

Marbury Middle School Library Media Center



Welcome!

Meet Your Librarians!

Media Specialist: Mrs. Lynn Ray

Media Center Hours 8:00 a.m. – 2:00 p.m.

Things You Need To Know!

Loan Period is 2 weeks

Magazines and reference are for library use only

Videos are for teachers only

No more than one book may be checked out at a time

Lost or damaged books will have to be paid for and library privileges are revoked until books are returned or paid for

Fines are .10 each day they are late

More Things to Know

- If book is lost or damaged, students must pay the cost of the book plus a \$2.00 shipping and processing fee.
- Fines are carried over from year to year. No checkout will be allowed until fines have been paid from previous year.
- The fee for using the printer in the library is .25 per page and is ONLY for educational purposes.
- No gum, food or drinks in the library!

Library Code of Conduct

- Library Books require care. You are responsible for the items you check out. Please return them on time.
- Everyone deserves your respect.
- The library is a learning environment.
- No loud talking, playing, rocking back in chairs, gum, or food in the library!
- It is a privilege to check out books NOT a requirement. In other words, if you can't behave while visiting the library, then you will be sent back to class without a book and your teacher will be notified of the reason.

- First- Verbal Warning
- Second- Loss of library privileges with teacher notification
- Third- Contact Parent
- Fourth- Office Referral



- Enter the Library Quietly
- Sign the Library Log at the Circulation Desk if you are checking out a book and/or the Computer Log if you are planning to use a computer.
- Stack or hand all books for check in to the library aide when you enter the library at the circulation desk.
- If you are renewing, see a library aide or myself to renew your book.
- If you are checking a book out, quietly search for you a book and when you are done, bring it to a library aide or myself to check the book out for you.
- Don't forget to sign out before leaving the library!



What does the Media Center/Library have and where do I find it?



Nonfiction

Factual Information

Arranged by the Dewey Decimal System
Numbers

000 General Works

100 Philosophy and Psychology

200 Religion

300 Social Sciences

400 Language

500 Natural Sciences (and Mathematics)

600 Applied Science (and Technology)

700 Fine Arts and Recreation

800 Literature

900 Geography and History

**(F) Fiction is works of the
imagination; arranged
alphabetically by
the author's last name**

Harry Potter

Number the Stars

Twilight

Eragon

Hatchet

Holes

The Giver

Lord of the Flies

Biographies (B)

Is a written account of a person's life;
arranged alphabetically by subject



Library Media Center Computer Rules:

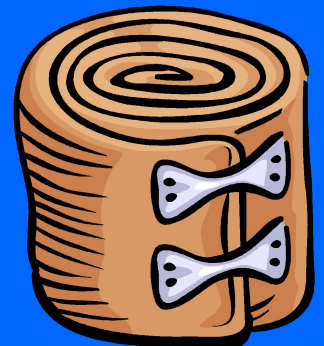
- No food or drinks allowed
- No email or chat rooms
- Do not download files
- Do not adjust monitors or settings
- .25 per page when printing-Limit 10 pages unless permission granted from me for otherwise
- Do not save on hard drive-see me if you need to save something
- Computers are for school work only. When you finish your work, move from the computer.
- Be prepared to be accountable for the material you look at on the computer
- Be aware of the copyright rules. Do not attempt to use someone else's work as your own.
- Limit your time on the computer when someone else is waiting.
- Additional rules from your Student/Parent Handbook also apply in the Media Center.
- Consequences: First time: warning and second time: loss of computer privileges.



Book Care:



- Don't eat or drink while reading a book!
- Never cut or tear pages in a book!
- Wash your hands before reading a book!
- Never leave a pencil in a closed book!
- Use a bookmark to keep your place!
- Do not turn down the corners of pages in a book!
- Never turn a book on its "face"!
- Turn the pages gently from the top right corner!
- Keep books safe away from babies and pets!
- Protect books from the weather!
- Never mark or color in a book!
- Don't grab the book from its cover!



Other Stuff:

- AVL (Alabama Virtual Library)

www.avl.lib.al.us

- Box Tops
- Books Fairs

Enjoy the Library and
Visit Often!

