



**Vineland 6-8 School
Library Media Center
Standing Operating Procedures**

1. **Students will not be allowed in the LMC without staff supervision.** This means that students will not be allowed in the LMC when I am not present, unless a substitute for the LMC is provided or a staff member accompanies students for the entire time.

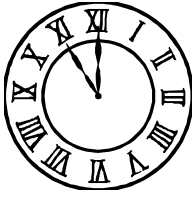
2. **Hall Passes:** I will not admit an unaccompanied student/students to the LMC without a hall pass. If a student/students shows up without a hall pass, my Aides and I will send the student/students back to class.

3. **Check out Procedures:** Students will be allowed to check out books for two weeks. They may only have three books checkout total at any given time. Students will not be allowed to check out books if they have an overdue book out. If a student has an overdue book for more than one month, they will be fined for the lost book and lose all LMC privileges until the fine is paid or the book is returned.

4. **Students will be fined for lost or damaged books. Fines are as follows:**
 - Minimal Damage (repairs can be done by LMC): \$1.00 to \$5.00
 - Moderate Damage (repairs done by Binding Shop): \$10.00
 - Extreme Damage / Loss of Book (book replacement): Replacement cost plus \$2.00 processing fee.

5. **Overdue Notices:** Overdue notices are given to your 2nd Hour Teachers to be handed out on Mondays.





6. Library Hours: **check the Library Media Center's website for "OPEN" dates.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-11:03AM					
11:03 AM – 12:06 PM	Closed unless arrangements are made with Mrs. Mikasa	Closed unless arrangements are made with Mrs. Mikasa	Closed unless arrangements are made with Mrs. Mikasa	Closed unless arrangements are made with Mrs. Mikasa	Closed
12:06-3:00 PM					Closed

Arrangements must be made with Mrs. Mikasa for before school, during Lunch, and after school use of the library.

7. **Technology use in the Library:** All students who wish to use the Internet in the library or at Vineland 6-8 School must turn in their Internet Permission Forms to Mrs. Mikasa in the Library Media Center.
8. **Printing:** Students may print up to three sheets of black and white printing and two color per day. If a student exceeds this amount five cents per black and white and ten cents for color printing will be charged.

Thank You!

