

# MEDIA CENTER USE GUIDELINES FOR TEACHERS

- The media center is open from 7:45 AM to 3:15 PM daily
- To reserve your class for the media center or labs, sign up in the appropriate binders.

There is one for just the media center and one for the computer labs.

- If a teacher wishes to reserve the library for an entire block period, he/she may only do so for no more than 1 block day per week. (i.e: You can sign up for Monday/Tuesday/Friday so that all your classes, even and odd, can use.)

- When signing up for the labs, please specify the following:

- The number of students in your class
- What time frame you plan on using the labs (First Half of Period, Last Half of Period, or Whole Period).

- If a teacher wishes to reserve the library for an entire block period, he/she may only do so for no more than 1 block day per week. (i.e: You can sign up for Monday/Tuesday/Friday so that all your classes, even and odd, can use.)

➤ Please be courteous of other teachers who may need to also use the computer labs. If there is a time frame of high demand for computer use, I will ask teachers to discuss and compromise on use. This includes teachers who sign up for entire periods.

➤ Please sign up at least 1 week in advance for computer labs. You may sign up no more than two weeks in advance for the computer labs. We will allow teachers to sign up the morning of for lab use if space is available.

➤ The calendar for the lab reservation will be updated daily and will be available on the school website home page.

➤ If you decide to not use the labs, please notify Ms. Beeson and Mrs. Winningham (both) immediately via email.

➤ You MUST accompany your students and stay with your students in the media center the ENTIRE time.

➤ Substitute teachers may NOT bring students to the library. If you plan on having a sub, or if it is an emergency situation (i.e. you wake up sick), an alternate assignment needs to be in your substitute binder, and you will need to reschedule your students for another day upon your return.

➤ Students should not miss core classes to come to the media center to work on another core class assignment.

➤ Teachers must email Mrs. Winningham and Ms. Beeson and wait for a response regarding whether or not a student may come to the media center to work. This includes student aides.

➤ Only students who have returned the Internet User Agreement form may use a media center computer.

➤ Only students who have returned the media center permission form may check out a book.

➤ Students who have a pass and are found not working will be sent back to class.

➤ Printing is 10 cents a page. There is no color printing. Students should have the correct change when printing. If you require students to turn in a printed page at the end of class, please remind them of this before the end of class, or allow them to email you their papers.

➤ Any teacher who consistently does not adhere to these guidelines will receive an email of concern from Mr. Woodfin

