

**Providence Media Center
Lower School
2011-2012**

Policies and Procedures



Opening and Closing Times

Open daily, Monday-Friday from 7:35 a.m. until 4:30 p.m. **There is one exception to this schedule. The Media Center is not open to students after school on half days.**

Admittance

Teachers should contact the Media Specialist to schedule additional class use of the Media Center. Please schedule as far in advance as possible to assure that space and necessary materials will be available when needed. E-mail lsanders@prov.org x2150

In addition to the fixed Media Center schedule, students may also be sent to the Media Center any time during regular school hours with a **Providence school hall pass** or **Media Center hall pass** from their classroom teacher. A teacher may send four to five students at one time. Students should have a specific research/study purpose for their visit. If Mrs. Sanders is not in the media center due to a meeting, or a class is already scheduled to use the media center, students should return to class.

Technology Guidelines

While in the Media Center, students are expected to abide by the technology policies as outlined in the Providence School Handbook.



Circulation

All non-reference books circulate for 2 weeks. All materials may be renewed unless there is a request for them. **Reference books and periodicals circulate overnight and are due back the next school day before class begins.** There will be a limit of three items a student may check out at one time. Students with overdue books or unpaid fines may not check out other materials until their record is cleared. Students are responsible for all items checked out in their name/or with their student ID card.

Overdues and Fines

Overdue notices will be placed in their teachers' boxes to notify students of overdue books and fines. Student fines for overdue regular collection books are \$.05 per book per school day. Fines for reference materials are \$.25 per book per school day. Report cards can be held if fines reach \$1.00.