



Marbury High School
Allen P. Woodfin Media Center
Student Agreement Form

Student and his/her parent must sign and date that they have read and understood the policies and procedures for the Marbury High School Media Center.

Student Procedures for Signing-In/Out of Media Center and checking out books

1. Due to COVID-19 guidelines and the Nurses' offices being in the media center, students will utilize the online Google form through the school website to request books.
2. Students and their parent/guardian are to print, sign, and return this form before checking out a book.
3. A book is checked out to a student for two school weeks.
4. Books are to be returned to the book return in the media.
5. A student make check out up to two books at a time.

Procedures for Lost/Damaged Items:

1. If a patron loses or damages a borrowed item, they must pay the cost of the book, plus the processing fee.
2. Upon payment, a receipt will be given to the patron, and the patron may check out books again.
3. A patron cannot check out another book until all fees have been paid, or books returned.
4. If a patron finds the book and turns it back in and it is still in useable condition, after paying for the book, they can be refunded the money they paid.

Procedures for Grievances:

1. If parents or students have a complaint about material in the books, they may fill out a grievance form and submit it to the Media Center committee. The committee will include the Media Specialist, an Administrator, a teacher, a student, and a parent and will follow the policy that is set forth in the Autauga County Board of Education Policy Manual.

A Note about Fines:

1. Students will be given at least three notices of overdue fines
2. Students are given a three day grace period from the due date to turn in their book without penalty.
3. If a book is damaged or lost, a notice will be sent to student. If student still has not paid to replace the book, then a notice will be mailed to the parent or guardian of the student.

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Sign and Return this Portion to the Media Center:

I have read and understand and agree to abide by the policies and procedures for use of the media center at Marbury High School:

Parent/Guardian Signature: _____ Date: _____

Student Name (Print): _____ Date: _____

Student Signature: _____ Date: _____