

## Jones Middle School Learning Center Policies

**Staff:** Ms. Lombardi - Media Specialist  
Mrs. Starrett - Media Clerk

**Hours:** 8:00 a.m. to 4:00 p.m., school days

The goal of the Jones LC is to promote learning and information access for all students and staff. In order to do this, LC users must follow school and classroom rules while in the LC. In addition, please pay special attention to the following:

- Handle all LC materials appropriately.
- No food or drink in the LC.
- Personal electronic device use is for academic purposes only.
- Follow all guidelines for appropriate computer and Internet use (as stated in the Acceptable Use Policy).
- Students should clean up after themselves before leaving the LC. This includes returning furniture to the proper place, returning all materials, recycling paper and throwing away trash. Remember to collect all belongings (flash drives, clothing, notebooks, etc.) before leaving the area.

***Bottom Line: Be Responsible. Be Respectful. Be Safe.***

### Attendance Policies and Procedures

- All students must sign in on the LC Attendance Computer before working in any LC area. Students are expected to sign out at the circulation desk before leaving the LC.
- Students may leave the LC for a short period of time using the 5 Minute Sign Out list located at the circulation desk.
- To visit the LC during lunch, students must sign up on the LC Lunch Form and obtain a pass from LC staff prior to the start of the lunch period. They may be dismissed to the LC after eating in the cafeteria.
- To visit the LC during FLEX, students should sign out in their FLEX classroom and report directly to the LC to sign in on the LC Attendance Computer.
- Students may not return to the FLEX classroom if there are fewer than 5 minutes remaining in the period.
- Failure to follow these procedures may result in the loss of LC privileges.

### Circulation Policies and Procedures

- Students may have up to three books checked out at a time.
- Books may be borrowed for two weeks.
- Books may be renewed for two loan periods providing that no other patron has a hold on the item.
- There are no fines for overdue items.
- Students are responsible for replacement cost of lost or damaged items.