



### PROCEDURES FOR ENTERING THE LIBRARY

- Walk, don't run
- Use quiet, kind voices
- Sit down, but don't move chairs
- Once seated, stop talking
- Wait for instructions

### PROCEDURES WHILE IN THE LIBRARY

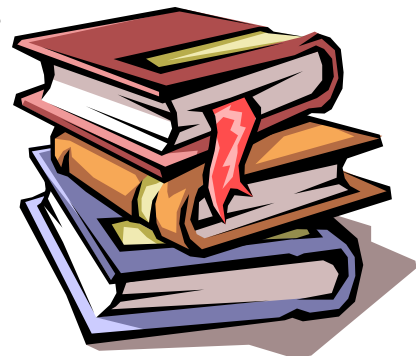
- Respect
  - Faculty and staff members
  - Media Student Aides
  - Fellow students
  - Books, materials and equipment
  - Furniture, maps and displays
- Speak softly; avoid making loud noise
- Food or drink should be eaten in designated places
- Remain in the Media Center during class time unless given permission to leave
- Return all Media Center materials and items where you found them; ask someone if you're not sure

### PROCEDURES FOR LEAVING THE LIBRARY

- Return all materials to their proper place
- Gather your personal items
- Pick-up all trash from tables and floors
- Push chairs in
- Leave in a quiet, orderly manner

### LIBRARY PROCEDURE CONSEQUENCES

<u>OFFENSE</u>	<u>CONSEQUENCES</u>
• Failure to follow library procedures	• 1st offense: verbal warning up to 3 times
	• 2nd offense: write violated procedure 10 to 100 times
	• 3rd offense: referral to office
	• 4th offense: loss of library privileges

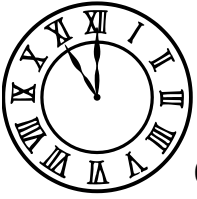




**Vineland Middle School  
Library Media Center  
Standing Operating Procedures**

1. **Students will not be allowed in the LMC without staff supervision.** This means that students will not be allowed in the LMC when I am not present, unless a substitute for the LMC is provided or a staff member accompanies students for the entire time.
2. **Hall Passes:** I will not admit an unaccompanied student/students to the LMC without a hall pass. If a student/students shows up without a hall pass, my Aides and I will send the student/students back to class.
3. **Check out Procedures:** Students will be allowed to check out books for two weeks. They may only have three books checkout total at any given time. Students will not be allowed to check out books if they have an overdue book out. If a student has an overdue book for more than one month, they will be fined for the lost book and lose all LMC privileges until the fine is paid or the book is returned.
4. **Students will be fined for lost or damaged books. Fines are as follows:**
  - Minimal Damage (repairs can be done by LMC): \$1.00 to \$5.00
  - Moderate Damage (repairs done by Binding Shop): \$10.00
  - Extreme Damage / Loss of Book (book replacement): Replacement cost plus \$2.00 processing fee.
  - Technology Fines \$45.00-\$1,000.00 per D70 Administrators
5. **Overdue Notices:** Overdue notices are given to your 3rd Hour Teachers to be handed out on Mondays.





6. Library Hours: **check the Library Media Center’s website for “OPEN” dates.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:54-10:52 AM					Closed
10:52 AM to 12:27 AM	Closed unless arrangements are made with Mrs. Mikasa	Closed unless arrangements are made with Mrs. Mikasa	Closed unless arrangements are made with Mrs. Mikasa	Closed	Closed
12:30 AM to 3:30 PM				Closed	Closed

Please Check the Library Schedule on the VMS website to see if the Library is OPEN For Students!

- Technology use in the Library:** All students have rights to access the Internet and network within the library or at Vineland Middle School unless parent’s/guardians denied that right. A list of those students will be on file in the office.
- Printing:** Students may print up to three sheets of black and white printing and two color per day. If a student exceeds this amount five cents per black and white and ten cents for color printing will be charged.

Thank You!

