

Central Community High School Media Center Regulations

- ❖ The purpose of the Media Center is to provide materials for the instructional or recreational needs of all students. It is a place for study and reading.
- ❖ The use of the Media Center and its materials is a **privilege** and students should use library time productively. The library is **NOT** a place for socializing. Improper, inappropriate, or destructive conduct will lead to loss of this privilege. This includes loud talking, laughing, or other commotion. Students may not use headphones, CD players, or MP3 players in the library without teacher approval.
- ❖ Students should sit four per table. Tables and chairs should **NOT** be moved without permission.
- ❖ Students are expected to demonstrate proper respect and etiquette at all times to all staff and other students.
- ❖ The Media Center is open from 8:00 A.M. to 3:00 P.M, except during the librarian's lunch time (12:15 –12:40).
- ❖ **No** food or drink is allowed within the media center.
- ❖ All books must be checked out. The initial loan period for books is three weeks and books may be renewed. If a longer loan period is needed, please ask when books are checked out. Books should be returned by placing the books into the book return slot located in the check-out desk.
- ❖ Magazines may be checked out for **one period only**. They may be taken out overnight if checked out during seventh hour. They must be returned before the start of the next school period/day. To check out a magazine, sign the borrower card located inside the front of the magazine cover and place the card in the basket on the librarian's desk. Do **not** remove the magazine cover.
- ❖ Reference books **may** be checked out for overnight use, with permission of the librarian.
- ❖ Work areas should be cleared upon leaving the library at the end of the period. Books that are no longer needed should be placed on the shelving cart and chairs should be pushed under the table.
- ❖ Fines for overdue materials will be charged per item as follows:
 - Ten cents per day with a maximum of \$3.00 per item.
 - Lost or damaged materials will be billed at replacement cost.
 - Students with fines exceeding \$5.00 may not check out additional materials.

- ❖ Students may use the Media Center:
 - From study hall in a group of not more than 15, after attendance has been taken. A written list of students coming to the Media Center is expected. Students are expected to stay until the end of the period and may **not** leave without permission. Students may not have a deficiency or have dropped a class.
 - From study hall with a pass from a teacher in the student's agenda book. Teachers are expected to indicate the tasks the student is to complete. The student is expected to sign the study hall attendance sheet on the librarian's desk and remain in the library for the entire period, unless the teacher has indicated otherwise.
 - From the classroom with a pass written in the student's agenda book. The teacher should indicate what tasks the student is to complete and include the time the student is to return to the classroom, if applicable. Students are expected to sign the study hall attendance sheet for the period.
 - During lunch, if a pass has been secured from the librarian or a teacher **BEFORE** lunch. The student **must** remain in the library for the remainder of the lunch period.
 - With a class. Teachers may sign the library schedule to reserve the media center for a particular period. The librarian will inform study hall teachers to retain students in the study hall. Teachers are expected to accompany their classes.
 - After school, when the librarian is present. The librarian usually remains in the library long after the official close time. However, students should check with the librarian to make sure the library will be open on any particular evening after school.
- ❖ All students using the computers located in the media center must have successfully completed the district's Internet acceptable use agreement and have evidence of such available upon request.
- ❖ Unacceptable use of the computers includes:
 - E-mail
 - Instant Messaging
 - Chat Rooms
 - Games
 - Downloading or installing software
 - Social Networking sites such as Myspace or Facebook.
 - Saving documents to the hard drive; use folder on the server.
- ❖ Students may use the networked printer in the library for printing documents related to school assignments. However, **NO** personal documents should be printed. Also, print only the portion of a document that is needed. If you do not know how to select to print only parts of a document, please ask the librarian for assistance. Excess printing will result in a fee of ten cents per page.