

Media Center Procedures

- When you arrive, let Media Center staff know your name, your teacher's name, and reason you will be using the Media Center during class time
- Backpacks and oversized notebooks must be left under the showcase. Do not take them to your table or computer.
- Noise in the Media Center must be kept at a minimum, only 2 students per table.
- You may use the Media Center computers; however, the lab is used only by entire classes under the supervision of the classroom teacher.
- You must have an Internet Agreement on file in the Media Center before you log-on.
- You are welcome to use the Media Center during lunch, when available, as a quiet place to read and relax. Please socialize in the Commons.
- You may have water bottles at the tables, but not near the computers. Food and other beverages are prohibited.
- Make sure all library books are checked out and magazines returned to the circulation desk before you leave.
- Please place books used, but not checked out, on the cart provided.
- You may make copies of library materials at no charge.