Circulation

 Students **must have a school ID** to check out all materials.

Check-out limit: 2 books

Check-out duration: 2 weeks, but you can renew for an additional 2 weeks if the book is not on hold. The book must be present to renew.

 No student will be allowed to check out all materials on a single topic.

Overdue fines- $.10 per school day for a maximum of $3.00 for all overdue books. After a book is 30 days overdue, the fine turns into an obligation equal to the cost of the book. If the book is returned, only the $3.00 is owed.

Passes

You must have an identifiable purpose for visiting the media center. Everyone is encouraged to contribute to an atmosphere that can be conducive for learning. Please keep talking low and use school appropriate language.

Official passes are required when classes are in session.

ALL students must sign in at the front desk each period.

Computers, Printing and Equipment

 Students must have a media release form on file to access the computers.

 Laptops may be checked out (with a valid school ID) for use in the media center. Laptops may not be checked out for use outside the media center.

 It costs $.10 per page to print. Please be sure to use print preview!

 The copy machine is at the front desk (it is built into the printer). It costs $.10 per copy.

 We have paper cutters and die-cut machines that students can use if we are able to show you how. You need to provide your own paper.

Technology Use/ BYOT

 The media center is the technology hub for our school, so students are allowed to use their own technology at any time as long as they are not disturbing others and are following the district technology guidelines. Laptops are welcome and encouraged. Students can connect to the BYOT login as long as they have an EIS Computer Permission form on file. All personal property is the responsibility of the student.

Lunch, Before School and After School

 Students are welcome to visit the media center when class is not in session as long as they are contributing to an atmosphere that promotes learning. Students do not need an ID to come to the media center. Students do not need to sign in during none class hours unless they are here for tutoring/volunteering and need a record of hours.

 Food and drink are welcome in tiled areas of the media center. Please clean up any spill and make sure all trash is thrown away.

 Please visit the media center homepage for daily hours.

Material Selection

 All materials in the media center are selected based upon district selection procedures.

 Students are encouraged to request specific titles and all efforts will be made to honor the requests.