

St. Peter Chanel Media Center Guidelines

St. Peter Chanel Media Center Guiding Principles

1. To provide access to reliable resources, both print and digital, for students, faculty and staff.
2. To offer a gathering place for students to collaborate and learn together as well as a space for quiet study.
3. To support the curriculum taught at both Marist Academy and Notre Dame Preparatory and the interests of the students.
4. To fulfill the mission statement of Notre Dame Preparatory and Marist Academy: With God we form upright citizens, Christian people, and academic scholars.

When can you visit the Media Center?

The standard hours are 7AM-5PM. The Media Center is open during lunch, during SRT, and after school for quiet group work and study. Hours are subject to change based on the needs of the school. The Media Center staff decides how many students are allowed in the Media Center at a time.

What services are offered in and through the Media Center?

1. Printing and photocopying. You may print up to 25 pages of double-sided black and white copies.
2. Color printing is available for \$0.50 per page. Email your document to a librarian for color printing. Payment due upon receipt.
3. Hard copy textbooks are available for checkout in the Media Center. These may not be taken out of the Media Center without checking out the book with the staff. Books are available for 3 weeks at a time and may be renewed.
4. E-books are available through the Media Center website: www.ndpma.org/media-center. See the librarians for assistance in checking out E-books.
5. Library databases are available for students to use for research purposes both on campus and from home. These are available on the Media Center website: www.ndpma.org/media-center. See the librarians for account information and login assistance.

6. Research assistance is available to students, staff, and faculty available in person and via email. To reach a librarian, email library@ndpma.org.
7. Basic technology and tablet assistance is available in the Media Center.
8. Equipment loans are offered to students. We have docking station chargers, mice, headphones, DVD players, and media card readers for use during the school day and after school upon discretion of the supervisor. Students must check out these items with the library staff and return them to the library staff..
9. The Media Center offers charging and USB station devices for student convenience. Students must provide their own charging cables. The charging stations are costly and must be used with care. If you are unsure of how to use them correctly, please ask for assistance.

What are my responsibilities as a student visiting the Media Center?

1. Students must walk quietly through the halls from class to the Media Center to avoid disrupting other classes in session.
2. Students are responsible for following the Responsible Use of Technology and Academic Honesty policies in the Media Center.
3. Students may talk quietly at the discretion of the Media Center supervisor.
4. All lunchboxes must be placed in the cubicles by the door.
5. No food or candy allowed.
6. Drinks must be in a covered container. Any damage resulting from drinks is your responsibility; the school assumes no responsibility for damages to personal property.
7. Refrain from running or shouting in the Media Center.
8. Use headphones if you are playing anything with sound.
9. Clean up your table when you leave and put chairs back where you found them.
10. Cell phones are not allowed during the school day.
11. Students must have their school ID to visit the Media Center during school hours.
12. Students must have a pass from their teacher to visit the Media Center during school hours.

13. Students must ask permission and obtain a pass before leaving the Media Center for any reason.
14. Overdue books will be charged at \$0.05/day. Students are responsible for all fines accrued and responsible for the full replacement cost of any lost or damaged item.
15. If equipment or devices are damaged from student use, the student is responsible for the full replacement cost of the item.

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Failure to follow the Student Responsibilities in the Media Center can result in detention or removal from the Media Center at the discretion of the Media Center staff.

I have read and agree to follow the Media Center Guidelines.

Student Name

Graduation year