*EHHS Media Center Policies and Information*

Faculty & Staff

2012-2013

*We are so excited to support and work with you this year! Please familiarize yourself with our media center policies and feel free to ask if you need any clarification. Also, feel free to drop by anytime! We are here for YOU!*

1. Your Media Center Staff:
	1. Media Specialist – Mrs. Becca Hamby
	2. Media Clerk – Mrs. Gwenn Gunter
2. Media Center hours: Monday – Thursday 8:00-4:00; Friday 8:00-3:45
3. Media Center Online Resources:
	1. **Library, computer resources/labs, equipment, and other facilities signup scheduler:** <http://10.45.21.216/cgi-bin/ehhs/>
		1. **Teachers must sign up to bring whole classes to library, to use library before/after school or to check out media center equipment.**
			1. **A total of 3 classes may sign up for the media center at a time, unless prior approval is received (1 at computers, 1 at tables, 1 for book checkout).**
		2. **Teachers can also sign up to bring classes for lessons co-taught by the media specialist on various topics.**
			1. **Please sign up for tables as well if you sign up for a lesson.**
	2. Media Center webpage: <http://www.ehhslibrary.com>
		1. Check out the blog and awards lists!
	3. Media Center YouTube Channel: <http://www.youtube.com/ehhslibrary>
		1. Find videos about events, book trailers, and much more.
	4. Media Center Facebook Page: <http://tinyurl.com/fb-ehhslibrary>
		1. Be sure to LIKE us!
	5. Media Center Twitter Page: <http://twitter.com/ehhslibrary>
		1. Follow us: @EHHSLibrary
4. When signing up for library resources or space, please do not exceed 3 days in a row without prior approval.
	1. We do not check out equipment on a yearlong basis; please see above.
5. If you need books pulled for research please give us at least 1 day’s notice by email: rebecca.hamby@hallco.org. Be sure to include the topic you are researching and any subtopics that might help us to pull the most appropriate books and resources for your class.
	1. Also, ask about PathFinders for your projects and research assignments!
6. Please accompany your classes to the media center and remain with them at all times (even if the media specialist is co-teaching a lesson). You MAY allow students to meet you in the library to optimize your class time, but please be there to greet the students when they arrive.
7. Substitute teachers MAY NOT bring classes to media center; student teachers are allowed to bring classes.
8. Overdue notices will be distributed to students by advisement or 1st period teachers at least once a month. Please make every effort to hand these out, and return unclaimed notices to the media center ASAP.
9. Students may visit the library anytime throughout the day (unless otherwise notified) but they MUST sign in to the library system when they arrive and sign out as they leave.
	1. Please do not send more than 3 unsupervised students from your classroom at a time unless you have CALLED the media center for approval. A maximum of 6 unsupervised students at a time will be allowed WITH approval to ensure proper supervision by our staff.
	2. Students will be sent back to class if the media center is full, or their behavior warrants dismissal.
10. Please do NOT checkout material for students. This is for your own protection. Lost or damaged items will become the responsibility of the patron to whom it was checked out.
11. Equipment and audio-visual materials must be signed-up for on the online calendar, but they may be checked out and picked up at any time throughout the day.
	1. Students are allowed to pick up materials/equipment for you if they have your badge with them.
	2. Please return equipment and audio-visual materials AS SOON as you are done using it to ensure equitable use of our materials. Report any issues with the material through a note or email.
	3. Please do not attempt to repair equipment. Call the media center and we will help you ASAP.
12. Laminating will take place on THURSDAYS ONLY around NOON. Please have your materials in the library with your name on them by noon on Thursday. Please limit laminating to necessities for the classroom (no maps, phone lists, etc.); personal items will be laminated for a small fee.
13. The door to the laminating/AV room will remain locked. Please enter this room through the library to ensure the safety of our collection materials from theft by students or other persons.
14. All staff members must be in compliance with copyright laws. Be sure to turn in your compliance form. **NOTE: No personally owned, rented, or borrowed video/DVD may be used unless approved by an administrator.**
	1. Check out Safari Montage (<http://safari.hallco.org>) for streaming video if a title you need is not available in our collection.
15. Additional Student Policies for your information:
	1. Students may check out up to 5 items at a time, including a maximum of 2 graphic novels, 1 magazine, and 1 electronic resource (PlayAway, eReader, etc.)
	2. Most general collection items will have a two week checkout period
	3. There will be a $0.10 fine for every school day an item is overdue (payment plans can be arranged if needed)
	4. Lost items will be paid for in full, as well as the overdue fines accrued (payment plans can be arranged if needed)
	5. Students must have their ID card to check out materials.
	6. Students are NOT allowed to checkout videos or instructional equipment items.
		1. Students will be allowed to check out certain electronics intended for student use, such as Nook eReaders.
	7. We DO have eBooks in our online system called the Follett Shelf. Access it at <http://tinyurl.com/ehhsebooks>