

**Library Media Specialist:
Teresa Reid**

**Media Center Assistant:
Antoine Irby-Williams**

Mission Statement

The Media Center is the hub of Marlboro County High School. Its purpose is to provide an inviting environment for the discovery, exchange, and advancement of ideas. The goals of the staff are to provide direct assistance and learning opportunities that encourage educational and personal growth, select, organize, and provide convenient access to information resources, and provide recreational enrichment that will stimulate interest and appreciation for reading and learning.

Our Goals

The staff of the library media center will work to ensure that students and staff are effective users of ideas and information by:

- Providing intellectual and physical access to materials in all formats
- Providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas
- Working with other educators to design and implement learning strategies to meet the needs of individual students.

What We Expect

- Respect for library policies, procedures, and property
- Time to collaborate with classroom teachers in preparation for media center visits
- An opportunity to serve all patrons
- Patience

Student Rules

1. Obey MCHS Discipline Code of Conduct
2. No gum, food, or drinks allowed
3. Come prepared to work

Loan Periods

For Students: Books—2 weeks

For Adults: Books—2 weeks; videos and DVDs—3 days; audio/video equipment loan periods are determined by the type of equipment

Fines

Student patrons are charged overdue fines at the rate of ten cents per day per book. Weekends and holidays are excluded. The maximum fine limit per item is \$3.00. All books not returned by the end of the school year will be placed on the student's debt list.

Faculty patrons are not charged overdue fines but will be charged fees for items lost, damaged, or stolen while on loan to them.

**MCHS
Media Center**



**Student Library Hours
Monday—Friday
7:30 A.M.— 3:10 P.M.**

What We Have To Offer

Books

Periodicals

Newspapers

Professional Collection

Internet Access

DVDs

E-Books - FollettShelf

Audio-Visual Equipment

Online Public Access

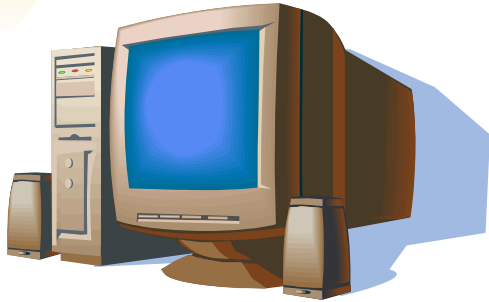
Catalog

Visit us at:

<http://mhs.marlboro.k12.sc.us>

Click on the Library Media Center link.

Instructional Technology



Available Computer Applications

- Microsoft Office 2010
 - Word
 - PowerPoint
 - Excel
 - Publisher
- Internet Access
- SCOIS
- DISCUS which includes:
 - Online encyclopedias
 - Professional Journals
 - Biography Resource Center
 - Primary sources
 - Historic documents
- Learn 360

Media Center Policies

- The MCHS Media Center hours are from 7:30 A.M. until 3:10 P.M. Monday - Friday.
- Food, drink, and gum are not allowed in the Media Center.
- Students must have a gold media center pass to use the Media Center during class periods.
- Each student must have his/her school ID to use the Media Center unless accompanied by a faculty member.
- Each student must have his/her school ID to check out books.
- Internet access is available to students who have a signed Acceptable Use Policy on file with the Media Center and present a valid MCHS ID with the current Internet sticker affixed. **The computers may not be used for chat rooms, social media sites, or personal e-mail.**
- Each student must log onto the computer with his/her assigned username and password.
- Students must save all files to a flash drive or to the My Documents location under their individual logins.
- Students may check out a maximum of two books at a time. Each book is checked out for ten days with one renewal allowed.

- Students are not allowed to check out additional materials if they have overdue books or fines.
- The Media Center charges ten cents per day per book for overdue books. Books not returned by the end of the school year will be placed on the patron's debt list.
- The Xerox machine is available for photocopying materials that fall within the copyright and fair use guidelines. Students can receive a maximum of five pages free. Additional pages will be copied at a fee of ten cents per page.
- Students can print up to 20 black and white pages from the computer terminals free of charge per day. Additional pages cost ten cents per page. Color copies are available if printed from a flash drive at a cost of 25 cents per page. Color copies must be printed by a member of the Media Center staff.
- Teachers must schedule class visits at least one day in advance.
- Teachers may not send more than four students to the Media Center at one time. One person per pass is required.
- Additional Media Center passes will not be given to students. Teachers who need additional passes must pick them up from the Media Center themselves.
- Substitute teachers are not allowed to send or bring students to the Media Center.