

Policies & Procedures

Sign-In

- Students are required to sign-in when they enter the Library Media Center.
- Students can sign-in at the desktop computer to the right of the entrance.
- Students may not sign other students in.
- Students assigned to the library (*i.e. medical p.e., independent studies, option 2, etc.*) will be marked absent unexcused if they do not sign in.
- Students who do not sign-in may not prove they were in the Library Media Center.

Sign-Out

- Students are required to sign-out when they leave the Library Media Center.
- Students can sign-out at the same desktop computer to the right of the entrance.
- Students may not sign other students out.
- Students who do not sign out may be accused of cutting another class.

Passes

- Students must have a pass signed by a classroom teacher to enter, even if it is lunch time, they are “out to lunch” seniors, or they have study hall.
- One pass per student.
- One pass per period.
- Substitute teachers may not issue Library Media Center passes to students.
- There are no permanent passes unless the student is a Library Volunteer, or a special arrangement has been made between the Media Specialist and Guidance.

Printing

- To print in the library students are permitted to use the library laptops.

Food and Drink

- Food and drink are not permitted in the Library Media Center.
- Some students may enter with food for special events by previous arrangement.

Noise

- Learning through talking, laughter, and video is encouraged as long as you are not disturbing other learners, your noise level is fine.
- If you are disturbing other learners, you may be asked to leave.

Checkout

- All items in the Library Media Center are available for checkout.
- This includes books, audio books, VHS, DVD's, video cameras, microphones, etc.
- Items are due back in two weeks unless a special arrangement has been made.
- Items should be placed in the return slot located beneath the sign-in computer.

Magazines

- Print magazines are available at all times for use, both old and new.
- Magazines should not leave the LMC unless special arrangements have been made.

Supplies

- The old card catalog has been converted into a supply depot.
- Supplies are organized in alphabetical order.
- Please check the supply depot before asking for a particular item.
- If a supply drawer is empty, please notify the Library Media Specialist or Assistant.
- Suggestions for new supplies to store are welcome!

Volunteers

- Both student and parent volunteers are welcome in the Library Media Center.
- For more information visit the [Volunteers](#) section of the LMC website.

Lost and Found

- We cannot be responsible for items left in the Library Media Center.
- Lost items either remain where they were left, or are collected and placed in a box.
- At the end of the school year the box is emptied.

Conference Room

- The purpose of the conference room is to provide a quiet study or test taking place.
- The room is being used as additional classroom space by the Library Media Center Specialist.
- The conference room is allowed to be used upon request.

Map

