

## **MEDIA CENTER USE**

The media center contains vast information about subjects and things of interest. The media specialist will aid a student in finding information of any kind.

1. Length of a loan period on library books is 14 days. A fine of 5 cents per day for overdue books will be paid.
2. Reference books may not be taken out of the library without permission of the librarian. A fine of 10 cents per day will be paid for violations of reference book usage.
3. Pamphlets may be checked out overnight or over a weekend. A fine of 5 cents per day will be paid for overdue pamphlets.
4. Magazines may be checked out overnight or over a weekend. A fine of 5 cents per day will be paid for overdue magazines.
5. Audio-visual materials must be checked out through the media specialist.
6. A fine equivalent of a new book will be paid for a lost book.
7. A fine will be paid for books or magazines damaged by abusive use. The amount of fine will be determined by the librarian.
8. Books put on reserve by teachers for class assignments may be used in the media center for one period only or overnight.
9. New issues of magazines cannot be taken to study halls but must be read in the media center.