Media Center

**Hours:**

Monday – Friday 8:00am – 4:00pm

FAB Wednesday 8:00am – 3:45pm

Students wishing to come to Media Center during class time need to have a pass from their teacher. Students may get a pass from the Media Center before or between classes, for the current day’s study hall. There will be a specific number of passes issued each day.

**Circulation:**

**Checkouts:**

Students can check out two books for a two week period. Books can be renewed if there isn’t a hold for that book.

**Fines:**

A fine of $.05/day is accrued on books not returned by due date. Notices are given out during ELA classes every two weeks.

**Lost and Damaged Books:**

Lost or damaged material must be paid for at the purchase price. If material is found before the end of the year, you will be issued a refund.

**Computers:**

There are 10 desktop computers and additional laptop available for student use.

**Other Services:**

**Printing and Copying:**

Students are able to print in black and white from any computer in the Media Center. The cost is $.10/page. There is a color printer available for $.25/page.

**Supplies:**

The following supplies are available for use in the Media Center: pencils, pens, rulers, markers, color pencils, sharpies, glue, highlighters, index cards, crayons, notebooks, lined paper and construction paper.