NHS Multi Media Center Procedures

Operation
The library media center will be open Monday through Friday when school opens at 7:25 AM and will remain open until 2:30 PM after school. Although these are the stated times, they are flexible. If the school library media specialist or library assistant is working in the library after school, students are welcomed to stay and work. If a student wants additional assistance, please see the school library media specialist to arrange a meeting time. During the school day, all students must present a hall pass from their teacher upon arrival.

Students must have an Acceptable Use Policy signed by the student and his/her parent allowing them to use the Internet at school. School computers are to be used for school work.

Materials are circulated for overnight and two week periods. Materials borrowed through the interlibrary loan system can be held for three weeks.

Responsible classroom behavior is expected at all times while students are present in the NLMC. Specific rules to follow:

1. Bring a pass with you from that teacher. No passes are necessary during breaks, lunch, before and after school. Library staff does not give passes to students who will be late to class.
2. No food, drink, or candy is allowed.
3. Leave all equipment settings alone: changes made to computer systems can cause time-consuming problems and violate the Acceptable Use Policy.
4. Work quietly without disturbing others. Practice consideration for those working. A student causing a disturbance may be asked to leave and not be allowed back in for a specific period of time.
5. Return all materials on time: students having material more than a month overdue will not be allowed to sign out anything else until the overdue materials are returned. Those who do not return materials in a timely fashion will be restricted from borrowing for a period of time.
6. Tablets and other personal devices must be registered with the Technology Specialist and a Bring Your Own Device (BYOD) Policy must be signed by the student and his/her parent in order to access school Wi-Fi. These devices may be used in the library for academic purposes.

Access
The library media center embraces an open access/flexible scheduling philosophy. Open access means that students continue to use the library media center on a regular basis to exchange books, receive guidance in selecting appropriate materials, consult with the school library media specialist on school work, and use library resources. This encourages reading and is good practice. Teachers and school library media specialist collaborate on instructional plans, plan for circulation of materials and think about ways
the school library media specialist can ensure all students will use the center on a regular basis.

**Interlibrary Loan**

The library media center encourages district-wide resource sharing through LORI (Library of Rhode Island) Interlibrary Loan (ILL) network. If there are materials not available at NLMC but are at other district or statewide libraries, they may be ordered and delivered to this library. All patrons (students, faculty and staff) of this library are eligible to request and receive materials through ILL. Electronic access will also be available to local area public and academic libraries. Patrons of other LORI ILL network libraries may borrow from all NLMC collections except materials from the reference collection, and students are also not allowed to borrow from the DVD/audio book collection. The library staff is available to help expedite the ILL request process.