

Cuthbertson High School Media Center Policies



Admission

- The Media Center is open before and after school for student use with no pass required. A pass is required during the school day including lunch.
- Lunch passes may be picked up from the Media Center prior to 3rd period each day.

Circulation

- The loan period for books is 3 weeks and they may be renewed.
- We do not have a check-out limit, however, students are expected to be reasonable and responsible with their selections. Students are expected to keep their circulation account in good standing.

Lost Books

- Patrons will be charged for lost or damaged items.
- Overdue notices are sent periodically as reminders.

Expectations

- Please bring your pass to the circulation desk as you enter.
- 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.
- Respect the right of others to have a quiet place in which to work and learn.
- Respect the building and materials by keeping them clean and in good condition.
- Please clean up after yourself.
- Keep your privilege of using the computers and the Internet by following the Acceptable Use Policy and the guidelines outlined in the student handbook.
- Treat all staff and students with respect.

Printing / Copying

- Copies or printouts are 5 cents per page. We only have black and white copies. Students may purchase their own print code in increments of one to five dollars.