

## *The Basics of Pope Media Center:*

### *Hours & Access*

- Students are encouraged to use the Media Center before and after school and during their lunch period. We are open from 7:30am – 4:30pm.
- Students may use the Media Center during their lunch if they enter before the bell rings or with a pass from one of their classroom teachers. Students that come during lunch must stay until the end of their lunch period.
- A student must have a signed pass from a teacher to use the Media Center during the day. Please be aware that classes that are in the Media Center for group instruction have first priority for the Media Center resources; so some resources (especially internet access) might not be available to individual students during class periods, or lunch.



### *Loan Procedures*

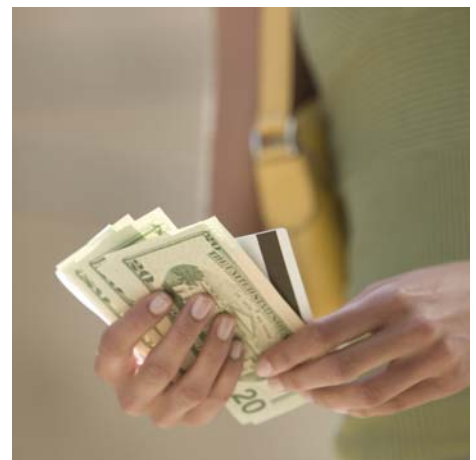
- Most books can be checked out for 3 weeks. (All books can be renewed.)
- There is no limit on the number of regular books a student can checkout.
- Reference books can be checked out for overnight.
- Faculty checkout is for the current semester.

### *Checking out flash drives*

- Flash drives can be checked out for 5 days and can be renewed two times.

### *Fines*

- Fines are charged to students for books & flash drives that are late.
- Fines are \$.10/per day for all regular circulation books
- Reference book fines are \$.25/per day.
- The fine for overdue flash drives is \$.50/per day.
- Students are not allowed to check out material if they have outstanding fines.
- Report cards and/or diplomas, yearbooks, parking passes and tickets to homecoming and/or prom **WILL NOT** be issued for students with outstanding fines.



## *The Basics of Pope Media Center:*

### *Computers*

- Pope High School students must abide by the Cobb County technology use policies when using the internet.
- The Media Center does not allow students to play games.
- Students must save their work to their folder on the “H” drive (file-save as-student ID#). The school computers will not allow you to save work on the hard drives.
- Students can bring work from home on flash drives. Work must be saved to Microsoft Word version XP or a prior version of Microsoft Word (**NOT Microsoft Vista**). E-mail attachments and floppy disks are no longer accessible in the Media Center. Please use a flash drive when transferring work from home.



### *Printing Policies*



- Printing should be for school work only.
- Currently black and white printing is available, limited to a reasonable number. We ask that conservation for our resources be considered. Due to budget constraints, we may have to limit printing and/or charge for it in the future.
- Color printing is available for a cost of \$1.00 per page. See a Media Center staff member for details.

### *Miscellaneous*

- Password changes can be done by any of the Media Specialists. Please come to the Media Center if you are experiencing password log-on problems.
- Remember when you are asked to reset your password, you must include a number somewhere in the sequence.
- Cobb County makes available several on-line resources & databases to help students with research. These resources can be accessed at home through the Pope High website. Passwords to access sites may be found at the bottom left corner of the [Pope Media Resources Page](#).



### *Security System*

- The Media Center has a security system at the main exit. All books have a security tag and if left uncovered will trigger the alarm and cause the turnstile to lock. Please be sure to check out all books before leaving the Media Center.
- Public Library books will also trigger our security system. Please see a media specialist before leaving the facility (if you have a county library book) to avoid setting off the alarm.