

## **LBHS Media Center Policies- 2017-2018**

### **Hours-**

The media center will be open Monday-Friday from 6:50 a.m.-2:05 p.m.

If the media center needs to be closed for any reason, every effort will be made to notify staff and students in advance, and closed signs will be posted on the doors.

### **Sign-In-**

Students who are coming individually or in small groups from class need to stop and sign-in at the circulation desk. There is an electronic sign-in using a Google form. You are able to see the daily log of students who signed in/out in Teacher Hub-



### **Passes-**

Unless a student is with their class and teacher, they **must have a pass** to come to the media center. If teachers do not have an official media pass available, they may use a pink pass or simply write a pass on a piece of paper. The policy is **2 students on passes at a time from a class**. If a teacher wishes to send more than 2 students, the teacher needs to call the media center to see whether we can accommodate more than 2 students at that time.

**Lunch Passes-** If a student wishes to come to the media center during their lunch time and does not need to go to the cafeteria, the student may simply come to the media center and sign in. If a student would like to go the cafeteria before the media center, the student must have a lunch pass in order to be allowed to leave the cafeteria. Lunch passes are available for checkout from the media center and students can check them out any time before their lunch period. The lunch pass must be returned the day it was checked out.

### **Computer Use-**

The computer lab that is located in a separate room within the media center will be scheduled through the media staff. Mrs. Sloan will post a message to staff the 3rd Monday of each month to begin scheduling for the next month. The lab contains 30 computers, and is reserved for classes that have signed up with media staff. The **calendar** in Office 365 is called **LBH-Media Center Schedule**. If you do not already have access to this calendar, please post a Help Desk ticket. The calendar has 2 portions for each period- LAB and MC (Media Center). Teachers signed up for LAB will be inside the computer lab, while teachers signed up for MC will be checking out books, using the large presentation area, etc.

There are 16 computers available for student use within the main media center, on the large computer table to the right. These computers are for use by students while they are in the media center on a pass from class or lunch, as well as for use by the classes that are signed up for media center use (not computer lab use). These computers must remain available to individual students and therefore will not be permitted to be reserved by a teacher.

There are 2 additional touch screen computers for students- one in the alcove and one in the back of the media center. These are to be used for looking books up in Destiny, looking something up quickly on the internet, or printing in color (the computer in the alcove is for printing in color). Use of these touchscreens will be limited to "quick" tasks- any other tasks need to be done at the computer table.

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### **Chromebook Carts:**

There are Chromebook carts available for checkout. The LBH Media Center Schedule calendar will show the availability of the Chromebook carts. Please contact the media staff to reserve a cart. Reservations may not exceed 3 consecutive days unless there is no one else wishing to reserve the cart.

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### **Printing in the Media Center-**

**Computer Lab-** teachers that reserve the computer lab and wish to have their students print will need to **bring paper** with them to the media center. The printer in the lab is networked to the computers within the lab. There will be no cost for students to print in the lab as long as it is something for that class that the teacher has asked them to print. Please use your discretion.

**Media Center-** Any student that comes on a pass from a class, a pass from lunch, or is using a computer within the main part of the media center will **pay to print**.

Black and white printing- \$.10 per page

Color printing- \$.25 per page

**Copy machine-** \$.10 per page for students

### **Laminating-**

Items that teachers wish to have laminated should be labeled clearly with name and room number and brought to the media center any time during the day. Laminating is done on an as-needed basis, and in most cases will be done within 24 hours.

### **Substitutes-**

Under most circumstance, **substitutes will not be permitted** to bring classes to the media center or use the computer lab. Please make other arrangements if you have a sub.

### **Use of Project Rooms-**

There are two small project rooms and two large group project rooms in the media center. The uses of the project rooms will include, but are not limited to: mentors meeting with students, students taking tests, small groups of students studying or working on a group project, meetings, and more. There is a schedule available for the use of these rooms, found on the media website down the left-hand side, called [\*\*Media Center Project Room Schedule\*\*](#). To reserve use of a project room ahead of time, please see the media staff. If a room is not reserved, students and/or staff may request to use them at any time. Students need to understand that use of the project rooms is a privilege- proper behavior is required.

### **Checkout Policies-**

#### **For Students-**

- Students may have up to five (5) print books checked out of the media center at any given time.
- Students have a 3 week loan period on print library materials and can renew materials once for an additional 3 week period.

**\*Note- To renew a book, the student must have it physically in hand. If the book is on hold for another patron, the book must be returned.**

- Students may ask to have a book placed on hold. When the book comes in, the student will be notified and the book will be placed on the hold shelf for three days. Books that are not picked up will be placed back into circulation.
- Print items that are overdue accrue a fine of 5 cents per item per day. Students are to be responsible for checking whether they have any outstanding library obligations and to take care of them in a timely manner.
- Students with any overdue print materials will not be permitted to checkout additional print materials until the overdue items are returned.
- Students ARE permitted to check out books when they have fines; however, students who owe more than \$5.00 in fines will only be permitted to check out one book at a time.
- Electronic books are always available from a myriad of digital library resources and never accrue late fines! See the resources on the left of the media center webpage: <http://www.lemonbayhigh.com/mediacenter.html> Digital Resource cards with usernames and passwords are available in the media center.
- Magazines and newspapers are for use in the media center and are not available for checkout.
- Students will be charged the replacement cost for items that are lost or seriously damaged.
- Kindles are available for checkout- a Kindle Permission Form must be filled out and on file in the media center, and the student must not have any library obligations. Kindles are due after 7 days.
- Flash drives are available for checkout- due after 7 days.
- Playaways (MP3 audiobooks) are available for checkout.
- Digital audiobooks are available for checkout through Overdrive.

### **Digital Resources-**

There are LOTS of digital resources available to students and staff 24/7. Mrs. Sloan is available to collaborate in instruction, introduce resources to classes, create digital resource lists in Destiny upon request, assist classes with research, and much more.

All digital resources may be accessed from the media center website:

<http://www.lemonbayhigh.com/mediacenter.html>

Usernames and passwords to all resources are available in the media center.

Some of the resources available are:

- LBH Destiny Catalog- this is the media center's online card catalog, and where students and staff should begin their search
- Overdrive Digital Library
- GALE
- EBSCO
- NoodleTools

### **DVDs-**

There are numerous DVDs available for teachers to check out for use in the classroom. See one of the media staff for assistance.