

NEELSVILLE MIDDLE SCHOOL

Media Center Student Procedures

- STAFF:** Media Specialist - **Mrs. Felicia Davis**
Media Assistant - **Mrs. Annmarie Crump**
- HOURS:** **7:40am to 3:15pm** Monday – Friday
Homework Club meets after school in the Media Center on Tues.-Wed.-Thur.
- PASSES:** Each student must have a pass from a teacher to the Media Center.
- SIGN IN:** You must sign in on the sign in sheet if you come to the Media Center without a teacher.
- CHECK OUT:** The Media Center staff will check out your book(s) with the computer at the circulation desk.
- LOAN PERIOD:** Each student may have 3 books and/or magazines checked out at any one time. The due date is 2 weeks from the day you checked out the books. Books can be renewed by bringing the book into the Media Center.
- OVERDUE:** If you fail to return or renew your book by the due date it becomes overdue. If you have 1 overdue book you can only have 1 additional book checked out. If you have 2 or more overdue books you will not be allowed to check out additional materials until they are returned or paid for.
- MAGAZINES:** Back issues may be checked out. Current magazines must be read in the Media Center.
- RESERVING:** If a book you want has been loaned to someone else, you may ask the Media Center staff to reserve it for you. The book will be delivered to you when it becomes available.
- BOOKS:**
- DAMAGED & LOST:** You will be asked to pay for lost and damaged books and magazines.
- SUGGESTIONS:** You are welcome to put your suggestions for books, magazines and AR tests in the box. Materials that are approved may be purchased.
- COMPUTERS:** You must get **PERMISSION** from **Media Center Staff** to use a computer if you come to the Media Center without a teacher.

EXPECTED BEHAVIOR

TALKING - Keep talking to a minimum. Whisper if it is necessary to talk.

FOOD AND DRINK – NO food, drink, candy, or gum is permitted in the Media Center!

CLEAN UP – Put all materials back where they belong, push in your chairs, and throw away your trash.