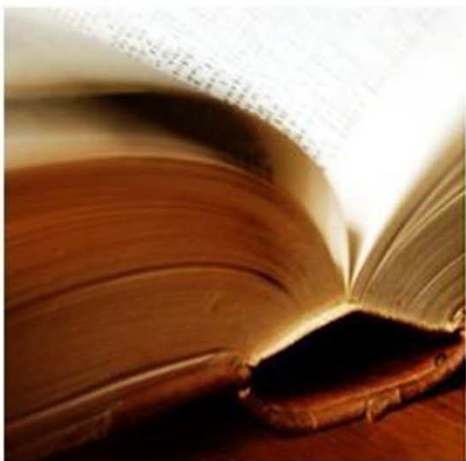


Welcome to the RCTCM Media Center

Your Media Center...The World at Your Fingertips



General Media Center Information



Media Specialist
Ms. Nimmons

Hours of Operation
8:15 - 3:15 daily

You need a pass from your teacher to visit the media center during the class periods.

****PASS WITH A PURPOSE****

Media Center Rituals and Routines

- Entering the Media Center ...
 - Always enter through front door.
 - Sign in at the Circulation Desk.
 - Show your pass and leave it at the circulation desk.
 - You may use the media center technology.



Media Center Rituals and Routines

- Visiting the media center during class periods...
 - Up to five students may come from one class without the teacher with a pass written by the teacher.
 - Conversation volume and amount should be the minimum needed to complete your task.
 - Bring the supplies you need to complete your task.



Rituals and Routines Continued...

- Visiting the media center before school and during lunch...
 - You must have a pass from your teacher or an administrator.
 - Check in at homeroom before coming to the media center during homeroom.
 - You must remain in the media center until you return to class.
 - Clean up your work area/station before you leave.
 - Leave when the bell rings.



Rituals and Routines Continued...

- The following items are **not** allowed in the Media Center

- Food
- Liquids
- Health & Beauty (Makeup, Medicine, Lotion)
- Candy



Rituals and Routines Continued...



- Keep your Media Center clean and neat!
- Return **ALL** books to the book return drop box.
- Return all borrowed materials by the due dates or renew the loan period.
- Throw away unneeded papers.
- Push your chair under the table or computer workstations when leaving.
- Take care of materials!

Borrowing Library Books from the Media Center.

- Students may check out up to **as many books as you can read.***
- Students may renew a book twice. **Bring book back to renew it.**
- Late fees are not charged.
- You must pay for lost or damaged books.

*Not applicable to all books—Media Specialist's discretion



Locating Books and Using the Media Center Catalog

- Reading the Spine Labels

- Fiction

F
BUR

- Non-Fiction

551.46
OCE

- Biography

92
WOO

- LEXILE measure

LEXILE
640L

- Destiny Catalog System

- Link in Launchpad



- Link on the RCTCM website (tcm.rcboe.org)

- Media Center Web Page



- Reading the Destiny online catalog webpage

- Finding a book in your LEXILE range

- **Checking what's on your account**



Navigating the Online Media Center Resources

School website: tcm.rcboe.org

- Staff & Departments tab
- Students tab
- *Media Center

–[Welcome](#)

- Orientation
- Quick Links
- Contact Info

–[Your Media Center](#)...(Resources)



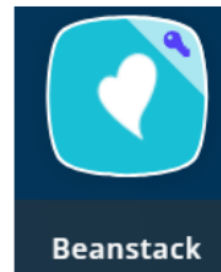
Computer Use:

- You know what to do and what **not to do**.
- Take care of your device.
- You must pay for a lost or damaged laptop.
- You may borrow a laptop once each semester.



Beanstack:

Beanstack



**Read, log minutes, earn badges,
complete challenges,
and win rewards!**

