Guide to Using the Media Center

Library Hours: 8:40–3:55

If visiting during a class period, you must have a **SIGNED PASS** (not from a substitute).
(Not needed before school or during lunch.)

**SIGN IN** when you get to the library and check in with a librarian.

**What can you do?**

- Study
- Check out books
- Use computer
- Make photocopies

**What you can do:**

- up to 4 **BOOKS** at a time
- late book = fine of 5¢ per day until book is returned
- lost or damaged books = full price of book
- overdue books or outstanding fines = no new books

- 5¢ per page for black & white prints
- up to $1.00 per page for color prints

- 10¢ per page for black & white copies
- 25¢ per page for color copies

*We may be closed some days for individual periods or the entire day. We will have a sign outside the door to notify students, along with a drop box to collect any books that are due.*