

Loudonville JH/HS Library Media Center Procedures

HOURS

The Media Center is available for student and faculty use whenever a library aide present or class is not scheduled.

USAGE & CONDUCT

The purpose of the Media Center is to provide a place for leisure reading and work requiring Library/Media materials.

Students may use the Media Center during their study hall period. If more time is needed, a written pass from the teacher will be accepted.

Students are to report to study hall for attendance. Those students who need to use the Media Center will sign out and then report to the Media Center where they will sign in.

For cell phone use, the library is a yellow zone. This means that it up to the library aide or Library Director's discretion whether or not a student may use their cell phone.

Students must follow library rules or appropriate disciplinary actions will be taken:

- 1st Offense: Out 2 weeks
- 2nd Offense: Out 4 weeks
- 3rd Offense: Out 1 quarter

In some instances, steps may be eliminated and student will be asked to leave for the semester. This will be left up to the discretion of the library aide and District Library Director.

MATERIAL CHECK OUT

All materials are checked out and returned at the desk.

Books may be checked out for a period of two weeks and may be renewed once.

Playaways (audio books) may be checked out for two weeks and can be renewed once.

Reference materials may be checked out for one night. They must be returned first thing the next morning.

Books marked with a yellow bar on the back cover are for High School check out only.

Kindles may be checked out for one week and renewed once. Students are required to sign an Acceptable Use Policy before checking out a Kindle.

Students may sign out materials for themselves only.

If materials are lost or damaged beyond reasonable wear, the student to whom they are checked out shall be held responsible. Students are expected to pay the replacement cost of any item they lose or do not return.

COMPUTER USE

Laptop computers may be used for school assignments. Computer chargers are supplied on library tables.

The printer is available for Juniors and Seniors only. They may only print assignments for school.

INTERNET USE

L-P School Board requires a current, signed parental permission form on file for all students under the age of 18 to access the Internet. Internet use will be restricted to school-related assignments.

KEURIG USE

Student Council purchased a Keurig machine for library use. High School students may purchase coffee or hot chocolate. Junior High Students can only purchase hot chocolate. Drinks may only be purchased by Study Hall students that have signed out to stay in the library for the entire period. Drinks cannot be taken out of the library.

MAKERSPACE USE

Students may use materials and tools in the Makerspace only when the library aide or Library Director are present.

COUCHES AND CHAIRS

Donated by the Milton R. and Beulah M. Young Foundation. Couches may be used by students for studying or relaxing. No food or drinks are allowed on the couches.