


# Welcome to the Verona High School Library Media Center



*Our mission is to work collaboratively to engage our school community in a learning center that is open and welcoming to everyone. By combining our print resources with new technologies available, we work to partner with students, staff and parents as we **read** for pleasure and knowledge, **explore** our world through research and inquiry, and **create** solutions that seek to solve problems and empower students.*

Librarian: Maria Benz  
[mbenz@veronaschools.org](mailto:mbenz@veronaschools.org)

For news and updates:  
 @VHSMediaCenter

## POLICIES and PROCEDURES

### HOURS and ACCESS

**Media Center hours: 7:40-3:30**

**Monday-Friday**

Students are welcome to visit before school, during lunch, and after school. Students are encouraged to use library services and materials with their classes and teachers. Students may also use the library during a study hall period provided they get a pass from their subject teacher with a definite assignment listed on the pass. All passes must be signed by the media specialist prior to returning to class

In addition to a pass, all students completing an independent assignment must have a completed and approved proposal on file signed by a teacher or parent. Project proposals will be located online on our website and at the media center

### LOAN POLICIES

- All fiction and non-fiction books may be circulated for 2 weeks at a time
- Book and material renewals are encouraged and will be done in 2 week periods

- Reference books cannot be circulated and must be used within the library unless requested by a teacher
- Teachers may place books on hold for a class or assignment. Books reserved for a class may have a specified loan period
- All materials that you wish to borrow **MUST** be checked out. Every student has a unique bar coded number on file at the circulation desk.
- All materials must be desensitized at check out in order to prevent setting off the book detection system.

### FINES and LOST MATERIALS

- A fine will be charged for all materials returned past their due date.
- Students with book fines will not be allowed to circulate materials until the book is returned or the fine is paid
- All non-reference books are \$.05 a day.
- If materials are returned on time they may be placed into the return slot on the circulation desk.

**Students who have lost or intentionally damage library materials are required to pay for their replacement.**

### RULES OF CONDUCT

- We seek to transition our media center into a learning common - therefore collaboration

and communication between students and teachers is encouraged. However, please respect other students and be considerate by moderating your noise level

- When a lesson is in session, please keep noise to a minimum
- Our media center is student-centered, please be responsible for your materials and keep your working space organized and clean
- Students MUST adhere to the rules of conduct when traveling or using the library or they will be sent back to class and/or denied library privileges

## SERVICES and MATERIALS

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Students and teachers are encouraged to use our media center in ways that enhance and broaden their academic experiences with the following examples:

Research and documentation advice, brainstorming ideas and topics, help with searching, reading recommendations, assistance with multimedia projects, connections to real world experts, special classroom activities, workshops, events, meetings for groups and clubs, expos and displays, spaces for independent and collaborative work...and much more!

Visit our media center and follow us on Twitter for news and updates

## COMPUTERS and ELECTRONIC DEVICES

Any student that has signed a "Use of Technology" agreement can utilize any computers or electronic devices within the media center. The computers and Internet resources are for **SCHOOL WORK ONLY**. Personal applications and downloading are not permitted. Violations of the policy will result in being sent back to study and/or denied computer usage for a period of time.

## ONLINE RESOURCES and DATABASES

All electronic materials, databases, and class pathfinders and project websites can be access from our [Library Media Center Homepage](#)

All databases can be accessed remotely. We are currently subscribed to the following:

- Bloom's Literary Criticism
- The World's Best Poetry Online
- Short Story Finder – Full text and criticism
- Facts on File – History, Science, Health and Careers Databases
- Gale Database - Periodicals and Contemporary Authors
- EBSCO
- Follet Shelf E-Books
- ...and other web-based resources and tools

## COLLECTION and CATALOG

Our print collection is divided into sections: fiction, non-fiction, reference, vocation and career, oversized, and professional reference.

Our library automation system is by WINNEBAGO. We have 4 dedicated patron look-up stations. They are located as you enter the library. If you want to search the library collection double click on this icon on the desktop. You can search by author, title, subject or keyword.

## COPIER

The library's copier is available for student use. Each copy is \$.10.

## VOLUNTEERS

Do you enjoy reading and sharing your thoughts with others? Or are you tech-savvy and would like to help? Have great ideas? The VHS Media Center is always looking for student volunteers. Speak to Mrs. Benz on how you can be a part of our school library!