

Policies & Procedures

The Gold Hill Middle School library collection is designed to meet the curricular needs and interests of students in grades 6-8. Resources in the library represent a range of reading levels, interests and views. The media specialist and media assistant will guide and assist students in finding books to match their reading level and interests. Parents should have conversations with their children about their preferences for choosing books that will match family values.

Checking out books:

We want you to read LOTS OF BOOKS! GHMS media center will be open daily from 7:40-3:30. ELA teachers will have designated times to bring students down for check-out every other week. Students, however, are encouraged to come prior to school with a pass from your hallway. Students must have their agenda each time they come to the media center.

Book Allowances:

Students can check-out a maximum of 3 books at a time. Please see Mrs. Michael to request to check-out more than 3 books.

Overdue, Lost or Damaged Books:

Books may be kept for a period of 14 days, after that time students will have a 30 day grace period. After that students will be charged a fine of \$.05 per day until the book is returned. An overdue fine will not exceed \$1.00. If a book is lost or damaged, students will be charged for the replacement of the book. We only order library-bound books which are processed through our vendors. A replacement book will not be accepted. Payment should be check made out to GHMS or cash.

Printing

Students should print assignments prior to coming to school. If you have a special circumstance, students are allowed to print from the media center computers at a cost of \$.10 per page. The printer is black and white.

The media center staff has have an open door policy for students, parents and teachers. While we may be teaching or assisting others, we will do our best to help you anytime you come to the learning commons!