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Overdue materials:

The LMC does not charge fines for late materials. Overdue notices are given out to students in their advisement classes every three weeks. If a price is sent home, it has been assumed by the LMC that the item is lost and the replacement cost is given. We would rather have the item returned than the money.

If a student has a problem with damage, loss, or late materials, that student's check-out privileges may be modified until he/she can become more responsible.

When checking out, students are notified if they have overdue materials. They will not be allowed to check out additional materials until the items are returned. We offer to hold an item until the next day, at which time students can return the overdue items and check out the new item.

After School:

After school study time is supervised by Mrs. Harder on Tuesday and Thursday afternoons. Students sign up in the library each day they stay.



**Library Media
Specialist:
Mrs. Julie Harder**

**Library Clerk:
Ms. Mary Lou Spore**

**Telephone:
213-8340**

**E-mail:
jharder@psdr3.org**

**Website:
[http://ht.psd3.org/
library.htm](http://ht.psd3.org/library.htm)**



Welcome to the Pattonville Heights Library Media Center



A Guide for Students and Parents

2007-2008



Operating hours:

7:50 a.m.-3:00 p.m.

Students may come to the LMC (Library Media Center) before school without a pass to study, research, check out, or return materials.

During school, students will come to the LMC with their class as often as the teacher wishes. Also students may obtain a pass from their teacher.

After students eat lunch, they may visit the LMC during the remaining period. To do so, students must obtain a pass from one of their teachers before going to lunch.

Checking out materials:

<u>TYPE</u>	<u>TIME</u>	<u>LIMIT</u>
<i>Books</i>	<i>2 weeks</i>	<i>no limit</i>
<i>Twain Books</i>	<i>2 weeks</i>	<i>1 at a time</i>
<i>Videos</i>	<i>2 days</i>	<i>1 at a time</i>
<i>Magazines</i>	<i>1 week</i>	<i>1 at a time</i>
<i>Reference</i>	<i>None*</i>	

*Exception: Some older encyclopedias are marked for overnight checkout.

Expectations:

The library is a classroom. Mrs. Harder's expectations are:

1. We are all here to read, think, and learn.
2. Everything you do in the library should add to your learning rather than interfere with your learning or with the learning of others.

In keeping with these expectations, students need to know that:

1. Using a computer is a privilege, not a right.
2. Sitting with a friend is a privilege, not a right.

Be one of the privileged!

Computer Usage:

The LMC is equipped with 24 eMacs for student use. These computers may be used to do research required by a teacher if an "Electronic Communication Form for Student Access" is on file in the Heights office. Refer to the student packet for further information on Internet use. Library computers may NOT be used to play games, surf the Internet, or check personal e-mail.

Mark Twain Mania:

Heights' LMC sponsors the Mark Twain Mania reading program. Students, parents, and staff are encouraged to read the Missouri Association of School Librarian's Mark Twain Award Nominees by February 25, 2008. Anyone who reads and reports on at least four gets to sign his/her name on the library wall. For a list of the books and a copy of the form click on the Mark Twain Mania link at <http://ht.pedr3.org/library.htm>

Book Battles:

The Heights' LMC proudly sponsors Book Battles for each grade level and for area middle schools. Students interested in grade-level battles will receive a list of books and be placed on teams. Winning teams from Heights compete against Remington Traditional School students for the prized Pattonville Pirate Parrot. Also, on May 2, 2008, Pattonville Heights will host the second annual Area-Wide Middle School Book Battle. Students may form their own teams for this event. Visit the library website for a list of books and more information.