

Circulation

Policies and Procedures

Faculty and Staff

Books and Other Resources

- ✓ Teachers and staff are not limited in the number of media center materials they can checkout.
- ✓ The loan period for teachers and staff is one school year.
- ✓ The media specialists reserve the right to request the use of materials that are checked out if they are needed by another person or group.
- ✓ Materials available for checkout:
 - Circulating print collection
 - Reference collection (checked out for a limited time, generally for use with an instructional unit in the classroom)
 - Video and DVD collection
- ✓ Additional audio-visual materials are available for checkout from the county through Special Projects Center. These materials can be ordered online from the Novell Window. Ask a media specialist for further information.

Audio-Visual Equipment

- ✓ Televisions and overhead projectors are checked out to teachers and are to remain in the classrooms. If a teacher is moved to another classroom, the equipment should be transferred as well. If the TV is mounted to the wall or up in the corner, it should remain in the classroom.
- ✓ All AV equipment housed in portables should be returned at the end of each school year to be housed in the media center for security purposes.
- ✓ DVD players, VCRs, cassette players, CD players, video cameras, and projection devices are available for checkout upon request and must be returned in a timely manner to be made available for others. Any cords, cables, or remotes that have been checked out with AV equipment must be returned as well.