

Procedures

- A class may visit the media center with their teacher, or individuals may come to the library in groups of up to four.
- A pass with student's name, teacher's name, date, time, purpose, and teacher's signature is required.
- Passes are not required during Power Lunch.
- A pass is not necessary before or after school hours.
- Students must sign-in and sign out at the circulation desk at all times.



Circulation Policies

- A student ID is required to check out library materials.
- Students may borrow four books at a time.
- Library materials are checked out for a three-week period.
- Overdue materials must be returned before additional books are borrowed.
- A replacement fee is charged for lost or damaged materials.

Media Center Hours

Monday – Friday

6:30 a.m. to 3:30 p.m.

*The media center will close at 2:25 p.m. on occasion due to professional commitments.

West Johnston High School



Media Center Policies & Procedures

Mr. Will Sanders

Mrs. Yvette Davis

Media Coordinators

West Johnston High School

5935 Raleigh Road

Benson, North Carolina 27504

Telephone: 919-934-7333; ext. 117 / 119

Internet Address:

<http://www.johnston.k12.nc.us/wjhs>

Click on the *Media Center* tab.

Media Center Mission

The mission of the West Johnston High School media program is to empower students and staff to become effective users of ideas and information and to prepare students to be 21st century problem solvers. This mission is accomplished by:

- Providing access to materials in print, audiovisual, and electronic formats that enrich and support the instructional program of the school.
- Offering instruction on how to access, evaluate, and use information.
- Providing instruction on technology tools and applications.
- Collaborating with teachers to promote the development of information skills, media literacy, and lifelong learning.

Resources & Services

- Fiction Books
- Nonfiction Books
- E-books
- References Materials
- Periodicals (Magazines & Newspapers)
- Online Public Access Catalog (OPAC)
- Internet Access
- Microsoft Applications
- Web 2.0 Applications
- Photocopying & Printing (10 cents per copy)



Johnston County Schools Online Catalog

Scroll down the list of schools and select WJHS Media Center. Select the *Catalog* tab to access the library collection at school or at home.

Expectations

- Come to the media center with a purpose.
- Use a quiet voice.
- Show respect for library staff, other patrons, and materials.
- Leave book bags in classrooms, or place them in designated area.
- Clean work space before leaving and place chairs under tables.
- Return materials to designated areas.
- Food and drink, other than bottled water, are not permitted.

