

Media Center Policies

Making Use of the Library

- Sign in completely when you arrive to work. (This is not required when you come with your instructor and are not using a computer.)
- Sign out when you leave.
- Find a quiet work space -- be considerate of others.
- Be respectful of the space and others.
- No eating or drinking-(except water)
- Regarding the computer--only school related research. No personal emails. No games. No kidding.
- Follow the school handbook rules.

Check out books at the main desk area. Books are loaned for 10 school days and may be renewed. You must bring the book back at time of renewal. The overdue fine is 3 cents per day. Date due slips are placed in the book at checkout. If you lose or damage a book, you are responsible to pay for the item.

Reference books are for use in the library.

Copies will be made for school projects. no charge

The library computers print to 2 options: default: media center Laserjet 4050 printer (look at options for front/back printing) - media center Lanier C3004 Color Copier (for printing documents in color). Use your good common sense when printing. For longer articles, cut & paste the resource to prevent waste.

The laptops are of use in the library, borrow a laptop for the class period from the Reference Desk, work at any library table, carry the laptops with both hands & closed cover, usual login, may print from laptops, power cords as needed, library staff will assist, please shut down completely, return to reference desk for check in. We recommend that you use the Desktop computers, first, if available. However, you are welcome to use a laptop. SAVE your work frequently. Remember, computers are for school work only.

Poster Boards 50 cents.

updated 1/14 MSB