

Media Center Procedures - Teachers

1. Teachers are encouraged to bring their classes to the media center for recreational reading, book selection, general research, or research-based projects. The Outlook calendar (accessed through Microsoft Outlook inbox using keystroke ctrl 6) shows available periods. A three-day advance notice is requested for lessons that involve the media specialist. Please contact the media specialist (x. 55364) to secure your spot. Also, please stay with your class to help assist and supervise.
2. Teachers may send up to three individual students at a time to the media center. Please make sure they have a class-related purpose stated on their agenda planner pass. If a student is disruptive, s/he will be asked to return to class.
3. Laptop use priorities will be to scheduled classes, then individual students as available.
4. A professional library and a video collection are available for teacher use and checkout in addition to the general use collection of library materials.