

## **Dorn Media Center**

The Library Media Center plays a significant role in your child's education. It not only is a place to borrow books, but it also provides training in information gathering skills, supports the curriculum, and maintains the audio-visual equipment and materials.

### **BASIC OPERATIONS**

1. The Library Media Center operates on a fixed schedule during the hours of 9AM until 3PM, with additional time for teachers before and after school hours.
2. Kindergarten classes (1/2 day) are scheduled weekly for a 20 minute story time. They are allowed to check out one book at this time. Full day Kindergarten classes are scheduled weekly for a 42 minute story time/check out. Kindergarten students may take their books home.
3. First grade classes are scheduled for a weekly 42-minute story time/media lesson. These lessons include information skills and literature extension/appreciation. Students are allowed to check out one book during first quarter, two books after first quarter and they may take their book(s) home.

### **STUDENT MEDIA CENTER RULES**

1. All books are the property of Dorn Primary Center.
2. Books may be checked out for one week and renewed once.
3. Kindergarten students may take one book at a time, and first grade students may take one book first quarter, and two books after first quarter.
4. Students must pay full price for any book lost or damaged beyond repair.
5. A student may not check out additional books until reimbursement has been made for lost or damaged items. Overdue fines will NOT be collected.
6. Students must handle books with care and exhibit self-controlled conduct in the Library Media Center.
7. Any student who consistently abuses these rules may lose his/her privilege to check out books or use the Library Media Center for a period of time determined by the Library Media Specialist.