*EHHS Media Center Policies and Information*

Students

2011-2012

1. Your Media Center Staff:
	1. Media Specialist – Mrs. Becca Hamby
	2. Media Clerk – Mrs. Gwenn Gunter
2. Media Center hours: Monday thru Friday 8:00 – 4:00
3. Media Center Online Resources:
	1. Media Center webpage: <http://www.ehhslibrary.com>
		1. Check out the blog and awards lists!
	2. Media Center YouTube Channel: <http://www.youtube.com/ehhslibrary>
		1. Find videos about events, book trailers, and much more.
	3. Media Center Facebook Page: http://www.facebook.com/easthallhighschoollibrary
		1. Be sure to LIKE us!
	4. Media Center Twitter Page: <http://twitter.com/ehhslibrary>
		1. Follow us: @EHHSLibrary
4. Students must scan their badge to sign in immediately upon entering the media center and scan again to sign out when leaving.
5. Students may check out up to 5 items at a time, including 2 graphic novels, 1 magazine, 1 reference book, and 1 electronic resource (PlayAway, eReader, MP3 player, etc.)
	1. Most general collection items will have a two week checkout period; reference books may be kept for 1 night only
	2. There will be a $0.10 fine for every school day a regular item is overdue (payment plans can be arranged if needed); $0.25 fine per day for reference books and electronic resources; $0.05 fine per day for magazines
	3. Lost items will be paid for in full, as well as the overdue fines accrued (payment plans can be arranged if needed)
	4. Students may not checkout or renew materials (excluding magazines) until all fines are paid
6. Students must have their ID card to check out materials.
7. Students ARE allowed to checkout magazines!
8. Students may visit the library anytime throughout the day
9. At the beginning of school, each student received a printing card good for 10 free black and white or 2 color prints. After all prints are punched on the card, prints are $0.10 per black and white sheet and $0.50 per color sheet.
10. Students, other than those with explicit permission, may NOT be behind the library checkout desk for any reason.