines and Fees

A *twenty five-cent* per day fine will be charged for all overdue Reference Books, and Magazines.

A *five-cent* per day fine will be charged for all books other than Reference Books.

Fees will also be charged for damage occurring to library materials while borrowed by a student. Replacement costs will be charged for lost books.

Policies for Students

The following policies are designed to create a pleasant and productive work environment for all users of the library media center.

1. Students are welcome to use Library Media Center as long as their behavior does not interfere with other students performing their work.
2. Food and drinks must be consumed outside the Library Media Center unless it is an approved event.
3. Students will be accountable for their use of computer hardware and software.
4. A copy machine is available for student use. *There is a charge of 10 cents per page for printing.*
5. Students will be able to access the online catalog and a variety of informational sources from the local area network.
6. Scheduled classes have priority use of computers.

Seminar

1. Students should come to the Library Media Center prior to the day of seminar to collect a library seminar pass, which will allow them admittance to the Library Media Center during the seminar period.
2. Sixty seminar passes are available for each seminar day. Each pass is good for the entire seminar period. Students may stay for all or part of the seminar period.
3. Students are expected to use the seminar time productively.

Services for Teachers

The Library Media Center can accommodate up to two classes during each class period. Teachers are expected to stay with the class during the scheduled visit.

1. Teachers may schedule the use of the Media Center by collaborating with the Media Specialist to fill out the “Media Center Planning Guide”.
 - *The Media Specialist, in order to meet the needs of the class for the planned visit, will need an advance copy of the assignment the teacher will be giving to the students.*
2. Teachers are welcome to send up to two students at a time, with passes, to the Media Center. For larger groups, please check in advance to find out if space is available during the class period. Students working independently must have a signed pass indicating specifics of the assignment. Students will be dismissed to return to their classrooms five minutes before the end of the hour.
3. Teachers may request material to be gathered for use in the classroom. The materials will be checked out to the teacher and placed on a cart for use in the classroom.
4. Teachers may request the Media Specialist to:
 - Do book talks
 - Teach special topics
 - Create bibliographies
 - Put materials on reserve for student use
5. Three small conference rooms are available for small groups of students. These rooms are scheduled in advance.
6. A full-sized classroom is available for teachers to use. This room is scheduled in advance.
7. Teachers are invited to use the professional library to read professional journals, educational materials, etc., and to use the area as an additional teacher workroom. *Drinks are permitted in this room.* A faculty book exchange rack is located in this room. Please feel free to borrow books from this collection and to bring books to add to it.
8. Teachers are invited to use the Library Media Center workroom and are welcome to use the roll laminator located in the workroom. A TV/VCR is located here to provide convenient access for teachers wanting to preview videotapes.

Scheduling AudioVisual Equipment

1. AudioVisual equipment requests must be made at least one day in advance, with no exceptions.
2. Requests can be submitted to the library staff by phone or AudioVisual Request Forms.
3. A Schedule Card will be attached to each cart.
4. Teachers may pick up the equipment at the beginning of the day. Thereafter, it is the responsibility of the instructor to have the VCR/TV unit moved to the next room listed on the Schedule Card attached to the VCR cart. The instructor has the option of transferring the equipment at the end of the hour or at the beginning of the next hour.
5. **All equipment must be returned to the Library Media Center by 3:30 p.m.** Teachers on the second floor may call ext. 7141 for assistance.

Student Library Media Assistants

Students who serve as library media assistants play an important role in the school by helping to keep the Library Media Center operating efficiently for the benefit of all students and staff. The student library media assistant benefits personally by learning important skills that will help the student to be successful in school including information and job skills.

This is a full credit course and a grade is earned based on the student's performance in a number of areas including reliability, quality of work, initiative, attitude, cooperation, punctuality, and attendance.

The duties of student library media assistants include:

- Shelving books
- Working at the circulation desk
- Reading shelves
- Creating displays and bulletin boards
- Cleaning and straightening up the library
- Helping students and faculty as needed
- Assisting in the pickup of Audio Visual equipment
- Any task assigned by the library media staff