

General Media Center Policies

Visiting the Media Center:

- Students may visit the Media Center with permission of their teachers for whole class, small group or independent research.
- Students may visit the Media Center before school from 7:00 to 7:30 and after school from 2:00 to 3:00 to work on projects, for quiet study or quiet group activities.
- Seniors may visit the Media Center during study periods as long as they follow the procedures laid out in the “senior” section of the **Pass Policy** (see pass policy).
- Underclassmen may visit the Media Center during study periods by obtaining a pass from the Media Center staff (see pass policy).

Respect – In order to ensure that all students may benefit from the Media Center’s resources, the following basic rules of common courtesy should be followed:

- Students must respect other students’ right to quiet study.
- Students must show respect for the materials in the Media Center by using materials properly.
- Students must show respect for others by using appropriate language and treating others with courtesy.
- Students who fail to follow these guidelines may be denied access to the Media Center during a class.
- Repeated violations of these guidelines may result in other disciplinary measures by administration.

Loans:

- Students may borrow books and other materials (except reference materials) for a three-week period.
- Materials may be renewed for an additional three-week period unless needed by others.
- Overdue notices are sent monthly.
- The Media Staff will submit students’ names to the administration when books are overdue for more than two months.

Lost Books:

- Students who lose books or fail to return them will be billed for the cost of the book(s).
- Payments will be accepted in the form of checks made out to the Shrewsbury Public Schools.

