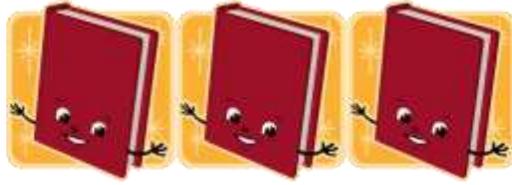


Providence Upper School Media Center

Policies and Procedures



The Providence Upper School Media Center supports students by helping students find the materials they need, offering book suggestions, providing computer and research instruction, and assisting with copying and printing. The Media Center has over 8,000 books, 1,000 online magazines and 19 online research databases for teachers and students.

Opening and Closing Times

Open daily, Monday, Tuesday, Thursday and Friday from 7:30 a.m. until 4:30 p.m.

The Media Center is not open to students after school on Wednesdays and on half days.

Admittance

Students may 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. DeCastro 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.

Teachers should contact the media specialist to schedule 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 cdecastro@prov.org, x2145

Technology Guidelines

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

Questionable Reading Content

It is necessary that students have a broad experience with works of literature from many authors, from different time periods, and with a variety of themes. As the Providence Upper School Media Specialist, it is my duty to guide and prepare the Upper School students, through reading a vast array of literature, for the educational demands of this college preparatory school.

One of the challenges in compiling novels for the Upper School Media Center is that some families may find a few selections objectionable because of violence, graphic details, or overall themes. The administrators, teachers, parents, and media specialist have labored diligently to select pieces of literature that are considered relevant works. All selected materials meet the academic requirements of the school but also represent the school's mission statement of partnering with home and church. The Upper Media

Specialist relies on parent and student feedback to safeguard the media center's goal of preparing our students academically, socially, and spiritually. If there is ever a question regarding appropriateness, the material deemed questionable is submitted to the appropriate administrator for approval. The material is studied by both media specialists and the appropriate Upper or Lower School Principal. The Principal and Providence School Board make the final decision of whether to keep or replace any questionable materials keeping the school's philosophy as a priority of the final decision.

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 first period.** There will be a limit of three items a student may check out at one time. Students with overdue books 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 the English teachers' boxes to notify students of overdue books. Students are never charged a fine for overdue books and periodicals; however, if the overdue items are not returned to the media center by the end of the school year, the student's report card is held until the items are returned, replaced or paid in full.