



# Media Center Do's & Don'ts

Princeton Elementary Media Center

# Please, come on in! Welcome!

- Open the door quietly.
- Hold the door for the student behind you.
- Mouths closed, eyes forward.
- Walk single-file with quiet feet to the circulation desk.
- Wait at the desk until you are told where to go.

# Have a Seat!

- On the circle rug
- At a table
- At a computer workstation



# Shh! Time for a lesson

- Eyes forward and mouths closed.
- No talking unless I ask you to.
- If you have a question or an answer, hold up your hand-all fingers out.
- Do not yell out-wait until I call on you.
- When one of your classmates is talking, mouths closed.

# Everything's In Order

- It is important that the books stay in order so that everyone can find what they are looking for
- If you pull a book from a shelf, use a shelf marker
  - Shelf markers are in the box on the desk
  - When it's time for you to find a book, go to the box first and get a shelf marker
  - They are not toys-please do not use them that way

## So Many Books-How Will I Choose One?

- If you cannot find a book on the shelves that is in the computer, come see me.
- If you think a book might be too hard for you, use the five-finger rule. If you find five words that you do not understand on the first page, then the book is too hard for you. Choose another book.
- If you can't find a book you want to read, try another shelf.
- If you still can't find one, ask a friend.

# Cool! It's Computer Day!!

- You may not use a computer until I have taught you how.
- No food, drink, gum, or candy at the computers.
- You may use any program that's already on the computer.
- If you need help, ask me.





# It's Easy To Earn A Trip To See The Principal

- DO NOT download or install anything on the computer.
- DO NOT use the computer for anything that isn't school-related.

**YOU WILL LOSE YOUR COMPUTER PRIVILEGES  
FOR THE REST OF THE SCHOOL YEAR, AND YOU  
WILL BE SENT RIGHT TO DR. ROLLINS.**

# I Finished My Assignment- Can I Print It Out?

- You may print something out ONLY after I approve it.
- If you print something without approval, you will lose your print privileges for the rest of the school year.
- Just ask me. ☺





# I Read This Book-You Can Have It Back

- All books must be returned for check-in by 9:30
- You may return a book before school starts, but you cannot look for a book before school starts.
- Your classroom teacher may collect the books for return in the classroom. Follow her rules.
- It is your responsibility to make sure your books are returned.
- Books returned after 9:30 will not be checked in until the next morning.
- The books on the black cart behind the circulation desk have not been checked in-you may not take books from that cart for any reason.

# I Want To Read This Book

- You must have your library folder in order to check out a book. If you misplace it, see your classroom teacher.
- Kindergartners and first graders may check out one book at a time.
- Second grade through fifth grade may check out two books at a time.
- All books are checked out for one week, and may be renewed for another week. To renew a book, you must bring it to the media center.
- All books must be returned after two weeks-no exceptions.
- If after two weeks you still want the book, you may return the book, wait a week, and check it out again if it is available.

# I Think My Book Is Late...

- If a book is overdue, you will receive written notification within a week of the due date.
- Any overdue book may not be renewed.
- Once you receive the overdue notice, you have a week to return it.
- If it is still not received after another week, you will receive a note that includes the cost of a replacement book.
- If you cannot return the book, you will have to pay for a new one.



# OK, So I Lost A Book-Now What?

- If you have an overdue or lost book, you will not be able to check anything out until the book is either returned or paid for.
- If you move to another school in Orange County, you take this with you. You will not be able to check out books in your new school either.
- Books are expensive-take good care of them.

# Take Care of Our Books

- **Treat our books as you would your own.**
- **All books are inspected upon return. If a book can be repaired, I will repair it. However, if I can't fix it, you'll have to buy the library a new one.**
- **Do not 'dog-ear' the pages-use a bookmark. I have plenty at the desk if you need one.**
- **Keep our books away from water, pets, and younger brothers and sisters.**
- **Do not eat while reading our books.**
- **Do not write or color in our books.**

# Check it out, man...

- When you're ready to check out, bring the book to the desk.
- Place your reading folder (bar code side up) next to the book you want to check out.
- I'll scan the bar code on your folder. If you don't have any lost or overdue books, I'll scan the bar code on the book, and you'll be ready to read.
- Take your folder and book to the waiting area to wait for your friends.

# Miss Olson, I Need You!!!

- If you need something, raise your hand.
- If you need my attention, raise your whole hand, all fingers out.
- If you need to use the restroom, raise your hand with one finger out. I will point back at you to let you know you can use the bathroom.
- If you yell out, you'll be the last one to receive attention.
- If I need your attention, I will ring a bell I have at the desk. When you hear the bell, stop what you are doing and go to a place where you can see me.



# I Have To Use The Bathroom!

- If you have to use the bathroom, raise your hand with one finger out. I will point at you to let you know it's OK to go.
- Since the bathroom only holds one student, only one student at a time may go to the bathroom.
- After using the bathroom, please walk over to the circulation desk and use the hand sanitizer. Let's keep our library clean and germ-free!!

# Attention Teachers and Students...

- When you hear the announcement chime, stop what you are doing, close your mouth, and wait for the announcement.
- If the announcement is not a drill or an emergency, you may go back to whatever you were doing.
- If it is a drill or an actual emergency...

# ...Don't Panic!!!

- Silently go to the pullout room by the front door.
- NO RUNNING!
- When you get in the room, go as far as you can toward the back of the room.
- Get down on your knees, sit down on your legs, and bend down so that your face is near the floor.
- Wait silently until I tell you what to do next.
- If during a drill you don't follow the procedure, you'll be sent to see Dr. Rollins...and I don't think he'll be too happy about that.

# Thanks for coming!

- Wait for all members of your class to line up before quietly opening the door.
- Hold the door for the person behind you.
- If you are last in line, close the door quietly.
- It was nice to see you-please come again soon.



Any Questions???

