

Media Center Policies

Library Loan Policy

- ✚ Students may borrow three books at a time. Please bring your planner with you to the library!
- ✚ A book is checked out for two weeks but may be renewed as needed.
- ✚ If an item is damaged beyond repair or lost, payment to replace the item is required.
- ✚ Books may be put on hold. Teachers are emailed to notify students when the book is available. Students have 3 days to pick up the book on hold.

Library Access

Students may visit the media center before school every day. During the school day, students may come to the media center individually with the permission of the classroom teacher. Students must check in at the front desk upon arrival in the media center. Classes may schedule time for book check-out or research time — contact Mrs. Jaeger. The library schedule is posted online.

Research Computers

- ✚ The Media Center catalog is available <https://sjcsd.follettdestiny.com/>
- ✚ Students will be assigned a computer at the circulation desk.
- ✚ Computers are for educational uses only. No email, chat rooms, etc. (See SJCSD AUP)