

Media Center Policies

Library Loan Policy

- ✚ Students may borrow three books at a time. Please bring your planner with you to the library!
- ✚ A book is checked out for two weeks but may be renewed as needed.
- ✚ Magazines are overnight checkout only.
- ✚ Late fines are 5 cents per day.
- ✚ If an item is damaged beyond repair or lost, payment to replace the item is required.
- ✚ Books may be put on hold. Teachers are emailed to notify students when the book is available. Students have 3 days to pick up the book on hold.

Library Access

Student may visit the media center before school every day. During the school day, students may come to the media center individually with the permission of the classroom teacher. Student must check in at the front desk upon arrival in the media center. Classes may schedule time for book check-out or research time — contact Mrs. Jaeger. The library schedule is posted online.

Research Computers

- ✚ ♦ The Media Center catalog is available on designated computers.
- ✚ ♦ There are computers available for research with teacher permission.
- ✚ ♦ Students will be assigned a computer at the circulation desk.
- ✚ **Students must have a signed Acceptable Use Policy form on file in the Media Center before accessing the Internet.** Additional forms are available on the FCMS webpage.
- ✚ ♦ Computers are for educational uses only. No email, chat rooms, etc. (See SJCSD AUP)
- ✚ ♦ Printing = 10¢ per page (B&W).
- ✚ ♦ Copy machine = 10¢ per page