

Welcome to the Media Center!

Media Center Director ,
Mrs. Baker

Media Center Assistant,
Mrs. Dixon

Media Center Assistant,
Mrs. Jackson

Our Media Center Center's Missions includes ...

- Helping you use the our resources

 - Helping you become independent users
of print
-

Know the Media Center Rules

Entering the Media Center ...

- Sign in at the Circulation Desk.
 - Show us your ID card & your pass.
 - Be On Time!
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Exiting the Media Center

- ❑ Computer Lab/ Tables

Please exit through the back doors

- ❑ Skylight Computers/ Tables

Exit through the Right Side Doors.

Which Computer to Use?

- First, use computers A through M
 - Ask to sit at computers 1 through 28 in the lab.
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When Visiting the Media Center During Lunch to Study...

- Sign in and show your I.D. card.
 - May not eat and study here.
 - Must remain in the Media Center for the entire lunch period.
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The following items are not allowed Media Center:

- Food
 - Candy
 - Drinks
 - Book bags
 - "Health & Beauty Aids"
(i.e. hand lotion, lip gloss, Carmex,
combs, etc.)
 - Coats, hats, and gloves
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Responsibilities

- Help us keep the Media Center neat!
 - Return borrowed materials no longer needed
 - Throw away unneeded papers.
 - Push your chairs under the table when leaving.
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When using computers in the Media Center

Let the Media Center Staff know if there is a problem with a computer.

Do not try to fix computer problems.

Photocopies and Printouts

- ❑ 10¢ Photocopies are 10
 - ❑ 20¢ Color printouts always cost 20
 - ❑ Black & white printouts are free.
 - ❑ Be very choosy about what you want to print!
 - ❑ Read everything BEFORE deciding on printing information.
 - ❑ PICK UP your printouts immediately!
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Computers Usage

- Computers are to be used for **research and educational purposes only.**
 - Computers are **not** for entertainment or personal purposes.
 - No Music
 - No Videos
 - No Chat rooms
 - No Instant Messaging
 - No games
 - No message boards, etc.
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Online Databases:

How Do I Get to Them?

□ Go to www.RichCentral.org

Go to Student > Media Center > Research
Resources > Online Databases

Username: richcentral

Password : richcentral

How Do I Find Books in the Media Center?



Go to <http://www.richcentral.org>

Student> Media Center> Online Catalog



Follett

- ❑ Use Our Online Catalog
(Also known as Destiny)

www.richcentral.org

- ❑ Access to over 28,000 books
 - ❑ Classics, popular, fiction, and non-fiction of all types
 - ❑ Let me know what else I should add to the collection
-

Checkout Procedures at the Circulation Desk

- ❑ Stop at the “imaginary line”.
- ❑ Present your I.D. card and books/magazines to a Media Center Staffer.
- ❑ 3 books for check out;
up to 6 items for research
- ❑ Remember the due date!



Return Borrowed Items On Time!



Avoid consequences and Fines

Most late books-

A nickel (.05) is charged for each school day beyond the due date.

Reference book and/or magazine:

A dime (.10) is charged for each school day beyond the due date.



Outstanding fines = no checkouts

Magazines

- ❑ Over 50 magazine titles are available
Latest issues must stay here.
- ❑ 2 years of back issues
See titles at the index tables
- ❑ One school night for back issues of magazines.



Newspapers

When borrowing a newspaper

- Please leave your I.D. at the Circulation Desk*
- Chicago Sun Times***
- Southland Star***
- Chicago Tribune (NIE)online***



JUST ASK US!

- Mrs. Baker, Mrs. Dixon, & Mrs. Jackson really want to help you *succeed!*

