

# Shelby County High School Library Media Center – Procedures

<http://www.shelbyed.k12.al.us/schools/schs/library>

Mr. Latham and several student aides are available to help students, faculty, and staff locate needed information and resources. Although the goal is for everyone to be able to use the resources and information effectively and independently, individuals should feel free to ask for assistance. Students are encouraged to visit the library to read, research, and complete class assignments. In addition, the library's website can assist patrons as they search for books in our collection using **Destiny**, search for books in the county public libraries, conduct research, and locate helpful tools for success in class. Students may create individual Destiny accounts that will allow them to renew books they have checked out, check their account status, review books they read and request books to be purchased for our collection.

## Hours & Passes

- The Library Media Center will be open by 7:20 each morning and remain open until at least 3:15 each school day.
- Between 7:55 a.m. and 3:00 p.m., **two students at a time may come from the same classroom and each must have his or her signed agenda as a pass. A student entering without his or her own agenda signed by the teacher will be sent back to class.**
- Students must sign in and leave their agendas at the circulation desk immediately upon entering and sign out before leaving. Agendas will be returned to students when they leave the library.
- Students may not chew gum, eat, or have open drink containers in the library.
- The library will close for lunch each day from 10:35-11:05 unless a class is scheduled to use the library, in which case the library will close for lunch when the class goes to lunch.

## Circulation

Our collection contains more than 11,000 items, including fiction, nonfiction, biographies, and reference materials. As a general rule students are allowed to have **two books** checked out for a period of three weeks. If, at the end of that **three-week period**, a student is not finished with the book, it may be renewed for an additional three weeks. Flash drives may be checked out for a three-day period. Magazines may be checked out for a one-day period.

- **Overdue Fines:** The Library Media Center charges a **10¢ fine for each school day** an item is kept out past its due date (**maximum charge \$5.00 per item**). Students are responsible for knowing when items are due and returning or renewing them on or before the due date.
- **Lost/Damaged Items:** If an item is lost, the student must pay the replacement cost plus a \$2.00 shipping/processing charge. Damaged materials will be assessed a fee depending on the severity of the damage. Keep in mind that library resources – especially audiobooks and equipment – can be very expensive, so please take care of them
- **Suspension of Checkout:** A student who already has two books checked out, has an overdue item, or owes more than \$5.00, may not check anything else out until these matters are resolved.

## Computer Use & Printing Charges

Appropriate use of the library's technology devices is expected. Library computers are for academic use. Students may not play games, check personal email, or visit or post to social media sites unless for an academic purpose – clear this with Mr. Latham in advance.

- **Black & white printing – 10¢ per page for personal printing; no charge for class-related printing**
- **Color printing – 50¢ per page for ALL printing – both personal and class-related**
- **Two-sided printouts will be considered two pages.**

Students are responsible for paying for pages that are mistakenly printed. A student who is uncertain about the number of pages that will be printed should request help from Mr. Latham.

## Use of Personal Technology Devices

During the school day, students should **get Mr. Latham's permission before using** personal technology devices (smart phones, tablets, laptops, e-readers, etc.) in the library. Their use will only be permitted for academic purposes and only with Mr. Latham's permission in advance. Students are responsible for knowing how their devices work and for the security of their devices.