

available resources as often as possible.

GOALS:

- Be Accessible
- Be Flexible
- Be Welcoming
- Be an Integral part of the school
- Be Responsive to the needs of students and staff

LIBRARY HOLDINGS:

- BOOKS: The Library Media Center owns more than 15,000 fiction, non-fiction, and reference books.
- Playaways: Audio books are available for checkout upon return of a parental permission form.
- Ebooks are available also.
- PERIODICALS: The Library Media Center subscribes to approximately 50 magazines. They are available for in-library reading.
- VIDEOS: The Library Media Center has over 1,000 videos in our collection. They are available for staff to check out for use in classrooms.

- CLASSES: Teachers may sign-up to bring their classes to the Library whenever there is space available. This can be done by signing their name and class periods on the designated calendar.
- GROUPS: Teachers may send up to 3 students to the Library to do special reports or necessary research.
- PASSES: Students who enter the Library must have a pass from their teacher. Students who come to the Library as a class with their teacher do not need a pass.
- SIGN-INS: All students who enter the Library must sign-in at the circulation desk. Students who come to the Library as a class with their teacher do not need to sign-in.

LIBRARY PROCEDURES:

GENERAL LIBRARY RULES:

- The Library will be open on school days from 8:00 AM to 4:20 PM.
- All students must sign-in when entering the Library.
- Students will need a written pass from their teacher in order to enter the Library during class periods.
- Food and drinks are not permitted in the Library.
- Students may check out three books for two weeks each. Books may be renewed once.
- Students may request a book be placed on hold for them. Notices will be sent to homerooms when the requested book becomes available.
- Students will use their school ID number to check out books.
- Returned books are to be placed in the book drop inside the Library and not on the shelves.
- Fines will be charged for lost or damaged books.

- Magazines are available for in-library use.
- Staff may check out videos for classroom use.
- Reference books are available for in-library use.
- Students may access the automated card catalog by using a Library computer.

LIBRARY COMPUTER/PRINTER RULES:

- Library computers may only be used for educational purposes.
- Students must ask permission before using a Library computer.
- Students may save their work to “my documents” or a usb flash drive.
- Students must ask permission before printing.
- Students may send their work to the printer only once to avoid multiple copies.