

Lanett High School

Library Media Center Policy Manual

<http://lhs.lanettcityschools.org/?PageName=%27Library%27>

School Mission

Lanett City Schools will provide a supportive and rigorous educational environment that produces responsible, self-motivated students who are prepared for the future.

Library Purpose

The purpose of the Lanett High School Library is to support the school's mission and curriculum through access to quality literature and other educational materials in print and digital formats, appropriate programming, and information literacy.

Library Hours of Operation

The library is open on Monday-Thursday from 7:45-3:45 and Friday from 7:45-3:30. During the school day, students must have a pass from their teacher to visit the library. They are able to check out books or complete school assignments or research. Students must sign-in and out at the circulation desk. In addition, students are welcome to come by after school to use the library. The librarian can stay later than 3:45 if needed; students only need to make arrangements in advance.

Library Schedule

The high school schedule is flexible. Teachers are encouraged to set up a recurring time to bring their classes to the library to check out books. Teachers can also schedule time to bring their classes to use the computers, tables, or library resources. The librarian is available to collaborate with teachers to plan and teach specific lessons to meet the needs of the teachers, students, and curriculum. Teachers can also collaborate with the librarian to plan and teach technology lessons as needed. Teachers can submit requests for specific print and non-print resources needed for their classes.

Student Conduct

All Lanett High School and Lanett City School District rules and expectations will be enforced and the Lanett City School Acceptable Use Policy should be followed at all times when using technology.

Circulation of Books and Magazines

Students must have a signed permission form on file to check out books. This form is included in the packet students receive at the beginning of the school year, or upon enrollment. The form can also be downloaded from the forms link on the library's website. Students are allowed to check out up to four books at a time and keep them for a period of two weeks. Students are allowed to renew books as long as they bring the books to the library for the librarian to view. Students are allowed to check out two magazines at a time for a period of two nights.

Lost or Damaged Books and Magazines

Students with overdue books will not be allowed to check out additional books until the late books are returned. If a student loses or damages a book, he/she will be charged with the cost to replace the book plus \$2.00 for processing. Students will not be able to check out books until this payment is made. Students with overdue magazines will not be allowed to check out additional magazines until the late magazines are returned and the fine is paid. If a magazine is lost or damaged, the fee will be \$5.00. Final report cards may be held if students have outstanding books or fees. If students have unpaid library fees when they become seniors, this amount will be added to the amount they must pay in order to graduate. If students move from our school system, library materials MUST be returned to the library.

Requests for Purchase

It is the goal of the library media center to provide all patrons with resources that support the school program, curriculum and interests. All school faculty, staff and

students are encouraged to make requests for purchases. The school librarian will take all requests into consideration when purchases are made.

Technology

The school librarian is the building's technology contact. Teachers and students that have technology issues should contact the school librarian. The school librarian will take steps to troubleshoot the issue; if unable to fix, the teacher will submit a computer repair form. Any questions regarding copyright should also be directed to the school librarian. The Lanett City School Acceptable Use Policy should be followed at all times when using technology. Teachers can collaborate with the librarian to plan and teach technology lessons as needed.