# Norcross Media Center Policies & Procedures

## Media Center Staff

Your Media Specialists: Ms. Hagey & Mrs. McCullough

Your Media Clerk: Mrs. Murphy

## Media Center Hours

Monday-Thursday 6:30am-3:00pm

Friday 6:30am-2:30pm

## How to Use the Media Center

* Individual projects
* Group projects
* Book checkout
* Quiet study
* Research
* Equipment checkout

## Policies

* Up to 5 books checked out at a time.
* Check out for 3 weeks
* NO late fines overdue books (yay)!
* $10 paperback / $20 hardback lost books
* No food or drink
* Must have a pass to come
* Printing: 0.10 B&W, and 0.25 color

## Passes to the Media Center

From Class the pass from teacher must have your name, date, time, and teacher signature. Each student must have his/her own pass. Three to four students from class at a time please.

For guided study and lunch, students check out guided study passes before first period. Tell the staff what period you want to come (4A, 4B, 5A, 5B). Students may not have overdue or lost books or fines over $1.00. The pass is only good for the day it is stamped. Students must come at the beginning of the period and stay for the whole period.