

Bainbridge Middle School Media Center Policies and Procedures

1. The media center is for everyone. We're here to support and help you on your adventure in education. However, it is to be used as it is intended: for research, homework, reading, or other school related activities.
2. Students may only come to the media center during the designated book checkout time and they must have a pass. Students sent without a pass will be sent back to class.
3. Our media center supports both fixed and flexible schedules. This allows for collaboration between the classroom teacher and the media specialist. Additionally, teachers are encouraged to schedule class visits whenever there is a specific need to use the Media Center's materials and technology for enhancement and support of classroom instruction.

Students

1. The Media Center is a study area, not a visiting or tending area. Students should enter quietly and come with a specific purpose clearly defined and explained by the teacher.
2. The Media Center hours are from 7:30 a.m. until 3:30 p.m. Monday through Thursday and 7:30 a.m. until 3:15 p.m. on Fridays.
3. When students come in with their class, they will follow instructions given by the Media Specialist. This time is provided for teaching, reading, and checking in and out books.
5. Students are expected to always be at their best behavior. The BMS Media Center is a learning environment – not a play area.
6. Books and other materials must be cared for in order to allow all of our students the privilege of information access and retention.

Number of Books Allowed For Check Out:

Library books are checked out for a two week period. Students may check out 2 to 3 books at a time.

These books are checked out for two weeks and may be renewed. Lost or damaged books must be paid for. Students with late or lost books will not be allowed to check out any additional books until they are returned or paid for. Reference materials may not be checked out by students.

Teachers may check out a maximum of twenty-five books at any one time for up to four weeks, however please be considerate of others who may also want to use them, and keep them no longer than you are actually using them. If another teacher needs the material, you will be asked to share.

Accountability

All employees and students are accountable for materials borrowed from the Media Center. Employees and students will be held accountable for materials lost or damaged through negligence. Lost/unattainable materials will be charged at the current replacement price of like materials.