

Stebbins High School Media Center
Open 7:00 – 3:00

Expectations

Be Respectful.

- Of yourself
- Of other people
- Of property

Be Responsible.

- Materials in on time
- Be on-task
- Ask for assistance
- Arrive promptly from your class
- Refrain from visiting, sleeping, eating/drinking

Remember the Media Center is a place for quiet study, research, and reading. Minor infractions of these rules may result in loss of visiting privileges for a period of time. Major offenses will be referred to student services. ☹

Circulation Policies

- * **Books:** Two weeks circulation
- * **Reference Books:** Intended for use in the library. (One day circulation, if necessary.)
- * **Magazines:** The latest issue does not leave the library. Older issues may be checked out for two weeks.
- * **AV Materials:** Generally intended for use within the Media Center and in the classrooms. May be checked out for one day, with permission of teacher or librarian.
- * **Renewal:** Materials may be renewed if they have not been reserved or requested by others.
- * **Holds:** You can hold books at the desk. When the book becomes available, you will be notified.
- * **Fine:** \$.05 per school day is charged for each overdue item
- * **Maximum Fines:** \$1.00 for each paperback
\$2.00 for each hardbound
- * **Damage/Loss:** Current replacement or repair costs will be charged. This charge varies with each item.

**Overdue books or unpaid fines may result in the
suspension of your borrowing privileges.**