

# **Union County High School Library/Media Center Use and Expectations**

## **Expected Uses of Library/Media Center**

Research for class assignments

Computer preparation of class assignments

Free reading of books, magazines, and computer generated reading materials

Preparation and viewing of class assigned multimedia

## **Access to Library/Media Center**

With a pass from the teacher for whom assignment is being prepared

With entire class as scheduled by and accompanied by the classroom teacher

With a pass from Study Hall

After lunch

Before and after school

## **Library rules - Conduct in Library**

Students are expected to follow some simple guidelines while in the library.

The library is a no cell phone zone. Turn cell phones off.

Eating and drinking must be done outside of the library. Food and drinks will be confiscated and the student may be asked to leave.

Computers are in the library for students to write or do research for school projects. Playing games on the computers and chatting in chat rooms is a violation of the Computer Use-Student Agreement. Computer privileges will be revoked for that day. If second violation occurs computer privileges may be revoked for the remainder of the semester.

Please speak quietly. Other students have the right to quiet so they can think. If a student needs noise to work headphones may be used or the student must find another place to work.

Students are expected to clean up after themselves, put books back on the shelf (other people need those books too), tuck in chairs, and dispose of trash. Others need a neat place to work.

No more than four students to a table. More than that generates noise and leaves no room for anyone to work.

When printing from the computer, please do a "print preview" to see how many pages will be printed. Plan to print only the needed pages. Unnecessary printing can be eliminated by cutting and pasting to a word document.