

Media Center Check-out/in

COVID-19 Protocol

Check-out

- Must sign up on the Sign-up Genius for entry
- Only eight students at a time
- Upon entering the media center, students will be expected to sanitize their hands and keep a mask on at all times.
- Students may only check out once a week to keep spots open for all students.
- The adult book section is available for check-out to parents to model good reading habits.

Check-in

- Drop books in the return bin, near the lunch pick-up
- Books will be quarantined for 72 hours after return before going back into circulation

How to use Signup Genius

- Follow the link
<https://www.signupgenius.com/go/805084EACA623A5FF2-media>
- Choose the timeslot you'd like to browse and check-out
- At the bottom of the screen, click SUBMIT and SIGNUP
- In the comment section, please put the student's name and grade level.

Please contact Mrs. Means and Mrs. Hettel with any questions or concerns.

Thank you!