

Cuthbertson High School

Media Center Policies



Admission

- The Media Center is open before school, after school, and during lunch periods for students with no pass required.
- A pass is required from the classroom teacher during class time.
- The Media Center website, packed with online resources and free access to Ebooks, is available 24/7 from the CHS web page: <http://tinyurl.com/jjwmcsh>

Circulation

- The loan period for books is two weeks and they may be renewed. Ebooks are automatically returned.
- We do not have a check-out limit, however, students are encouraged to be reasonable and responsible with their selections.
- Calculators are checked out by semesters with signed permission forms from parents and students.
- Students may access the Media Center catalog from any computer by clicking on the 'Follett Destiny' icon on the Media Center webpage. They may log in to Destiny to check out Ebooks with their PowerSchool ID number and password 'student.'
- Students are expected to keep their circulation account in good standing.

Lost Materials

- Patrons will be charged the replacement fee for lost or damaged books.
- Overdue notices are sent periodically as reminders. We do not charge overdue fines.
- Patrons with lost calculators are charged the \$125 replacement fee.

Expectations

- Students should bring their pass to the circulation desk as they enter and/or sign in on the laptop.
- Students should leave all food, candy, and gum outside the Media Center. Water bottles may be left on tables or in backpacks and not used near computers.
- Students are expected to respect the right of others to have a quiet place in which to work, read, and learn.
- Students are expected to respect the building and materials by keeping them clean and in good condition.
- Students are expected to clean up after themselves.
- Students are expected to follow the UCPS Acceptable Use Policy and guidelines outlined in the student handbook when using computers.
- Students are expected to treat all staff and students with respect.

Printing / Copying

- Copies or printouts are 5 cents per page. Our printer is black and white only.
- For their convenience, students may purchase their own print code in increments of five dollars. Five dollars allows printing 100 pages. Additional money may be added to printing accounts as desired.

Available Services

- The Media Center has many services and items available to students: Instructions on how to access Ebooks, how to access grades in PowerSchool, descriptions and home passwords for online databases, bookmarks, and much more are available for pickup. Services include reference and research assistance, reading encouragement and promotion, general tech support, and a comprehensive website to support all areas of the curriculum 24/7.
- Feel free to contact the Media Center staff with any questions! 704-296-0105 extension 5831.