

Policies and Procedures

Media Center Hours: 7:30* – 3:00

*Morning passes are available on a first come, first serve basis through the duty teacher

Media Center Program: Our Media Center exists to serve our students and faculty at Cheyenne Middle School, and to participate in the larger community of libraries both district and state wide. The Media Program has three primary components:

- To promote reading by providing a diverse and quality collection which supports curriculum objectives as well as recreational and personal information needs
- To integrate technology and information skills throughout the curriculum by cooperative planning and teaching
- To provide easy access to literature and information for research needs by maintaining an organized and up-to-date system of retrieval and record-keeping

Information Skills Classes: The Media Specialist meets with curriculum teachers on a regular basis to plan ways to integrate information and technology skills into the curriculum. Library and searching skills are best learned and retained when taught together with subject areas. This affords the opportunity to not only teach location skills but to challenge students to analyze and synthesize information for specific needs.

Checkout: Students may check out two (2) books at a time for a two (2) week period. They may renew twice. Books must be brought to the Media Center to be renewed. Teachers and staff may check out books on an unlimited basis.

Students have regular access to the Media Center for book exchange through their English and Reading classes. Students may also visit the Media Center after school and from other classes with a Media Center Pass from their teacher.

Lost or Damaged Books: If a book is lost, the student is responsible for the cost of the book. If a book is damaged, the librarian will determine the extent and cost of the damage. A full refund is given should the lost and paid book be returned.

Student Computer Use: In accordance with Edmond Public Schools policy, a student must view the Technology Standards of Conduct Annual Review PowerPoint and sign the accompanying signature page before using our networked computers.

Parent Volunteers: We have an active parent volunteer program. This dedicated group helps with special projects and performs day-to-day library activities in the Media Center. If you are interested in volunteering, please contact Ms. Richards or Mrs. Newton, the media assistant.

Student Aides: 7th and 8th grade students can apply to be a library aide during one of their elective hours. Our student aides help shelve, process books, assist in computer use, check books in and out as well as other special duties.