

Ashburton E. S.
Student Media Center Handbook
2008-2009

I hope that you will enjoy coming in to the Media Center and spending time reading, being read to, choosing your books, or doing research work.

MEDIA STAFF:

Media Specialist - Ms. Walker
Media Assistant - Mrs. Ellett

SCHEDULE

The Media Center is open every school day from 8:30 a.m. - 3:05 p.m. You may come to the Media Center during school hours as you wish, as long as you have permission from your teacher. You will also come in once a week for book exchange during your class' assigned time and/or to do research projects.

CIRCULATION

- Students in kindergarten and 1st grades may check out one (1) book each week.
- Students in 2nd through 5th grades may check out two (2) books each week, one of which **MUST BE** a "Just Right" book.
- Magazines are available for check out by 3rd through 5th graders, as long as those students are also checking out books.
- Books and magazines are checked out for **ONE WEEK**.
- Books may be renewed for another week. Magazines are due after one week.
- Reference books remain in the Media Center for everyone's use.
- Overdue notices will be sent home weekly.
- Bills for lost/damaged books and magazines will be sent home the end of each marking period.

MEDIA CENTER BEHAVIOR

To ensure that all students show respect and take responsibility when in the Media Center, we have three rules: Be Kind, Be Safe, and Be Responsible.

You are expected to use TQ (top quality) behavior in the Media Center. You must walk, use a quiet, inside voice at all times, push in your chairs when you leave, clean up all trash, and be **RESPECTFUL** to the materials and to others when using the Media Center.

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