

Greensburg Jr. High Library Media Center



Policies

- Individual students (not coming with a class) must have a pass.
- Be quiet and respectful while in the LMC.
- An “**AR Pass**” provides **ten minutes** in which to select and check out an AR book.
- Students will report to the Library Media Center as soon as possible with all of the materials required to work within the Media Center.
- Students may check out two books at one time.
- Materials may be checked out as follows:

<i>Material Type</i>	<i>Loan Period</i>	<i>Renewals</i>
Book	14 days	2 times
Magazine	14 days	2 times
Reference	0	None

- You are responsible for all materials checked out under your name. If lost, **you** will be required to pay for the lost item. Therefore, do not loan a library book to a friend.
- You may ask us to put a “hold” on a book. We will then save it for you when it is returned to the library and let your Language Arts teacher know we have it for you.

Helpful Hints

- ❖ Accelerated Reader (AR) books have a blue sticker on the spine:
- ❖ Fiction (made-up) books are arranged by genre.
- ❖ Nonfiction (true) books are arranged by subject. Each subject is assigned a number. Signs, practice, consulting the computer catalog, and asking Mrs. Knight or Mrs. Kramer will help locate a nonfiction book.
- ❖ Your AR records from GES transfer here. If you took a test at GES, the computer will not let you take the test again.
- ❖ If a book is checked out, we can place a “hold” on it for you.