



**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 LMC.
- When signing-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 LMC. When students come as 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 exhibit the three Rs at all times...Respectful, Resourceful, Responsible
- Internet Usage Policy should be followed at all times.
- No loud talking, leaning back in chairs, gum, or food are allowed 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 School messenger will be used to notify parents.
- There is a fee for lost/damaged books. This fee includes the replacement cost of the book and a \$2.00 processing fee.
- All students with overdue books or lost/damaged books must return the book and/or pay fines before LMC privileges will be reinstated.

## COMPUTER USAGE GUIDELINES:

- When using the computer, you will need to sign-in for the computer at the circulation desk. Be sure to sign out before leaving the LMC. A completed research pass must be presented at the time of check in for all work being done on the computer.
- Students must have a signed parent permission form on file granting internet usage in order to use a computer for research purposes.
- 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).
- Computers settings should only be changed by the LMC staff. Students found changing settings and backgrounds will be asked to leave the LMC (repeated offenses will result in loss of LMC privileges).
- **No documents** should be saved to the desktop or the hard drive of any computer in the LMC.
- Outside devices such as **thumb/flash drives or disk should not be used on any school computer. All students have Google Drive for saving documents.**
- There are several websites available to save documents on should you need to use them at school:
  - Google Documents
  - Dropbox.com
- There is a **\$.10 per page printing fee**. Students must ask permission before printing. Student 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 number of pages intended (be sure what you sent to the printer is what you want 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. No AVL card is needed to use the site.
- Be sure to visit the Library section of the school website. There are lots of helpful links here.