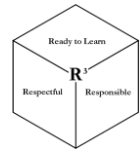


# ***Library Media Center***

The CMS Library Media Center is a *Positive Behavior* environment.



## **Be Responsible**

- The media center operates on a flex schedule. While classrooms are scheduled at set times, students may come to the media center during class time, no more than two students per green pass.
- The media center hours are 7:30 – 4:00, Monday, Tuesday, and Thursday and until 3:30 on Wed. and Friday. Students who need to come to the media center during lunch, team study, or during Spartan Pride need a pass signed by a teacher or staff member.
- Books and magazines are on a two-week lending period.
- Students may check out up to a total of 4 items, with 5 renewals. Only one magazine per student is allowed at a time, with no renewal.
- Students with an overdue item must return or pay reimbursement costs in cash on that item before checking out new items. If items are paid for and then found during that school year in good condition, the money will be returned to the student.
- Overdue notices are emailed to all staff at least three times a week for reminders to students. Students with overdues of 10 days or more will be called into the media center for assistance in finding the items. Phone calls home may also be placed by the students at that time.
- Overdue letters are mailed to parents after 10 calendar days. After 1 additional week, student names are given to principals for student lunch detention until items are returned or until reimbursement costs are paid.
- Students who severely damage or lose a book, must pay replacement costs before check out privileges return.
- The last person who checked out a book is responsible for the book. In other words, if you let a friend borrow the book and the friend loses it - you are still responsible for the book.

## **Be Respectful**

- Gum is not allowed in the media center. Please throw away gum before coming.
- Binders and iPads may be placed on the shelves in the front area of the media center in a neat manner.
- Be sure to check out all items you take from the media center!!! Removing a book or magazine that has not been checked out from the media center is considered theft and will be dealt with as such.
- If waiting on another classmate or a class to complete a visit, students should spend that time quietly reading a book, magazine, or newspaper.

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- Students who abuse the use of the computers or the media center, will lose those privileges and will be sent back to their classrooms and their teachers and/or principal will be notified.
- The media center is an area where students are working, but is not necessarily a silent area. Please respect students or classes who are reading, researching, or taking tests by speaking in *QUIET* voices.
- When finished working at a computer, log out and move to the tables or chairs.
- Be sure to take all items with you and scoot in chairs as you leave.

## Be Ready to Learn

- Students are to *always* bring their barcodes with them to the media center for checking out materials. Team leaders were given 3 copies of each bar code.
- When coming with a class, students are to bring books to return, renew, or to read. Class trips are for checkout or renewal of books. Please take care of this before being seated.
- When coming on a pass, each student must sign in on the entry computers and sign out when leaving.
- Be sure to bring all necessary items with you. Passes will not be given to return to a locker or classroom.

Students who exhibit the PBIS behaviors of “Be respectful; Be responsible; and Be ready to learn” will receive positive feedback and/or PBIS tickets.



*The media center is here to serve you to the best of our ability and we expect that students and staff will take care of and respect the privilege of using this wonderful facility the school corporation has provided.*