

Media Center Rules and Procedures

- All books are to be put on the book return cart.
- Students sit in assigned seats.
- Talking **MUST** be in a quiet voice and only at appropriate times.
- Please raise your hand before talking.
- There will be **NO** bathroom or water breaks unless absolutely necessary.
- Always bring a library book with you to read after you have completed your work.
- You must stay in your seat unless you are selecting a book.
- In grades K-2nd each student is allowed one book each week for a period of two weeks.
- In grades 3rd-8th each student is allowed two books each week for a period of two weeks.
- There is no penalty for overdue books.
- Any lost or destroyed book will be billed to the students account at a cost of \$10.00 per book.
- No student is permitted to use the check-out computer without teacher permission.