

TERRA-LIBRARY MEDIA CENTER RULES

Respect the Library Media Center staff, technology specialist, teachers, visitors, and other students;

Respect all Library Media Center areas, furniture, equipment, and collections;

Stay on-task when you are in the Library Media Center completing research and projects;

Enjoy leisure time with a moderate behavior;

Be moderately quiet at all times;

Students are allowed to visit the Library Media Center only with an official pass;

You must have your ID card or ID number to check out books;

Do not lose your book due date card (the due date card in the back of the book will tell you when the book (item) is due;

Books and magazines are checked out for two weeks;

Drinking, eating, chewing gum is prohibited in the Library Media Center (including staff and students);

Use the Library Media Center map and DESTINY catalog to locate areas and materials;

In order to use the library media center computers you will need:

- ◆ to check in at the circulation desk
- ◆ to show your ID card
- ◆ to be completing school related work;

Before you leave your Library Media Center area, make sure you leave it neat, clean, and organized;

Rather than re-shelving books yourself, place them on the library carts to be re-shelved by the Library Media Center staff;

Make sure that all Library Media Center materials are returned on time and in good condition;

If you lose or damage any library media center material, see the library media specialist as soon as possible;

Students need an official pass prior to morning Library Media Center visits (before school). This will allow the student to get through the security check-point of the school (main gate). The pass needs to be issued a day before the visit by his/her subject area teacher;

Printing and photocopying service is provided as follow:

- ◆ to print in color: \$0.50 (per page)
- ◆ to print in black/white: \$0.15 (per page)
- ◆ to photocopy (black/white): \$0.15 (per page)

Individual students can visit the Library Media Center during school hours for doing specific activities. He/She needs an official individual-pass and needs to report to the circulation desk:

- ◆ book selection / check out: 15 minutes
- ◆ reading / browsing / discovering: 15-30 minutes
- ◆ listening / viewing activities: 15-30 minutes
- ◆ researching activities: 15-30 minutes
- ◆ word processing / computing activities: 15-30 minutes

Group of students (no more than five students from the same class at a time) can visit the Library Media Center during school hours for doing specific activities. They need an official group-pass and need to report to the circulation desk:

- ◆ book selection / check out: 15 minutes
- ◆ reading / browsing / discovering: 15-30 minutes
- ◆ listening / viewing activities: 15-30 minutes
- ◆ researching activities: 15-30 minutes
- ◆ word processing / computing activities: 15-30 minutes