

# Guidelines- HS Library

## Using the Library Media Center

The Library Media Center is open from 8:00 a.m. to 3:20 each school day. Students may use the library before and after school and during lunch on most days. During the school day, study hall is hosted in the library, but teachers may send down individual students from class to work on assignments. Students sent from class need to return to class before the end of the period.

## Expectations

Students are expected to be respectful of the quiet study atmosphere in the Media Center.

- Study hall students may demonstrate respect for themselves and their peers by quietly working at their tables the entire hour, working at a computer, browsing magazines/newspapers and books, or reading in the e-lounge (juniors and seniors) without disturbing those around them.
- Study hall students are expected to communicate with the study hall teacher or Mrs. Bell when they need to leave or return for any reason.
- When students are finished with their homework, they may browse bookshelves, read or sit quietly.
- Students will need to present a pass from a teacher if they are to leave study hall.

## Circulation Policies

Materials from the NCHS Library Media Center are checked out for a period of four weeks. After that, the student will need to renew or return the materials. Students may renew as many times as they need unless another student is waiting for the same item.

- Inter-Library loaned material may have different lengths of time to be checked out. Mrs. Bell will notify the student of the different at checkout.
- Inter-Library loaned material may also have different overdue charges. Please see Mrs. Bell about the overdue fines on inter-library loans.