

Media Center Policies and Procedures

General Rules:

While in the Media Center, students are expected to:

- Act responsibly and respect the rights of others.
- Maintain a quiet atmosphere, conducive to research, reading and study (*keep talking to a minimum*).
- Respect all media center property.
- Return all borrowed materials on time so that others may use them.

In addition:

- No food, candy, or beverages are allowed in the Media Center.
- No headsets, radios, or CD players are allowed in the Media Center.

All students must have a Media Center Pass to come to the Media Center before school, during class time, and during lunchtimes. Teachers may send up to 5 students at a time on one pass. A pass is not needed after school. A pass is not needed when teacher brings the entire class.

Computer Rules:

Computers located in the Media Center are for students to use **for educational purposes only.**

- NO private email or chat rooms
- NO online shopping, computer games, surfing the web or any other use of school computers for personal activities
- NO websites unrelated to school work

Check-Out Procedures:

Students may check out up to 2 books at a time for a 2-week period and may renew them as long as another student is not waiting for the book(s). To renew a book, the student must bring the book into the Media Center to have it scanned for renewal. Books left at home may not be renewed, and late fees will be charged if they become overdue before they are renewed.

Reference books and periodicals are available for check-out to teachers only; students may use them in the Media Center.

Fines:

Late fees (fines) are charged for all books returned past the due date. Fines are 10¢ per book per day. If student loses a book, he/she must pay for the book (this is Carroll County Schools board policy). Students will not be allowed to check out books if he/she: (1) has an overdue book, (2) still owes a fine for an overdue book, or (3) has neglected to pay for a lost book.