Media Specialist: Mrs. Williams email: williamsl32@leonschools.net

Media Specialist Assistant: Mrs. Myles email: mylesa@leonschools.net

Phone ext.: 4719

Hours of operation: 7:00 am-2:30pm M-F

**Godby High School Media Center**

**2021-2022 School Year**

**Below is the 2021-2022 Media Center Expectations and Protocols for the school year. All information provided is subject to change. Teachers will be notified by email of any updates/changes that may apply to them.**

**LIBRARY CONDUCT**

Students will:

~ bring a pass when entering the Media Center without a teacher and/or class **(passes will remain yellow this year)**

~sign in at the circulation desk with the Media Specialist or Media Specialist Assistant

~respect yourself and others

~use inside voices

~clean up after yourself

~respect all school property

~return books on time

Students will not:

~enter any library offices

~go behind the circulation desk at any time

~eat or drink in the media center at any time **(with the exception of drinks with a cap on them)**

~use a cell phone at any time during a whole class visit to the media center. Cell phone use **is allowed** in the morning before 1st period and during lunch**.**

**GENERAL MEDIA CENTER USE**

**STUDENT WORKROOM**

Students may only use the workroom if there is appropriate supervision available.

~The student workroom will be available for student use to work on projects.

~All students will be monitored by the Media Specialist and/or Media Specialist

Assistant.

~All students will be required to clean up after themselves.

**BOOK CHECK OUT**

Students may check out a maximum of **two books** for a two-week loan period.

~Students with a maximum of two books checked out **will not** be allowed to check out anything else until the checked-out materials are returned first.

~Students are encouraged to return all books, even if they did not check the book out initially; however, students may not check out books for other students.

**RETURNING BOOKS (Quarantine period of 1 week)**

Students should return books prior to or on their two-week due date.

~ When a student returns a book, they should place the book in the correct crate for that day of the week. (Ex. Crates will be Labeled Monday-Friday and whatever day of the week, that is the crate they place their book in. The book will remain in that crate for a complete week before it is entered back into the system) Labeled Crates will be located in front of circulation desk.

~Students will have the option to renew their books if they would like, however, they will not be able to re-check out a returned book for a week once it enters a crate for quarantine.

**LOST OR DAMAGED BOOKS**

Lost or damaged library books should be paid for by the end of the semester.

~Hardback books cost approximately $25.00.

~Reference books cost much more and price is determined by their actual cost at purchase.

~Paperback books cost approximately $10.00.

**COMPUTER USE IN THE LIBRARY**

~computer use in the Media Center will be BYOD (Bring Your Own Device), students should only use their devices for instructional purposes only.

~No inappropriate activity on a device will be allowed.

***Important Please Read!!***

***Student Accounts***

~All students have a user account – their user name is their student number.

All current student passwords are **GHS-lunchpin** (GHS hyphen lunchpin #).

***Office365***

**~All** students **have an account in** Office365. They all have an email account. The email address for students is [**studentnumber@edu.leonschools.net**](mailto:%E2%80%9Cstudentnumber%E2%80%9D@edu.leonschools.net). To send any student an email just type their student number in the TO field.

~Students have the same access to Office365 to **create and edit Word, Excel & PowerPoint documents and the OneDrive as you do.**

~You are strongly encouraged to use Office365 with your students to help them get into the habit of using the system. The school regularly sends information to the student via school email.

**LAMINATING**

~Teachers may drop off items to be laminated on **Tuesdays and Wednesdays only**. Pickups will be on **Thursdays and Fridays.**

~We ask that you please label all of your items to be laminated.

~Teachers will be contacted by phone or email when lamination is done.

**CLASS BOOK CHECKOUTS/PROJECTS/PRESENTATIONS SCHEDULING FOR MEDIA CENTER**

\*Teachers and staff may schedule to use the media center for book check outs, to work on projects, or to host presentations through email only. Only one (1) class is permitted to the Media Center at a time unless other arrangements have been made. Please use the email below to schedule your class visit:

Schedule Class Visit: [Williamsl32@leonschools.net](mailto:Williamsl32@leonschools.net) (Lavosha Williams-Media Specialist)

Media Center Calendar: <https://www.leonschools.net/ghsmediacal#calendar6272/20210806/month>

**\*Please be advised that some information provided is subject to change**