



Marbury High School
Allen P. Woodfin Media Center
Student Agreement Form

Student and his/her parent must sign and date that they have read and understood the policies and procedures for the Marbury High School Media Center before they will be allowed to utilize any of the materials in the Media Center.

Student Procedures for Signing-In/Out of Media Center

1. Due to having many classes utilizing the Media Center during class time, I ask that students come to the media center to check out books, use the computers, or print between classes, and at break times. **Please do not come during class hours.**
 - a. If it is right before the first period of the day, break, or in between classes, students do not have to have a pass, **but it is their responsibility to get to class on time.**
2. Students need to sign in with Mrs. Winningham before going anywhere else. If they do not have a pass, they will be sent back to class.
3. When student leaves, he/she needs to fill out the "Time-Out" slot of the sign-in sheet with Mrs. Winningham.
4. Students who are disruptive while utilizing the library will be asked to leave..
5. Disrespectful students will be issued a demerit and sent to the assistant principal or the principal.
6. **NO CELL PHONES IN THE MEDIA CENTER.** Cell phones will be taken up and given to the assistant principal or principal.

Student Procedures for Desktop Computer Use

1. Upon signing into the media center, students should indicate if they are going to use a computer. Mrs. Winningham will issue the student a card with the computer he/she is to use. The student will return the card to Mrs. Winningham when he/she is finished using the computer.
2. Students will use their student login(mhs.student) with the password "student"
3. Students who do not have an Internet Acceptable Use form on file or their parents opted for "No" may not use the computer.
4. **Students may browse the internet or use the Microsoft office applications available. They must adhere to the Internet Use Policy of Autauga County. If they violate this, then they will no longer be able to use the computer.**
5. Students must let the computer scan their flash drive completely before using.
6. If students wish to print something, they must print it to the Brother Printer.
7. The fee for printing is 10 cents per page. Color Ink is not available.
8. Students must use the computers for academic purposes ONLY. Any other use is against the Internet Use policy and will be dealt with accordingly.
9. STUDENTS SHOULD SAVE DOCUMENTS AT THEIR OWN RISK. Periodically, we have to wipe the computers to run smoothly. Students should ALWAYS email their work to ensure that it is accessible elsewhere.
10. Absolutely, NO food, candy, or drinks while using the computers.

Procedures for Checking Books In and Out of the Media Center

1. Only Marbury High School students and faculty are allowed to check out books from the media center.
2. There is a 10 cents fine per day for overdue books. There will be a **three** day grace period before a fine is incurred.
3. Even if a student has turned in his/her book but has not paid the fine, he/she **MUST** pay fine on previous book before checking out another book.
4. Students can only check out two books at a time. The checkout period is set for 14 calendar days.
5. When a student returns a book, he or she needs to return it to the book drop located on the right side of the circulation desk as one walks into the library.
6. If a student takes a book off the shelf and changes his/her mind, he or she needs to give it back to the media specialist or to an aide to put it back in the correct space.

Procedures for Lost/Damaged Items:

1. If a patron loses or damages a borrowed item, they must pay the cost of the book, plus the processing fee.
2. Upon payment, a receipt will be given to the patron, and the patron may check out books again.
3. A patron cannot check out another book until all fees have been paid, or books returned.
4. If a patron finds the book and turns it back in and it is still in useable condition, after paying for the book, they can be refunded the money they paid.

Procedures for Grievances:

1. If parents or students have a complaint about material in the books, they may fill out a grievance form and submit it to the Media Center committee. The committee will include the Media Specialist, an Administrator, a teacher, a student, and a parent and will follow the policy that is set forth in section 6 of the Autauga County Board of Education Policy Manual.

A Note about Fines:

1. Students will be given at least three notices of overdue fines/books.
2. After three notices of overdue books (not fines), a student may be issued a demerit or break detention.
3. If a book is damaged or lost, a notice will be sent to student. If student still has not paid to replace the book, then the parent will be notified.

Sign and Return this Portion to the Media Center:

I have read and understand and agree to abide by the policies and procedures for use of the media center at Marbury High School:

Parent/Guardian Signature: _____ **Date:** _____

Student Name (Print): _____ **Date:** _____

Student Signature: _____ **Date:** _____