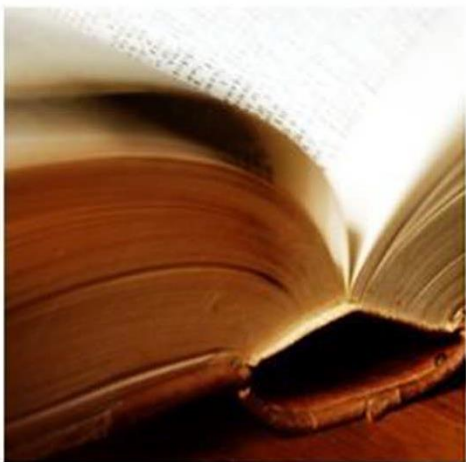


Welcome to the RCTCM Media Center

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 laptops.



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
- 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 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)

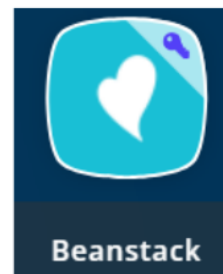
Computer Use:

- 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!**



PINES Play Card:

PINES Library Access for Youth Student Library Card Program

WHAT IS THE PLAY CARD?

The Augusta-Richmond County Public Library System and the Richmond County School System recognize the importance of literacy to a student's academic success.

We have partnered to offer the PINES PLAY (PINES Library Access for Youth) Card - a digital library card/account especially for students in grades K-12 in Richmond County public schools.

WHAT ARE THE BENEFITS OF A PLAY CARD?

- Check out books, audiobooks, CDs and DVDs, plus ebooks and digital resources with no overdue fines.
- Access more than 11 million items through PINES, the statewide network of public library systems.
- Connect to free homework help, tutoring, and test prep resources online anytime from home, school, or the library.
- Use your student number as a library card at your local library and online!
- Use computers and internet at your local library.

HOW DO I GET A PLAY CARD?

All Richmond County public school students will automatically be issued a PINES PLAY Card Account unless they opt out of the program.

Got Questions?

Call your school or our library!
Augusta Public Library
823 Telfair Street, Augusta, GA 30901



Borrow ebooks,
audiobooks &
magazines



15,000 ELECTRONIC AND
AUDIO BOOKS
AVAILABLE FOR CHECK
OUT

