Guide to Using the Media Center

Library Hours - 8:40 am - 3:55 pm

General Information

- Students using the media center are expected to be engaged in quiet study, reading, or research.
- All students must sign-in upon entering the media center.
- Students from a class must have a signed pass from their teacher. Passes are not needed for students coming before school or during SLT/ILT.

Computer Use: Students may sign up for computers at the circulation desk. (available on a first come first serve basis)

Printing: $0.05 per page (black & white)

Photocopying: $0.25-$1.00 per page (color) $0.10 per page (black & white copies)

Checking out Books

- Up to 4 books may be checked out at a time, for 10 school days each.
- Books may be renewed, unless they are on hold for another student.
- Fines of $0.05 per day are assessed for overdue items. A maximum fine of $5.00 per item will be charged.
- Students should only checkout books for themselves, not for another student. The student who checks out the items will be held responsible for any fines, damages, or lost items.
- The purchase price will be charged for lost items unless the replacement cost is considerably more.
- Students with outstanding fines or overdue items may not check out additional items until their account is cleared.
- Students should return books to the book drop or to a librarian at the circulation desk.