



**Marbury Middle School**  
**Library Media Center**  
**Library Responsibility**  
**Hours of Operations: 8 AM - 2 PM**  
**Media Specialist: Dana O'Brian**

### **GENERAL GUIDELINES:**

- Students must present a pass and sign-in at the circulation desk upon entering the library. To sign-in, students will fill in the columns for time-in, student name (first and last), teacher name (last only), and reason for visit. Be sure to sign out when leaving the library. **When students come with a class this procedure is not necessary.**
- Once a student has signed in, he/she will need to use hand sanitizer, pick up a shelf marker to use when searching for a book. These are located at the circulation desk.
- Students may check out fiction and non-fiction books only. Reference books are reserved for use in the LMC or the classroom.

**MEDIA CENTER CONDUCT GUIDELINES:** The Media Center is a learning environment therefore...

- All MMS and classroom rules will be enforced.
- MMS students are expected to always exhibit the three Rs...Be Respectful, Be Resourceful, Be Responsible
- No loud talking, leaning back in chairs, gum, or food are aloud in the Media Center.
- It is a privilege to check-out books. Students misbehaving in the Media Center will be sent back to class without a book and their behavior will be reported to the assistant principal.

**BOOK CARE GUIDELINES:** An excellent LMC student does the following:

- Uses clean hands to handle books.
- Keeps books safe at home, away from small children and pets.
- Always uses a bookmark to keep his/her place in a book rather than folding page corners.
- Carries books home in a book bag to protect them from wet weather, dirt, and dust.
- Never cuts, glues, writes, or colors in a library book or throws a library book away.

## CIRCULATION:

- Many of the books in the LMC have book covers. It is important for these book covers to remain undamaged and with the book. Should a book cover come off, bring the cover and the book back to the Media Specialist for repair as soon as possible.
- One book may be checked out at a time.
- Books have a check-out period of **two weeks**.
- Books can be renewed once.
- Overdue lists will be sent to homeroom teachers each day and Parent Square will be used to notify parents.
- Late fees are not charged at MMS. However, books need to be brought back on time in order for others to have an opportunity to read the book also.
- There is a fee for lost/damaged books. This fee includes the replacement cost of the book and a \$2.50 processing fee.
- All students with overdue books or lost/damaged books must return the book and/or pay fines before library privileges will be reinstated.

## TECHNOLOGY USAGE GUIDELINES:

- Chromebooks:
  - Only log into Chromebooks through Clever -No Exceptions!
  - Do not have textbooks on desk to avoid damage to Chromebooks.
  - Do not push the screen backwards or hold the device by the screen.
  - Please treat carefully so that we can continue to have enough for all classes.
  - Internet Usage Policy should be followed at all times.
- Desktop Computers in labs/library:
  - Only one student per computer is allowed in the LMC. There will not be group or partner computer use in the LMC (this must be done in the computer lab under teacher supervision).
  - Desktop Computers settings should only be changed by the LMC staff.
  - **No documents** should be saved to the Desktop Computer. Google Drive is used to save work.
  - Internet Usage Policy should be followed at all times.
- Printing:
  - There is a **\$.10 per page printing fee**. Students must ask permission before printing. Students will be required to pay for printed materials at the time they are being printed. Students will be responsible for paying for all printed pages regardless of the number of pages intended (be sure what you sent to the printer is what you want printed).
  - Only classwork for MMS is allowed to be printed.
- The Alabama Virtual Library is a great reference source for all research. There is a link to it on the LMC section of the school website.
- Be sure to visit the library section of the school website. There are lots of helpful links here.