

Policies and Procedures

Media Center Hours: 7:10 AM – 3:00 PM

Tech Help Hours: 7:45 AM – 9:45 AM

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/or Literacy classes. Students may also visit the Media Center after school and from other classes with a Media Center Pass from his/her 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 within a year.

Fines: There are no fines charged for overdue books. If the book is lost or damaged, please pay the amount on the notice. You can now pay with your credit card online via the InTouch Payment Portal at <https://cheyenne.edmondschools.net/for-parents/intouch-payment-portal/>. Cash (exact change) or checks (payable to Cheyenne Middle School) are accepted in the Media Center.

For Chromebook related fines, those payments are accepted in the front office or online through the InTouch Payment Portal.

If you receive a refund notice, please contact the library staff to begin the paperwork required to receive your refund. Also, notify the library staff if you would like to donate your refund to the Media Center. Contact the library staff if you have questions.

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

Library Code of Conduct: We expect our library users to:

- Treat other library users with respect. Avoid loud conversations and disruptive behavior.
- Engage with library staff in a respectful and courteous manner.
- Come into and exit the library in a quiet, organized manner. Sanitize your hands and sit down for the lesson.
- During silent sustained reading (otherwise known as D.E.A.R. time), there is to be no talking or disruptive noises. When your teacher releases you and your tablemates to go check out a book, do this quietly so that others are not disturbed.
- Leave food and drinks outside of the library space.
- Keep your cell phone turned to silent and put away. We expect our library users to stay off of his/her smartwatch.
- Respect the rights of other users to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited. We expect students to return library materials in a timely manner. Students are given a 2-week check out period for books/Playaways and 1-week for magazines.
- Care for library books and other materials properly. Library materials should not be written on or defaced in any way. Users are responsible for the care of items checked out to them.
- Care for library equipment, furniture, and facilities. Leave library furniture in its place. Push chairs in before leaving your table.
- Keep the library shelves looking neat and organized. The books should be kept at the front edge of the shelf (except the graphic novels).
- Refrain from reshelving books yourself. Please hand any books you decide not to check out to Mrs. Neff to reshelve or place the book in the Book Return. *(There are metal brackets that could damage the book if reshelved incorrectly.)*
- Refrain from sleeping in the library.
- Only use the computers in the library for accessing the library catalog system, Destiny Discover. The computers in the library are not to be used as a substitute for students who failed to bring their Chromebook or whose Chromebook is not fully charged.
- Stand and push in his/her chair, then line up in front of the security gate prior to being released by the teacher to leave the room. Students should exit one at a time through the gate. If the alarm goes off, that student should make his/her way back over to the circulation counter.

Students who violate the Code of Conduct will have their library privileges revoked and/or be removed from the library.