

2013-14 Media Center Policy

The Media Center is located in the East end of the Center section. The facility houses books, magazines, reference works, computers, audio-visual items (videos, CDs, etc.) and equipment. The purpose of this facility and the Media Center staff is to provide information for research, current materials on a wide range of topics, materials for pleasure reading and technical assistance on class assignments.

Students coming to the Media Center must have a direct, constructive purpose for doing so and may not disrupt the education of other students. They may read books, magazines, or newspapers; do research or homework; play chess or *computer games; or work in small groups in designated areas. Tutoring services are also provided by NHS members.

1. Attendance

Students wishing to use the media center must register online using the link on the media center homepage. The calendar will let you know if seats are available. (Numbers may be limited based on seat availability.) Students who wish to use the facilities because of assignments received that day may be admitted with a pass from their classroom teacher.

Come directly to the media center at the beginning of the assigned period. If you are tardy, you may lose your place. Detentions may also be assigned.

Come directly to the circulation desk when you arrive. Your student ID number will be entered into the computer. ID cards are appreciated, but not required. Attendance will be based on this program and sent to the study hall teachers at the end of the day. Also print and sign your name and period on the sign-in sheets as backup in case of computer error.

2. Circulation

Materials may be checked out of the Media Center for the following time periods:

Books- 10 days

Reference Materials- 3 days

Magazines- 5 days

Videos- 5 days

Students are expected to return their materials on time so that others may use them. Items may be renewed as needed. Parking passes, admission to activities, transcripts, caps/gowns may be held until items are returned.

3. Facilities use

Computers may be used if not reserved for a class. District Computer User Agreement terms apply. Students will lose computer privileges for not following district policies. There will be one person per computer unless permission is received from Media Center staff for group work. Students may also print school assignments from the computers. Please ask before printing to avoid backups in the print queue. Users are liable for copyright infringement. Students who have an assignment to complete on a computer will be given priority over a student who does not

A copy machine is available for student use. Furniture may be moved with permission from the staff.

Food & drinks will be allowed in a designated area only. Students are expected to keep the area clean or the privilege will be withdrawn. There will be no food or drinks on any computer tables.