

LIBRARY MEDIA CENTER POLICY & PROCEDURES

1. All library books, materials and equipment must be checked out through the LMC (Library Media Center) staff. Equipment must be returned at the end of the school year so it can be inventoried and cleaned. If the library staff has to go and track down the equipment because it was not returned, that staff member will not be allowed to check out equipment the following school year! If you need the equipment longer, arrangements must be made in advance.
2. Staff members planning to bring their classes to the LMC should make arrangements at least one day in advance. First come, first served basis. Also, let us know what you need in terms of materials and equipment.
3. New staff members are invited to come to the LMC and get acquainted with the staff and facilities.
4. All the books and new A-V materials are now on-line (on the computer). If you would like to learn how to access our holdings via computer, please let us know. Also, remember we have access to statewide holdings through the SENDIT network.
5. If you have suggestions for library books or audio-visual materials that you would like to see added to the collection, please share this with us. Remember, all audio-visual materials (software, videos, etc.) that are purchased by the district (or grants) need to be processed through the library media center.

MEDIA CENTER HOURS: 7:30 A.M. - 4:00 P.M.